

# Arts & Sciences Managers' Meeting Minutes

January 9, 2013

Dean's Office: Ryan Greenway, Jan Pittman, Laura Yurco, Collette Wilshire, Lachonya Williams, Sabrina Flowers, Allison Hubbard, Christian Lincoln, Kevin Moye, Geri Middleton

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## Speakers

Steve Lawson

Lead Member Action Coordinator for State Employees Association of North Carolina (SEANC)

Steve talked about the association's mission and what their lobbyists are doing to support state employees. He cited examples where efforts have paid off and where they are still struggling to get the NC legislature to pay attention. He encouraged those in attendance who were not members to join and mentioned access to benefits programs that they offer. For more information, see <http://seanc.org/>.

Christian Lincoln

Accounting Technician

Dean's Office, Arts & Sciences

"The Auditing Process and How to Manage Files and Transactions"

Christian reviewed the audit process should you receive a call from an auditor who wants to review your files or transactions. Your Dean's Office contact will participate in the audit and help you get ready for the audit review. He cautioned against submitting transactions that would immediately send up a "red flag." If you are asked to make a reimbursement and you are not comfortable with what or who is getting reimbursed, talk with your Dean's Office contact about your concerns.

There are some transactions that do not route through the Dean's Office such as travel requests/reimbursements and check requests. The Dean's Office Business Center uses various reimbursement forms for all types of requests. You may find these forms on the College of Arts and Sciences website:

<http://collegeintranet.web.unc.edu/resources/business-center-forms/>

Following good budget practices is your best line of defense. Christian provided links to the following for reference:

Finance Division Policies and Procedures Manual

<http://financepolicy.unc.edu/index.htm>

North Carolina Budget Manual

[http://www.osbm.state.nc.us/files/pdf\\_files/BudgetManual.pdf](http://www.osbm.state.nc.us/files/pdf_files/BudgetManual.pdf)

University Archives & Records Management Services

[http://www.lib.unc.edu/wilson/uarms/gen\\_sched.html](http://www.lib.unc.edu/wilson/uarms/gen_sched.html)

## Announcements

**New Manager** Carley Niland is the new manager for Women's and Gender Studies.

## Human Resources

**New Position** Lachonya Williams was been appointed to a new position, Associate Director Human Resources, where she will be sharing some of the responsibilities previously held by the Director of Human Resources.

**Jan. 10** Due date for assistant professor dossiers to Dean's Office.

**Jan. 28** Due date for Research and Study Assignment recommendations for FY 2013-2014.

**New Staff** Allison Hubbard is a new HR Specialist and Geri Middleton is the HR Visa Specialist. There are three HR Specialist vacancies (for Phase I) and Lachonya's former position, HR Consultant, is also posted.

**Science UBC** Effective Jan. 1, the Science UBC was folded into the Business Center. Rhonda Craig-Schwarz is reporting to Collette Wilshire and Anne Schwarz is reporting to Lachonya Williams.

**Acctg Tech** A new accounting technician will be on board soon who has considerable contracts and grants experience.

**Asst Dean for HR** Interviewing is proceeding; the position closes the latter part of January. The CAS PeopleSoft Transition Advisory Committee (PTAC) will participate in the interview process.

**Business Center** There is some confusion between what the Business Center is versus Business Operations. The Business Center is under Business Operations and functions as the support group for many of the units that are now academic departments, i.e., Study of the American South, Undergraduate Education, Honors (and others). It was requested that a new org chart accompany the meeting minutes. It will also be added to the Business Operations website.

## Finance

**Start-Up Changes** Changes to faculty's start-up allocations are due in the Dean's Office by January 21, 2013. You will not be able to return funding for future year allocation after that date. Also, if this is the last year of a start-up budget, then funds cannot be returned to be reallocated in a later year.

**Non-personnel** Your department must spend non-personnel funds by early June because the funds will not carry-forward to FY13/14. All awarded funds have been transferred to the units.

**Federal Tax Changes** Although these tax changes do not affect our unit budgets, we as employees will be affected by an increase in the payroll tax. Please see the attached memo.

