Budget & Payment Process Overview

Updated
July 2026

NAZARETH UNIVERSITY

Agenda

- The Team
- Budget Basics and Timeline
- Budget Categories
- Spend and Payment Basics
- Student Worker Basics

NAZARETH UNIVERSITY

The Team

- **Accounts Payable**
  - Martha Aho
  - Colleen Costanza
  - Steve Sweeney
  - accountspayable@naz.edu
- **Budget, Financial Reporting, Insurance and Contracts**
  - Sue Ahn
  - Bic Dinh-Le
  - Mary Kate Mahany
  - Mike Seelman
  - Jon Glaza
  - Kristen Green
  - budget1@naz.edu; riskmgmt@naz.edu
- **Payroll**
  - Ellie Sales
  - Steve Sweeney
  - payroll@naz.edu

NAZARETH UNIVERSITY

BUDGET

Budget Basics

Nazareth’s budget aligns with it’s fiscal year

July through June

For example: Fiscal year 2026

- July 1, 2025 – June 30, 2026

** Expenses must be charged in the fiscal year that they are spent**

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Budget Basics

GOAL: Balanced budget when revenues = or > expenses

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To View Your Budgets

- **REAL TIME** budget and actuals are available in NazNet Self Service
    - Login to NazNet Self Service (mynaznetss.naz.edu)
    - Click on "Financial Management" and then "Finance Query"
        - Select "Filter" and "Apply Filter" under Finance Query
        - You can "Save Criteria" if you want to save views of certain account groupings
        - You can drill down to more detail for any number in blue
        - You can select multiple fiscal years from the dropdown menu at the top
        - You can export the summary information or transaction detail to a csv file and into Excel
    - Detailed instructions available on the Controller's Office website

- **POINT-IN-TIME** budget reports are emailed twice a month
    - Includes student salary and operating expense budget and actual information
    - Sent on the 1st and 15th of each month

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Budget Basics

- Our account numbers are broken down by:
  - **Fund (2-digits)**
    - Budget accounts: 11-xxxxxxx-xxxxx
    - Restricted gift accounts: 12 or 13-xxxxxxx-xxxxx
    - Grant accounts: 14-xxxxxxx-xxxxx
    - Board and management designated accounts: 15-xxxxxxx-xxxxx
    - Endowed spend accounts: 16 or 17-xxxxxxx-xxxxx
    - Undergraduate Association: 60-xxxxxxx-xxxxx
  - **Unit (7-digits)**
    - Identifies the department, gift or grant
  - **Object (5-digits)**
    - Revenue: xx-xxxxxxx-4xxxx
    - Salaries: xx-xxxxxxx-51xxx
    - Fringe benefits: xx-xxxxxxx-50xxx
    - Operating expenses: xx-xxxxxxx-53xxx
    - Non-recurring capital expenses: xx-xxxxxxx-54xxx
    - Capital expenses: xx-xxxxxxx-59xxx

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Budget Basics

Charge expenses to the object code that *best* describes the activity *even if* the individual budget line goes over budget. What’s most important is that the *total* department or area spend is *within* budget.

- NOTE: This does not apply to restricted accounts as the money must be available at the time of spend.

