Employee Moving Reimbursement Process

Department Provides Offer Letter to the Employee

→

Create A Vandal Number. Either with a W9 or I9

→

Department Creates Moving Record in the Moving Program

→

Purchasing Services sends Welcome Letter including Moving Information to the Employee

New Employee Arranges Move

↓

New Employee Moves and Pays all Expenses

↓

New Employee Provides Receipts and Moving Reimbursement Form to the Department.

→

Department Creates Moving Claim on the Moving Program

↓

Accounts Payable Reviews & Approves Expenses.

↓

Payroll Services Prepares the Tax Withholdings

Reimbursement, net of withholdings, included in the Employee's Paycheck.
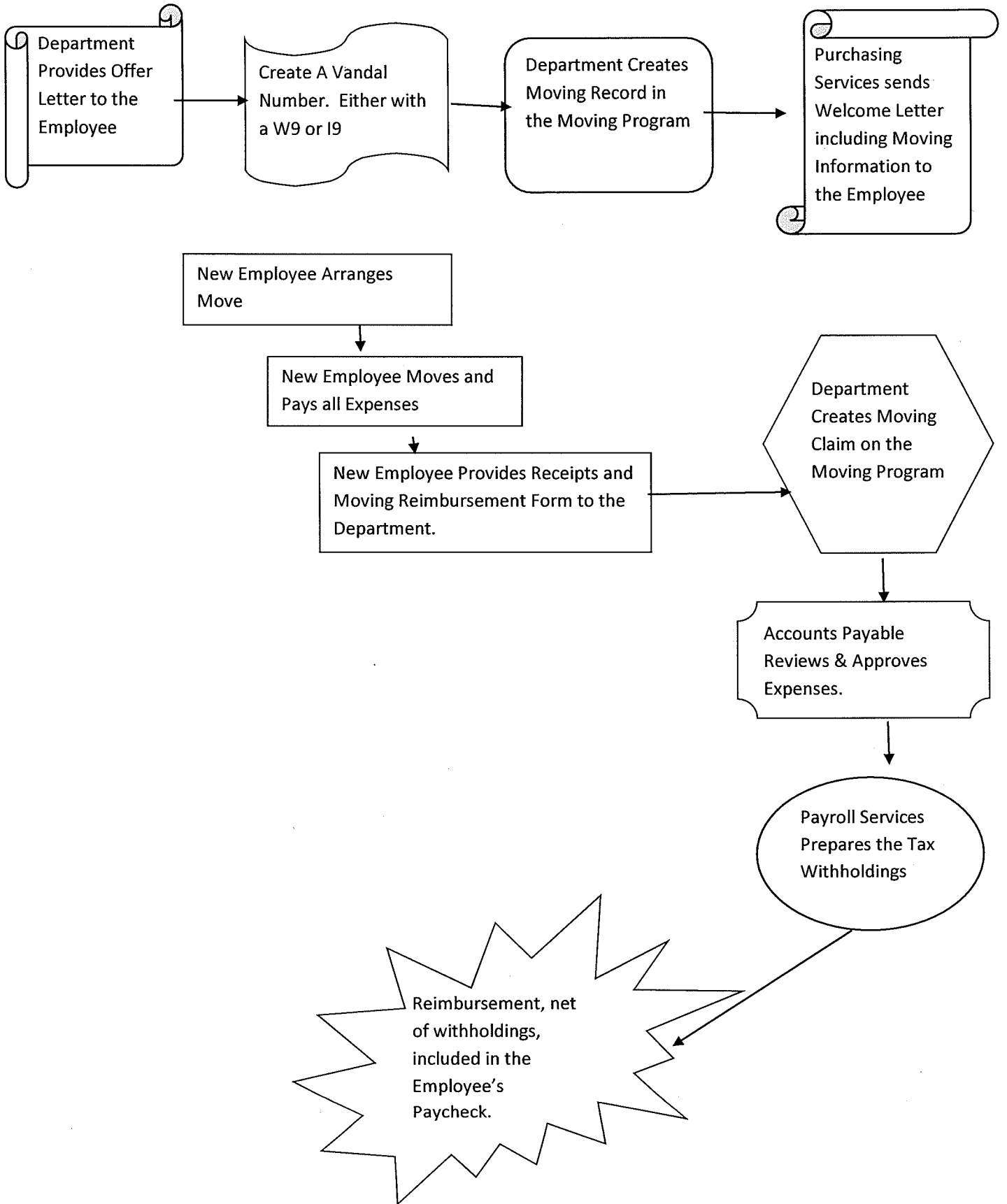
University of Idaho
EMPLOYEE MOVING EXPENSE REIMBURSEMENT