**Webinars** Two webinars for PeopleSoft chartfield training are available this month – January 11 and 25. Please use the following link for the January webinars. <https://sas.illuminate.com/m.jnlp?sid=2009099&password=M.B863C9CE29EDE8E1F15B8B327521DD>

Ryan hopes to do some College-specific training prior to the rollout of PeopleSoft in the Spring. He called for volunteers to help pull the programs together.

**Next Meetings:**

Feb. 13 CAS Accounting Services Staff Meeting  
Mar. 13 CAS Managers' Meeting  
Apr. 10 CAS Student Services Staff Meeting

Location: Toy Lounge, Dey Hall

## **FEDERAL TAX CHANGES FOR 2013**

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### **FICA TAX WITHHOLDING CHANGE**

The FICA rate for calendar years 2010 and 2011 was 7.65% for the University and 5.65% for each employee. The rate was comprised of a Social Security tax withholding rate of 6.2% for the employer and 4.2% for the employee, and a Medicare tax withholding rate of 1.45% for both employer and employee. The *Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010* provided a two percentage point payroll tax cut for employees, reducing their Social Security tax withholding rate from 6.2% to 4.2% of wages paid. The reduced Social Security withholding will have no effect on the employee's future Social Security benefits.

The reduced Social Security tax rate is no longer available for employees beginning with calendar year 2013. The change is effective for calendar year 2013 payrolls. In summary, the Social Security withholding tax rate will be 6.2% for both the University as employer and for employees beginning in calendar year 2013. The social security wage base limit for 2013 is \$113,700. There is no wage base limit for the Medicare tax.

### **ADDITIONAL MEDICARE TAX WITHHOLDING**

Beginning in calendar year 2013, the University as employer must withhold a 0.9% Additional Medicare Tax from wages paid to an employee in excess of \$200,000 in a calendar year. The Additional Medicare tax is only applicable to the employee. There is no employer share of the Additional Medicare Tax. All wages that are subject to Medicare tax are subject to Additional Medicare Tax withholding if paid in excess of the \$200,000 withholding threshold.

### **FEDERAL INCOME TAX WITHHOLDING**

On January 3, 2013, the Internal Revenue Service provided early release copies of the 2013 federal income tax withholding tables. These 2013 Percentage Method Tables for federal Income tax withholding have been implemented and will be used effective with Biweekly Payroll 14 to be paid on 01/11/2013 and with the Monthly Payroll to be paid on 01/31/2013. Additional information on federal income tax withholding is available at <http://www.irs.gov/pub/irs-pdf/n1036.pdf>

### **PAYROLL SERVICES**

[payroll@unc.edu](mailto:payroll@unc.edu)

962-0046

Dated 01/03/2013

# The Auditing Process: How to Manage Files and Transactions.

Presentation by Christian Lincoln, Accounting Technician for  
the College of Arts & Sciences Business Center

# The Audit Process

- Initial investigation
- Site visit
- Final decision

## What Should You Do?

- Research
- Communicate
- Cooperate

# Tips to strengthen your department's financial security.

- Know what auditors look for
- Don't submit "red flags"
- Enact strong and consistent procedures
- Follow University and State guidelines

Finance Division Policies and Procedures Manual:

<http://financepolicy.unc.edu/index.htm>

North Carolina Budget Manual:

[http://www.osbm.state.nc.us/files/pdf\\_files/BudgetManual.pdf](http://www.osbm.state.nc.us/files/pdf_files/BudgetManual.pdf)

- Uphold proper records retention and disposition

[http://www.lib.unc.edu/wilson/uarms/gen\\_sched.html](http://www.lib.unc.edu/wilson/uarms/gen_sched.html)

# CAS Business Center Reimbursement Form

Preparer's Name  Preparer's Dept  Today's Date

## Entertainment:

Issue Payment To

PID

Description

- Meal  Training Session  
 Business Meeting  Reception  
 Recruitment  Other

Place, Purpose and Agenda

Total Purchase Amount

Date of Purchase

Account

More than 8 people attended?

If less than 8 people attended, please list their names here:

## Supplies & Services:

Issue Payment To

PID

Items Purchased

Total Purchase Amount

Date of Purchase

Account

Purpose

Signature: \_\_\_\_\_

An example of a financial request form used by the Business Center.

This is a completely fillable PDF document.