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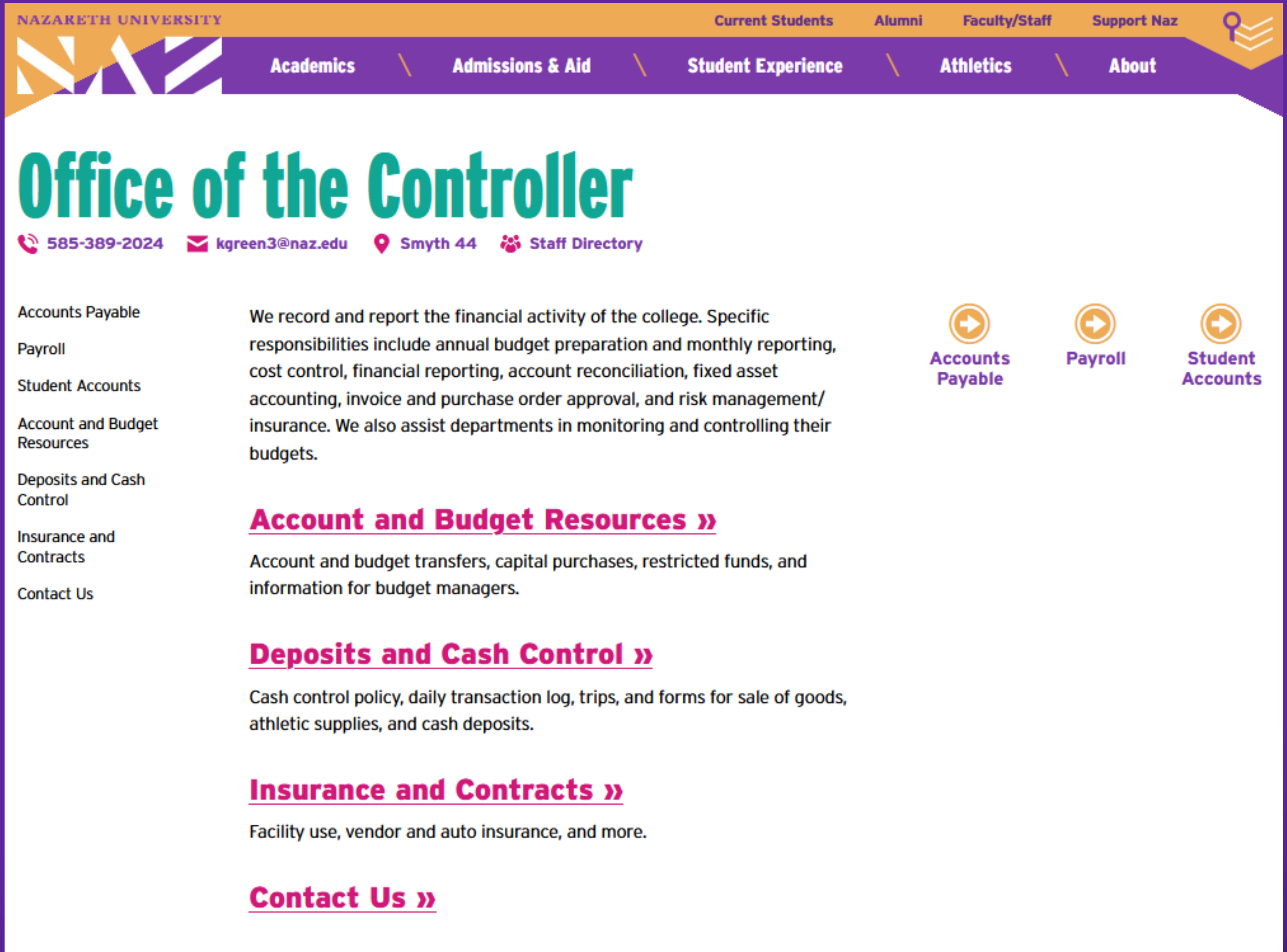
Budget Basics

Budget, insurance and contract resources available at http://www2.naz.edu/controller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Office of the Controller

585-389-2024 kgreen3@naz.edu Smyth 44 Staff Directory

- Accounts Payable
- Payroll
- Student Accounts
- Account and Budget Resources
- Deposits and Cash Control
- Insurance and Contracts
- Contact Us

We record and report the financial activity of the college. Specific responsibilities include annual budget preparation and monthly reporting, cost control, financial reporting, account reconciliation, fixed asset accounting, invoice and purchase order approval, and risk management/ insurance. We also assist departments in monitoring and controlling their budgets.

Accounts Payable | Payroll | Student Accounts

Account and Budget Resources »

Account and budget transfers, capital purchases, restricted funds, and information for budget managers.

Deposits and Cash Control »

Cash control policy, daily transaction log, trips, and forms for sale of goods, athletic supplies, and cash deposits.