New Employee Information

Name		Department	
Vandal Number		Moving Locations	
Effective Date of Hire		Origination:	
Email Address		Destination:	
Phone or Cell Number		Travel Dates:	

Moving Expense

Transportation and Storage of Household goods * receipts required to document expense

Truck or moving van rental		Fuel for moving truck	
Commercial moving costs		Personal property insurance	
Car transport by carrier (2 max)		Storage of household goods for a period no longer than 30 days	
		Total of Transportation of Goods	$ 0.00

Travel Expenses Directly Related to the Move

How many family members participated in the move? _____

Pre-move house-hunting expenses		Airfare	
Lodging		Car Rental	
Per diem @ In-State rate for up to 4 individuals (no receipts required)		Other: Train, Bus etc.	
Mileage @ current State rate		Total of Travel Related Expense	$ 0.00
		TOTAL REIMBURSEMENT	$ 0.00

Agreement

1. If an employee who receives moving expense reimbursement fails to fulfill his or her contract or appointment obligation and voluntarily resigns within one (1) year of the beginning date of employment, he or she will be required to repay to UI 100% of the moving expense reimbursement received. Individuals who received moving expense reimbursement exceeding $5,000 and who voluntarily resign more than one year and less than two years from the beginning date of employment will be required to repay the amount of reimbursement exceeding $5,000. Individuals who received moving expense reimbursement exceeding $10,000 and who voluntarily resign more than two years and less than three years from the beginning date of employment will be required to repay the amount of reimbursement exceeding $10,000. The amount is due in full at termination, and may be withheld from the employee's final paycheck.
2. Reimbursements for qualified moving expenses are fully taxable to the employee. As such, all related withholdings shall be applied to the total reimbursable amount pursuant to federal and state laws, such as income tax, social security tax, and retirement contributions.
3. Idaho State Board of Examiners policy limits the reimbursement of household moving expense to one employee per household.
4. Submit this completed form along with required receipts to your department finance personnel for processing. Once your claim is reviewed and accepted by Accounts Payable, your reimbursement will be added to your paycheck.

Signature

I have read and understand the information above and in the Moving Reimbursement Policy Summary provided separately. I am providing an accurate accounting of my expenses and understand the tax consequences of this reimbursement. **I also authorize withholding from pay in the future for any amounts due to the University upon my voluntary resignation as outlined in paragraph 1 above.**
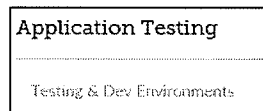
Signature	Date

