October 24, 2012

This issue of the Controller’s Connection includes announcements about Spring 2013 registration, W-2 ePRINTVIEW, a welcome to new employees and other important information from Financial Operations & Treasury.

---

FY12 Year-End Close Completed

Thank you to everyone for ensuring a Tranquil Twelve year-end close. The University’s financial records for FY12 were successfully closed on October 11th and the annual audit conducted by our external auditor, PricewaterhouseCoopers, is underway. Please note that the YTD Variance Analysis is due to the Budget Office on October 24th.

Spring 2013 Registration

In preparation for the Spring 2013 registration cycle (starts Monday, November 12th), the Registrar’s Office e-mailed all undergraduate and graduate students on Monday, October 22nd with helpful information about the process. Please note that holds must be resolved and removed from a student’s account for them to register for the Spring 2013 semester. Account holds are created for a variety of reasons including a past due balance or an advisor hold. Rachel Maxwell from Institutional Research will begin sending lists of students with balances > $1,000 to the undergraduate schools the week of October 22nd. Please contact the Bursar’s Office with questions about students’ past due balances (212-998-2806).

ePRINTVIEW Consent Period Now Open

Once again, employees will have the option to consent for online retrieval of their year-end Form W-2, rather than having a paper copy mailed to their address on file. The ePRINTVIEW electronic Form W-2 was successfully introduced last year and enabled consenting NYU employees to securely access their 2011 Form W-2 online. Some conveniences experienced by consenting employees are:

- Email notification when Form W-2 is available to retrieve
- Ability to import Form W-2 tax information into 3rd Party Tax Preparation Software
- Secure access 24/7/365 globally via an internet connection
- Option to print forms or save to a personal computer.
- Access to prior year tax forms, 2008 – present

Per IRS Regulations, your electronic consent is required in order to receive your Form W-2 electronically. Click here for instructions on consenting to receive your Form W-2 via ePRINTVIEW. If you have previously consented and remained an active employee with NYU, you do not need to consent again.

During the month of October, Stephanie Pianka, Diane Heck, Kerri Tricarico or Lou Curcio will be meeting with each of the Fiscal Officers to review the drafts of the new Bank & Financial Account and Approval & Delegation of Financial Transactions Policies. We appreciate your feedback and look forward to issuing the final versions of the policies by the end of the calendar year.

Accounts Payable Tip

In order to ensure proper payment reconciliation and accounting, all credit invoices, memos and vendor refund checks must be submitted to Accounts Payable (726 Broadway, 9th floor) for processing.

Welcome Robert Brilliant, Interim Assistant Controller for Payment Services

On October 16th, Robert Brilliant joined Financial Operations & Treasury as the interim Assistant Controller for Payment Services reporting to Kerri Tricarico. The addition of Robert to the team enables Fabrizio Carucci to concentrate on two University-wide initiatives that will significantly impact Payment Services: PeopleSync and Expense Management (for Non-PO Spend). Rob is a CPA with an MBA and a long career managing non-profit and for-profit organizations. He has overseen the financial accounting function for large non-profits, as well as a software startup company and an advertising agency. He has a strong understanding of Payroll, Accounts Payable, and Tax policies and procedures and will add immediate value to the team. Rob will be located at 726 Broadway in room 936. Please join us in welcoming him to NYU.

Welcome Therese Ngo, Help Desk Analyst

On October 15th, Therese Ngo joined the Financial Operations & Treasury organization as Help Desk Analyst in the FO&T Helpdesk reporting to Iris Harris. Therese comes to us from SUNY Stony Brook (a PeopleSoft installation), where she worked as a Client Support Technician while earning her undergraduate and graduate degrees in health and public policy. Therese also worked as a research assistant, codifying research results, coordinating events, and communicating with corporations and foundations for fundraising and promotion.

Welcome New Employees

Please also welcome new employees that joined the Financial Operations team this past Summer.

Vito Asaro – Payroll Operations
Ashok Kamath – Financial Information Systems
Caitlin Kostos – Tax Department
Marla Lopez – Sponsored Programs Administration
Babajide Ojo-Carons – Sponsored Programs Administration
Idelsa Pena – Sponsored Programs Administration