Insurance and Contracts »

Facility use, vendor and auto insurance, and more.

Contact Us »

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Budget Basics

Budget resources available at http://www2.naz.edu/controller/account-and-budget-resources/

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Office of the Controller

- Accounts Payable
- Payroll
- Student Accounts
- **Account and Budget Resources**
  - Capital Purchases
- Deposits and Cash Control
- Insurance and Contracts
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Account and Budget Resources

Forms

- Account Transfer Form
- Restricted Funds Request Form
- Strategic Initiatives Funding Request Form
- Strategic Initiatives Funding Assessment Form

If you have trouble viewing the above forms:

1. Click on the form you wish to view
2. On the upper right corner of the error message page, select the "Download" button
3. Open the form with Adobe Acrobat or Adobe Reader or save file as Adobe Acrobat or Adobe Reader.

Policies

- Capital Purchases Policy

Budget Managers

- NazNet Reference Guide
- Selecting Individual Accounts
- Budget Preparation Resources
- Expense Accounts Object Codes

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Budget - Key Components and Timeline

Key Contributors	Revenue Key Drivers	Expenses Key Components
• Cabinet • Cabinet Plus • Budget Committee • Departmental Budget Managers	• Enrollment • Housing & food participants • Pricing • Fees • Endowment & investment income • Other revenue	• Compensation • Departmental operating • Non-discretionary operating • Capital • Technology • Non-recurring operating

Fall

- Determine & approve UG costs

- Develop preliminary enrollment assumptions

Winter

- Budget Committee meets

- Budget managers prepare & submit requests

- Determine & approve GR costs

- All revenue & expense drivers & components reviewed

Spring

- Final preparation of all budget areas

- Preparation of budget document

- Board approval

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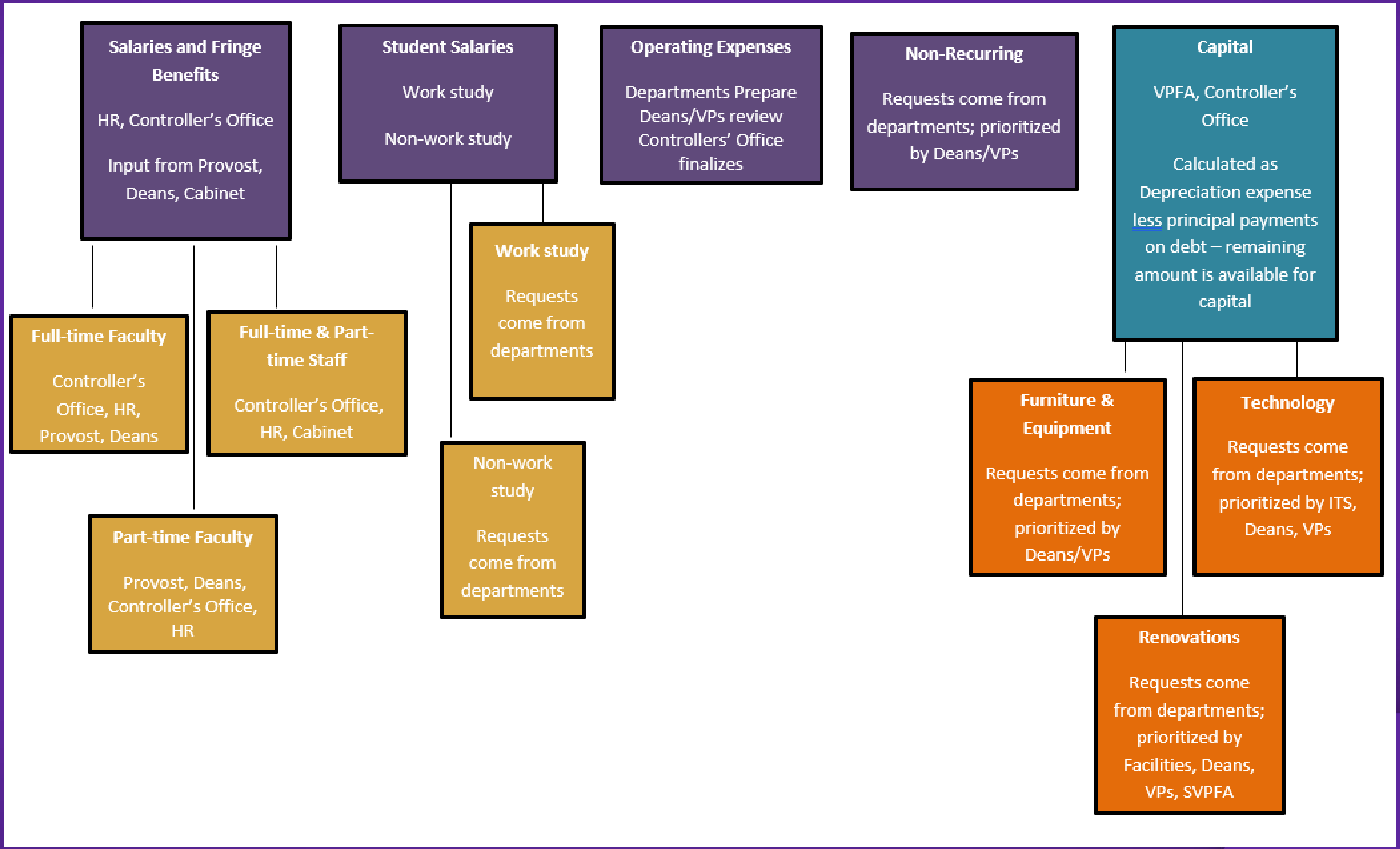
Budget Categories



