

JACKSONVILLE UNIVERSITY  
FINANCE AND ADMINISTRATION FAQ'S

The information provided here has been designed as a quick reference for Jacksonville University for employees or guests of the University. If you have any additional questions please call 904.256.7048.

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## BUDGETING & BUSINESS OPERATIONS

How do I get access to view specific accounts in Web Advisor?

If you can't access all units that fall under your area of responsibility, please submit a My Budget Access Form to the Budget Director (epaige@ju.edu). This form can be found in Web Advisor in the Financial Information section.

What is a pooled budget?

The pooled budget line (object code 70000) represents the amount budgeted for a unit's non-salary expenses. This line serves as an umbrella account; object codes included in the pool total against the pooled budget – unless they are newly associated. Object codes must be associated with the pool account **after** they are added in the system, so recent expenditures in newly associated objects will not be immediately included in pooled totals.

How do I find the balance available for spending in my account?

You can access information for your accounts through Web Advisor. Log in to MY JU and select "Employees" in the Web Advisor section. Then click on "Budget Selection" in the Financial Information section.

To determine funds availability in Web Advisor, first check the "Funds Available" column for the 70000 object. Then look at the bottom of the screen for spending that may have occurred in newly associated object codes that are not yet included in the pool and subtract them from the balance remaining in the pool. Disregard available funds shown in salary, benefit, and revenue object codes not included in the pool. You may also choose to select only objects beginning with 7 and 8 on the Budget Selection screen.

For unbudgeted units in NAC 12 and NAC 21, funds availability is determined by the Unit Total Funds Available amount (lower right of Budget Selection screen). At the beginning of each fiscal year, you must check both the current-year balance and the prior-year balance in these accounts to determine the actual current balance. The Balance Forward amount (object 30000) will be zero until the prior year is completely closed and rolled forward.

How do I know if a particular payment has been made from my account?

Open your unit in Web Advisor, Budget Selection, and click on the amount shown in the "Actual" column for the object code used for the expense. Another screen will open listing all activity for that account number.

What does the "Encumbered" column represent in the Web Advisor budget summary screen?

Amounts in the "Encumbered" column are commitments associated with an open purchase order. When purchase orders are issued, funds are committed to cover the estimated amount of the purchase. When payment is made, the commitment is reversed in the "Encumbered" column and the payment recorded in the "Actual" column. You can click on amounts in either column to view detailed transactions.

How do I know whether to use a check request or a purchase order?

Most purchases of goods or services should be initiated with a purchase requisition. This form can be found in Web Advisor in the Financial Information section. Check requests should



advances direct deposited to their bank. To do so, please update the Bank Information on the Employee Web-Advisor screen.

### Department Deposits and Petty Cash

Petty cash and deposit slips need to include a full GL account number. GL account numbers should include the NAC (2 digits), Location (always 00), Unit (5 digits), and Object (5 digits) to look like XX-00-XXXXX-XXXXX. Petty cash reimbursement are reserved for authorized employees (not students).

### P-Cards

## Payroll and Time Sheet Submissions

Approved and timely submission of time cards for employees and students is vital for payment of wages for services rendered. A full day of work is 7 hours 45minutes and a full week is 38 hours 45minutes. Lunch is 1 hour with 15 minutes paid and lunch is required for employees that work a full day. Staff time forms are available on the Employee Forms section of the Controller's page and should be submitted to payroll@ju.edu by the approving supervisor. Staff timecards are due from the superv(f) Lunch ards are(perv)Tj1 0 0j845.4 0 617.2(m( of)Tj1 0 09Tw 4.4 0 617.

PURCHASING DEPARTMENT  
POST OFFICE  
PRINT SHOP

How do I place an order for business cards?

Log onto <http://marcomcentral.app.pti.com/graphiccommunicationscorp/jaxunv>

User ID: juuser

Password: ju2014

At the site you can create your profile. Follow the instructions to order business cards and stationery. Submit a purchase requisition in order for Purchasing to release the print job.

How do I place orders for office supplies?