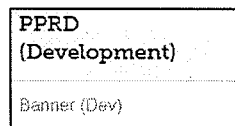| Fund Type 1	Fund Type 1 Title	Fund Type 2	Fund Type 2 Title	Fund Level 1	Fund Level 1 Title	Fund Level 2	Fund Level 2 Title	Fund Level 3	Fund Level 3 Title	Fund Level 4	Fund Level 4 Title
1	Current Unrestricted Funds	10	Central Revenues and Allocations	10	Central Revenues and Allocations	120	Revenue Generation				
		11	Local Service	11	Local Service	121	Internal Vandal Strategic Loan Fund				
		12		12		122	Finance and Admin Dept Return				
						123	Start-up / Special Initiative Funds				
		13	Clearing Funds	13	Clearing Funds						
		14	Unrestricted Gifts	14	Unrestricted Gifts						
		15	Service Center	15	Service Center	150	Operating				
						151	Reserve				
		16	Student Fees	16	Student Fees	160	Other Student Fees				
						161	Student Lab and Course Fees				
		17	Benefits	17	Benefits						
		19	Current Unrestricted Accruals	19	Current Unrestricted Accruals						
2	Current Restricted Funds	20	Ag Research and Extension	20	Ag Research and Extension	200	Research	2000	Federal	20001	Hatch
								2001	State	20010	Agr Research State General Account
										20012	Equine Reproduction
										20013	Multi-state Research
						201	Extension	2010	Federal	20100	Smith-Lever
								2011	State	20110	State General Acct-Extension Serv.
								2012	County	20120	County Extension
		21	Restricted Gifts	21	Restricted Gifts						
		22	Sponsored Programs	22	Sponsored Programs	220	Federal		Master Fund		Sub Fund
						221	State				
						222	Other				
		23	Student Aid Funds	23	Student Aid Funds	230	Federal	2301	Federal Grants		
								2302	Federal Loans		
								2303	Federal Work study		
						231	State	2311	State Grants		
								2312	State Work Study		
						232	Scholarships	2321	Central Funded Cash		
								2322	Annual Funded		
								2323	CIT Funded		
								2324	Other		
								2325	Agency		
								2326	Central Funded Out of State Waivers		
		24	Other Restricted - Appropriations	24	Other Restricted - Appropriations						
		29	Current Restricted Accruals	29	Current Restricted Accruals						
3	Auxiliary Funds	30	Auxiliary Enterprises	30	Auxiliary Enterprises	309	Operations-Intercollegiate Athletic				
		39	Auxiliary Accruals	39	Auxiliary Accruals						
4	Loan Funds	40	Loan Funds	40	Loan Funds	400	NDSL (Perkins)				
						401	Other Student Loan Funds				
		49	Loan Funds Accruals	49	Loan Funds Accruals						
8	Agency Funds	80	Agency Funds	80	Agency Funds						
		89	Agency Accruals	89	Agency Accruals						
9	Plant Funds	90	Unexpended Plant Funds	90	Unexpended Plant Funds						
		91	Renewal & Replacement Funds	91	Renewal & Replacement Funds						
		92	Retirement of Indebtedness	92	Retirement of Indebtedness						
		93	Investment in Plant	93	Investment in Plant						
		99	Plant Fund Accruals	99	Plant Fund Accruals						

Testing Kick-off
Feb 8, 2018

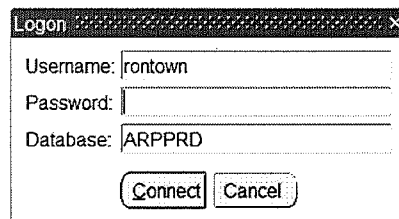Please provide feedback to **dfa-chart-project@uidaho.edu**

- All work to date has been done in a separate test data base
  - Select the Testing and Development Environments link at the bottom of the Banner page under Application Testing

Application Testing
Testing & Dev Environments

  - Select the Banner (Dev) link under PPRD (Development)

PPRD (Development)
Banner (Dev)

  - When logging in use ARPPRD in the Database: box of the login box.

Logon			X
Username:	rontown		
Password:			
Database:	ARPPRD		
	Connect	Cancel	

- Valid organization codes
  - The original org work was started in early calendar year 2017. Many orgs created after that time may not be in the new chart yet

- All transactions have been/need to be posted to FY 19.

- JV and invoice transactions have been posted
  - No encumbrances
  - Some budget entries didn't make it

- JV numbers are reverse of the original entry
  - Reverse to look at the original in FGIDOCR

- Invoices start with IX

- Payroll/AR transactions don't have matching payroll records

- Transactions on orgs that aren't moving to the new chart and posted on the FOAP
  - Index – BALNCE
  - Fund – BALFND
  - Org – 643
  - For the documents to post I had to put them somewhere

- Entering transactions
  - Approvals and posting are not running
    - Will be periodically pushed through

- Org changes are still coming through so some new ones may show up that were on the default BALNCE later

- Fund balance accounts have moved to begin with 90 (rather than 40)
  - To query fund balance on FGITBAL use 90% for the fund balance accounts.