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Budget Categories

Student Salaries

- Cost of student labor
  - Can be 100% Nazareth-funded or
  - Partially supported by Federal Work Study if students qualify through their financial aid package

- Work study is only available during the academic year (not in the summer)

- Budget requests are submitted annually for number of hours of student labor needed in the next fiscal year through the budgeting.naz.edu website each February.
  - Estimate # of hours needed per week * # of weeks per semester * # of semesters

- We pay students NYS minimum wage
  - Note: Administrative graduate assistants are paid at a higher rate.

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Budget Categories

Operating Expenses

- Fund 11 operating expenses are consumable goods and services needed to keep your department running.

- Restricted account operating expenses are costs of goods, services, or scholarships that align with the donor or grantor's restricted purpose.

- Operating expense examples:

53101 Professional development	Conference or training session registration fees
53110 Travel	Costs related with business travel for conferences or recruiting like airfare, hotel, food, parking
53114 Programs	Costs of running a student event
53230 Honorarium	Costs related with guest speakers

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Budget Categories

Capital, Renovations, and Technology

- Capital items cost > $2,000 and last > 1 year:
  - Furniture
  - Music or scientific equipment
  - These are budgeted at the VP and Dean level so PO requisitions and/or invoices must be approved by VP or Dean

- Renovations are changes to existing spaces and include:
  - Painting and carpeting
  - Adding or removing walls
  - All renovation requests are reviewed by the VPFA and Facilities; only those approved will move forward. Approval depends on available resources.

- Technology items include computers, technology equipment and software
  - All renovation requests are reviewed by the VPFA and ITS; only those approved will move forward. Approval depends on available resources.

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Budget Categories

Non-Recurring Operating Expenses

- One-time expenses for goods or services that don't meet the capital definition

- Non-recurring operating expense requests include:
  - One-time consulting fee
  - Equipment or furniture that costs $1,500
  - Accreditation expenses (not annual dues)
  - These are budgeted at the VP and Dean level so PO requisitions and/or invoices must be approved by VP or Dean

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SPEND AND PAYMENT BASICS (ACCOUNTS PAYABLE)

