Business Administrators’ Forum
Welcome  
*Presenter: Sharon Anderson, Financial Services*

Unallowable Costs  
*Presenter: Nick Reed, Director, Financial Services*

Payroll Updates  
*Presenter: Kim Crewey, Assistant Controller, Financial Operations*

Reimbursement Inquiry  
*Presenter: Allison Belton, Director, Accounts Payable*
• NSF Desk Review Results
  – Favorable Assessment with best practices recommendation to identify and segregate unallowable cost

• Unallowable Costs Administrative Procedure
  – Improve identification of unallowable costs and appropriately exclude them from any application, proposal, billing or claim related to a federally-sponsored agreement
• New account for unallowable costs
  – Effective 1/1/16 for the University

• Please note that the term *unallowable* is defined by the federal government and is for the purpose of complying with federal costing regulations only. Certain types of expenditures, though not reimbursable by the federal government, are necessary for conducting university business and will continue to be reimbursed
### Unallowable Costs

#### Examples

**Advertising and Public Relations**

<table>
<thead>
<tr>
<th>Allowable</th>
<th>Unallowable</th>
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- Advertising and public relations costs incurred solely for project purposes
- Gifts, souvenirs and costs to promote WFU
- Gifts based on custom or given as a thank you

References: 2 CFR 200.421

**Alcoholic Beverages**

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- Alcoholic Beverages

References: 2 CFR 200.423
### Alumni Activities and Contributions

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<tr>
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<tr>
<td>Alumni activities</td>
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<td>X</td>
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<tr>
<td>Contributions / Donations</td>
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**References:** 2 CFR 200.424 & 2 CFR 200.434

### Entertainment

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<tr>
<td>Including but not limited to amusement and social activities</td>
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**References:** 2 CFR 200.438
Payroll Updates

• NOVAtime
• December schedule
• Electronic W2 consent
NOVAtime Upgrade:

- Application environment has moved to the 5000 series which is the most current environment available
  - This is first major upgrade since 2012 implementation
- System is now configured for redundancy and load balancing
  - Multiple servers are in place to handle high use times
  - Information automatically sent to server with quickest response time
  - Monthly server maintenance can be performed with little to no down time
- Continue to work on performance improvement
  - Performance stability will give us flexibility to work on product enhancements
2015 Payroll Reminders:

- December Payroll Deadlines:
  - Pay Period Dates: Dec. 5\textsuperscript{th} – Dec. 18\textsuperscript{th}
  - Deadline for Time Card Submittal and Approval
    - Submit – Thursday, Dec. 17\textsuperscript{th} at 8:00PM
    - Approval – Friday, Dec. 18\textsuperscript{th} at 10:00AM
- Final pay date will be December 23\textsuperscript{rd} for all 2015 payrolls
- Last day to use PTO in 2015 is December 23\textsuperscript{rd}

*** Due to shortened pay cycle and holiday closure NO payroll corrections, including hours not submitted and approved by the above deadlines, can be completed until the first payroll of January 2016.***
Payroll Updates

- **Electronic W-2**
  - All faculty, staff, and student employees who have given consent to receive their W-2 electronically will be entered into a drawing for a $100 gift card to the Deacon Shop
  - Link to consent is in WIN
    - Click on WF@Work → Electronic W-2 Consent (under Tax Forms)
  - **W-2 Availability**
    - Electronic W-2’s around January 15th
    - Paper W-2’s will be mailed on January 29th
Reimbursement Inquiry in WIN
Your input is essential as we continue to collaborate and discuss items of interest so that we can improve how we do business at Wake. So, please continue to send along suggestions, questions, and topics you want to hear about, know about, or discuss with others.

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
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<td>9:00 – 10:30 AM</td>
<td>409 Benson</td>
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<tr>
<td>Mon., 2/22/16</td>
<td>2:00 – 3:30 PM</td>
<td>401 A/D Benson</td>
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<tr>
<td>Mon., 3/21/16</td>
<td>11:00 – 12:00 PM</td>
<td>401 A/D Benson</td>
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<tr>
<td>Wed., 4/20/16</td>
<td>1:00 – 2:30 PM</td>
<td>409 Benson</td>
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<tr>
<td>Tues., 5/10/16</td>
<td>9:00 – 10:30 AM</td>
<td>404 ZSR Library-Auditorium</td>
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