- Please try the FGRODTA report
  - Parameters
    - 01 – Fiscal Year   **19**
    - 02 – Chart of Accounts   **V**
    - 03 – From Organization Code   beginning Org
    - 04 – To Organization Code   can be same as 03
    - 05 – From Fund Code   optional
    - 06 – To Fund Code   optional
    - 07 – From Account Code   optional
    - 08 – To Account Code   optional
    - 09 – From Date   optional but should be used
    - 10 – To Date   optional but should be used
    - 11 – Include Accrual for Last Prd optional – default **N**
    - 12 – Print Organizational Totals   optional – default **Y**
    - 13 – Commitment Type   We only have **Uncommited** encumbrances

Argos items:

```
▼ 🗀 Chart Project

  ▶ 🗀 Design queries

  ▶ 🍥 Account Crosswalk Queries

  ▶ 🍥 Chart V Organization by Hierarchy Reports

  ▶ 🍥 Fund Crosswalk Queries

  ▶ 🍥 Index Listing by Organization or Level 3 Org Code

  ▶ 🍥 Organization conversion by Mid Level report

  ▶ 🍥 Organization Crosswalk Queries

  ▶ 🍥 Sample Activity Code Report

  ▶ 🍥 Sample Index Report
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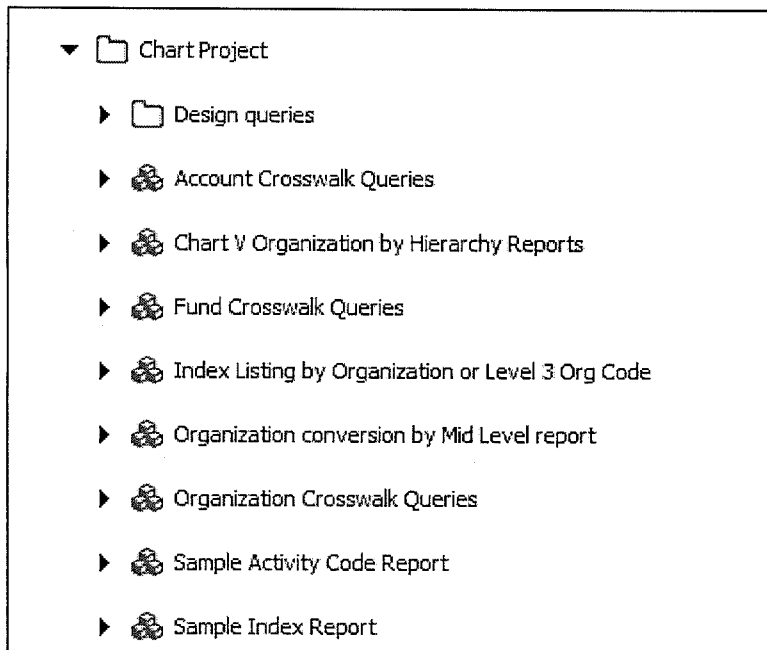
- Crosswalk queries may help with how things were mapped over
  - Account Crosswalk Queries – Account code look up
    - One query for 9 – V and one for V – 9
  - Fund Crosswalk Queries – Fund code look up
    - One query for 9 – V and one for V – 9
  - Organization Crosswalk Queries – Org code look up
    - Reports all index information for the entered chart 9 code
- Look queries
  - Chart V Organization by Hierarchy
    - Dashboard, print and spreadsheet output
    - Drop down for starting point in the hierarchy
  - Organization conversion by Mid Level
    - Crosswalks codes under current chart 9 mid level to chart V codes
    - If chart V codes are blank the code was not carried forward the the new chart
- Listing queries
  - Index Listing by Organization or Level 3 Org Code
    - Provides both formatted print and spreadsheet output
    - Lists indexes under a specific org or everything under a level 3 org
  - Sample Index Report
    - Listing of index codes for a specific org code
    - Spreadsheet output

- All are concepts at this time
  - Try them out and let us know what you think
  - Any changes that would be helpful

- More to come
  - Something that resembles what you are used to see on BAVL
  - Mary's report committee