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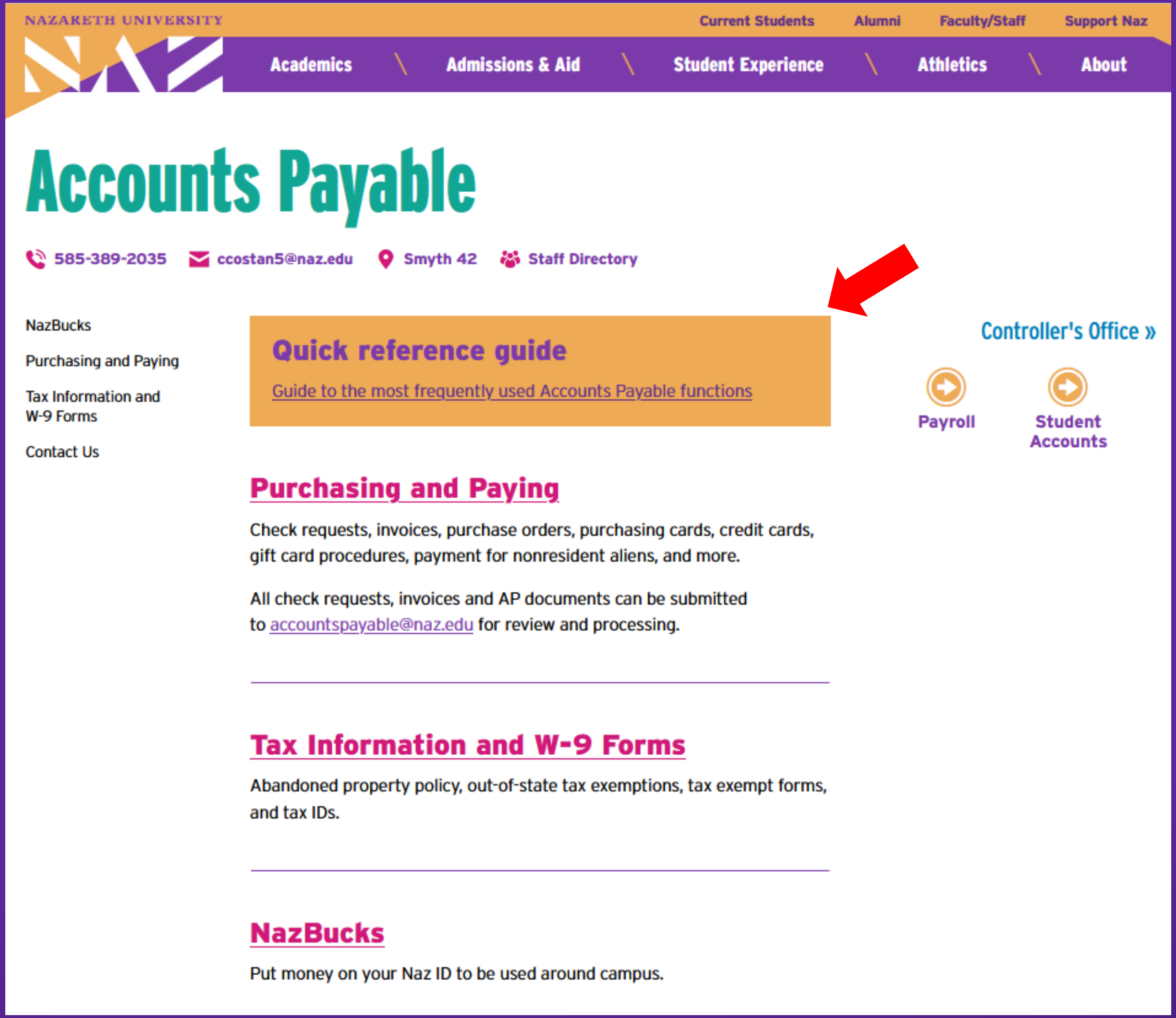
Spend and Payment Basics

Accounts Payable resources available at http://www2.naz.edu/accounts-payable/



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Spend and Payment Basics

Accounts Payable Quick Reference Guide: Outlines procedures for each payment type

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ACCOUNTS PAYABLE INFORMATION GUIDE

Request for Reimbursement for Out-of-Pocket Expense

1) Complete a Check Request/Reimbursement Form*
   a. Attach original itemized receipt(s) – should include method of payment.
2) Obtain department head approval and submit to Accounts Payable via email accountspayable@naz.edu.
3) Reimbursement requests need to be approved by Director of Payroll and Accounts Payable prior to processing payment.
4) Reimbursement requests need to be received by Tuesday to be included in payment processing the following Thursday.