Log onto [my.ju.edu/pages/purchasing.aspx](http://my.ju.edu/pages/purchasing.aspx)

You can place your order from this list which contains the most frequently used items on campus. If the item you need is not on the list you can look up the item number in the Advantage Office Products catalogue or go to [www.iteminfo.com](http://www.iteminfo.com). Enter the item number and quantity in the box on the last page. Orders are placed with the vendor on Wednesday after 2:00 PM and delivered on Thursday.

Where can I find a copy of the Purchase Requisition (The Blue Sheet)?

Log on to Web Advisor

Click on either “employee” or “faculty”

Look under Financial Information, the last item is the Purchase Requisition

How do I make Airline travel arrangements?

The University’s preferred agency is Discount Travel.

Call 904-641-4444 and give the agent the complete itinerary.

You will receive the price quote. Forward the quote via email to the Purchasing Office with the account number to be charged. The Purchasing Department will issue a Purchase Order Number to Discount Travel and email it to the requisitioner to confirm the ticketing.

What services are offered by the University’s Post Office?

The Post Office is located in the lower section of the Kinne University Center. The University manages a USPS Contract Station via the “window”. Services offered are the sale of postage (cash only), money orders, domestic and international mail, USPS package pickup and prepaid UPS package pickup. The Post Office is a “drop off” point for FedEx, DHL and similar delivery services.

What services are offered by the Print Shop?

The Print Shop is located in the Founders Building, Room 11. Service offered are B&W and color copying, binding, cutting, hole punching and laminating. The print shop has a new Lanier high speed B&W copier and Lanier production quality color copier.

How do I make Tax Except purchases at Amazon.com

Go to <http://www.amazon.com/gp/help/customer/display.html?nodeid=200768990>.

Click on the “help” button at the top of the page.  
You should see a “Help & Customer Service”



## HUMAN RESOURCES

I've moved. What do I need to do?

Log in to My JU Portal and go the Web Advisor menu/Employee. Under Employee Profile, click on the "Address and Phone Change" link. When complete, click the "Submit" button. The computer system will automatically notify H.R. and we will update your benefit vendors.

Please note all the other categories of things you can find out through the Web Advisor too.

How do I know what my vacation balance is?

Look under "Leave Plan Summary" on the Web Advisor Menu (above). You should also contact the Payroll Office to verify that your balance is current in the event a timecard may not have been turned in or posted.

I've lost one of my benefit cards (medical, dental, vision). Now what do I do?

Contact the Office of Human Resources and we can print a temporary card as well as order you a new permanent card. Please allow 7 to 10 days for a new permanent card to arrive at your house.

I want to apply for another position on campus. What do I do?

Submit a copy of your resume and attach it to a Request to Transfer form, found on the H.R. website Form's page. In addition, submit your application materials to the hiring manager.

It is at your discretion if you want to disclose this to your current supervisor. H.R. considers your request as being confidential. If you are selected as the final candidate, you will need to give a minimum of two-week's notice. Generally the two managers involved in the transfer will agree on the transfer date and any other training and scheduling needs for each department.

## CAMPUS EVENT SCHEDULING

How do I reserve a location on campus?

Step 1: Confirm the Event Location(10-14 days prior to the event date)

What do I do in case of emergency?

In the event of a fire, **DO NOT USE THE ELEVATOR**. Calmly and quickly proceed to the nearest exit, get away from the building and join your conference group. Do not re-enter the building until the Fire or Police Department has indicated it is safe. False alarms and tampering with fire equipment or smoke detectors are serious violations. Fines up to \$500 will be issued to individuals or groups violating fire regulations. To report a fire, health or safety emergency, call 911.

What is the alcohol and drug policy?

The possession or use of alcohol and/or illegal drugs is prohibited at Jacksonville University. Guests found in possession of any controlled substance will be required to leave immediately. Such incidents will result in notification of law enforcement agencies.

Where is the bookstore located?

The Jacksonville University Bookstore and the Post Office are located in the Kinne Center on the ground floor.

Can I burn Candles and Incense?

Devices using an open flame such as candles, camping stoves, grills, fondue pots, incense and gas lanterns are not permitted on the campus.

What is the policy regarding Firearms and Fireworks?

Firearms and other weapons are not permitted on campus. Fireworks and all explosive devices are not permitted on campus. Possession or use will result in fines and/or a request to leave the campus.