Request for Invoice Payment (Not Related to a PO)

1) Accounts Payable receives all vendor invoices and forwards invoices to appropriate department for review and approval to pay.
2) Review invoice for accuracy, write appropriate general ledger number on invoice and obtain department head approval (signed and dated), and forward back to AP email accountspayable@naz.edu for payment processing.
   a. Any discrepancies on an invoice need to be resolved with the vendor directly prior to submitting to Accounts Payable for payment processing.
   b. If Accounts Payable determines the invoice is from a vendor not in our records, there could be additional time required to process the payment due to IRS Regulations requiring a W-9 to be filed with Accounts Payable.
3) Invoices are approved by Director of Payroll and Accounts Payable prior to processing payment.
   a. Invoices need to be received by Tuesday to be included in check processing the following Thursday. Checks are mailed on Thursday late afternoon.

Requests for Purchase of Goods or Services Over $2,000.00 (Purchase Order)

1) Complete a PO Requisition Form *
2) Obtain department head approval and forward to AP email accountspayable@naz.edu.
3) Purchase orders are printed once each week on Fridays.
4) Facilities department receives all orders of goods and disburses to requisitioning department (requestor) for review and acceptance.
5) Accounts Payable receives the invoice related to the PO and forwards to requisitioning department (requestor) for approval to pay.
   a. Invoices need to agree to the related purchase order, need to be marked as "okay to pay" and forwarded back to AP email for payment processing.
   b. Any discrepancies between an invoice and purchase order need to be resolved with the vendor directly prior to submitting to Accounts Payable for payment processing.

Request for Cash Advance for Out-of-Pocket Expense

1) Complete a Check Request/Reimbursement Form*
   a. Clearly state the purpose of request with adequate detail regarding dates, locations and other pertinent information
2) Obtain department head approval and forward to AP email accountspayable@naz.edu.
3) Cash advance requests need to be approved by Director of Payroll and Accounts Payable prior to processing payment.
   a. Cash advance requests need Controller approval if amount exceeds $1,500.
4) Cash advance requests need to be received by Tuesday to be included in payment processing the following Thursday.
5) Upon and within two weeks of completion of event or travel a second Check Request/Reimbursement Form needs to be completed.
   a. Attach original itemized receipt(s) – should include method of payment.
   b. Include amount previously received in cash advance.
   c. Return excess funds to Accounts Payable office with Check Request/Reimbursement Form or indicate amount of reimbursement requested.
6) Obtain department head approval and forward to AP email.
7) Reimbursement requests need to be approved by Director of Payroll and Accounts Payable prior to processing payment.
8) Reimbursement requests need to be received by Tuesday to be included in check processing the following Thursday.

Other Services Offered in Accounts Payable

1) Petty Cash – Accounts Payable retains a small amount of cash for departments to make change for university events. Please contact AP two weeks in advance of the event to request the cash to assure it's available for pick up.
2) Wegmans purchasing card available for sign-out/use.
3) Preferred Vendor for Ground Transportation – Enterprise Rent-a-Car (contact AP for vendor number)

*Available on A/P Website

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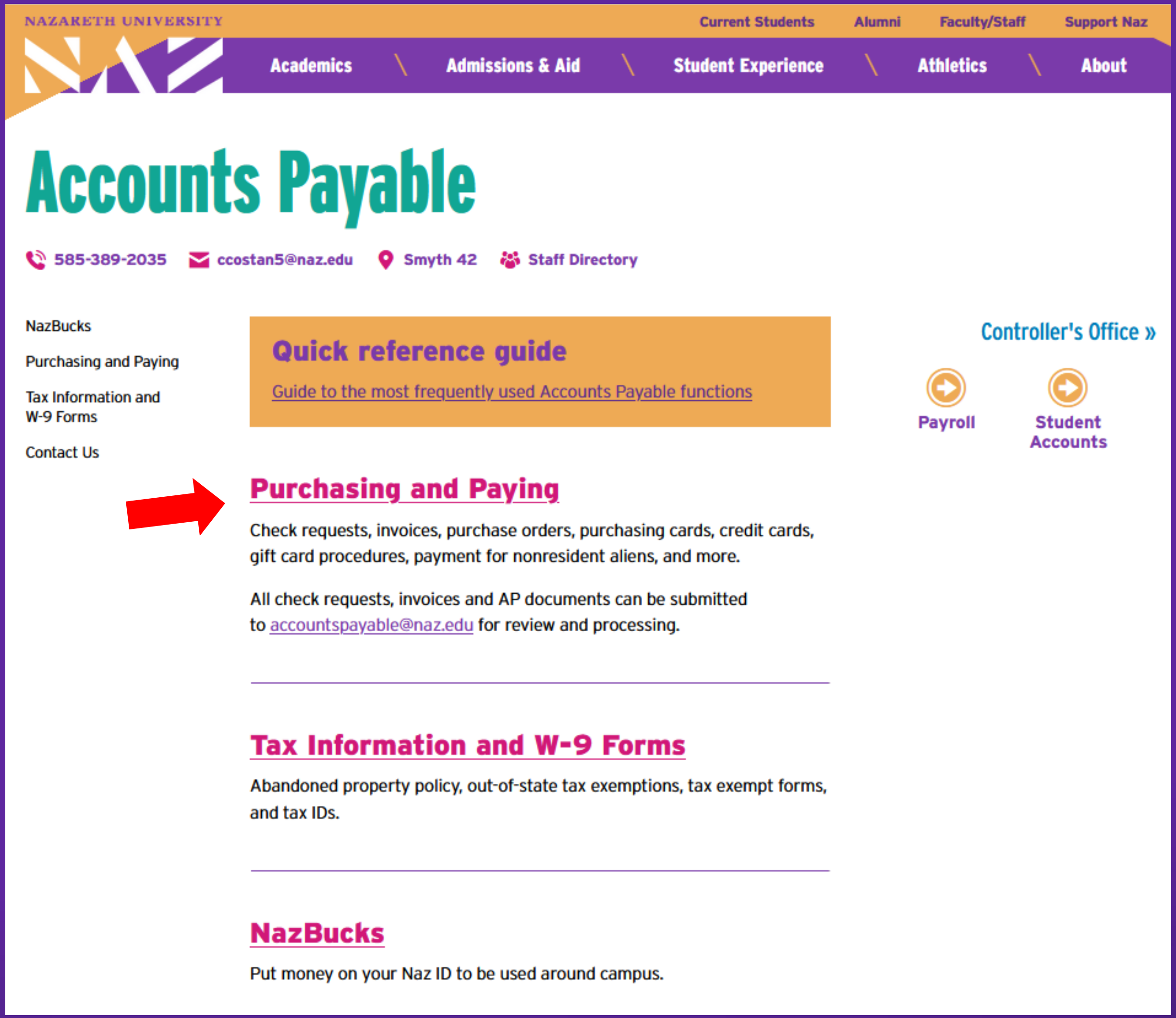
Spend and Payment Basics

Accounts Payable resources available at http://www2.naz.edu/accounts-payable/



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Spend and Payment Basics

Purchasing and Paying Page: Highlights main procedures for each of these payment categories. Any policy documents are included in these sections too (ie: travel & expense policy).

Accounts Payable

- NazBucks
- **Purchasing and Paying**
- Tax Information and W-9 Forms
- Contact Us

Purchasing and Paying

- Check requests
- Check requests - student payments (non-payroll)
- Credit cards - Wegmans & BJs Wholesale
- Gift card policy
- Invoices
- Payment requests using funds from multiple departments
- Payments to foreign nationals/nonresident aliens
- Petty Cash
- Purchase orders
- Purchasing cards (P-Card)
- Reimbursements
- Collegiate Travel Planners (CTP)

Forms

- Wire payment request
- Check request
- Student payment check request

Mileage Reimbursement Rate

Private vehicles: 70 cents per mile plus parking and tolls

(As *of January 2025*)

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Spend and Payment Basics

Types of Payment Requests

- Vendor Payments
  - Pay from an invoice
  - Include account # and appropriate budget manager approval on invoice
  - We utilize a third-party payment processor, Paymerang, for vendor payments; they can process payments via credit card, ACH or check

- Employee Reimbursements
  - Complete a check request form or travel expense reimbursement form
  - Payment made via e-check (direct deposit)
    - Employee must enter banking information in NazNet Self Service (separate from payroll direct deposit)

- Submit all invoices and reimbursement requests to accountspayable@naz.edu by Tuesday for payment the following Thursday. Check runs take place weekly.

** No one can approve their own reimbursement request; an appropriate supervisor or authorized approver must approve it **

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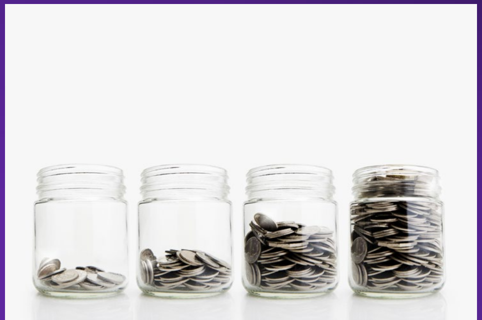
Spend and Payment Basics



Travel Spend

- Booking travel
  - You must receive pre-approval for your travel before booking
  - Collegiate Travel Planners (CTP) is Nazareth's travel platform for online booking for business travel with preferred pricing for travel and lodging, plus travel support as needed.
  - <u>**Log in** to the CTP tool</u> with your MyNaz username and password.

- Options to pay for travel expenses
  - Nazareth corporate credit card – available to those with travel responsibility
    - Temporary travel cards are an option for program directors of student domestic and international trips
    - Reach out to the Controller's Office for more information
  - Travel advance
    - Nazareth will advance funds to you for your trip
    - After the trip you submit a travel expense form and receipts to reconcile your advance with Accounts Payable
  - Use of personal credit card with reimbursement after your trip

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Spend and Payment Basics

Travel & Expense Guidelines

- Utilize CTP for booking travel – airfare, hotel, car rental
  - Nazareth has an account with Enterprise
- When determining whether to fly or drive, note that the reimbursement for mileage cannot exceed the flight
- Auto insurance follows the vehicle – if you drive your own vehicle for work, your auto insurance is responsible for any claims
- Itemized receipts are required for reimbursement; if you lost one you will need to try and get a duplicate copy or fill out the missing receipt form on the Accounts Payable website
- Alcohol purchases with meals while traveling will <u>not</u> be reimbursed
- Tips must be reasonable and not excessive
- Personal expenses incurred while traveling will <u>not</u> be reimbursed
- See the Travel & Expense policy on the Accounts Payable website for more details

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Spend and Payment Basics

- It's about balance and reasonableness

- When deciding whether a cost is reasonable or an expense can be reimbursed, remember that 91 cents of every dollar comes from students.

Spend and Payment Basics

Student Payments

- Utilize the Student Check Request Form on the Accounts Payable website
- All requests need appropriate sign-off and approvals
    - The student must sign-off when receive Nazareth support for their expenses or for SPARK grants.
- SPARK is paid via e-check (direct deposit)
    - Student must enter banking information in NazNet Self-Service – *this is separate from any payroll direct deposit information*
- All other student payments are paid via check and mailed to address in the system
- Financial aid approval is needed prior to processing payments to students (except for student reimbursements) to ensure they have room in their aid package
- Students will receive the applicable tax forms at the end of the calendar year

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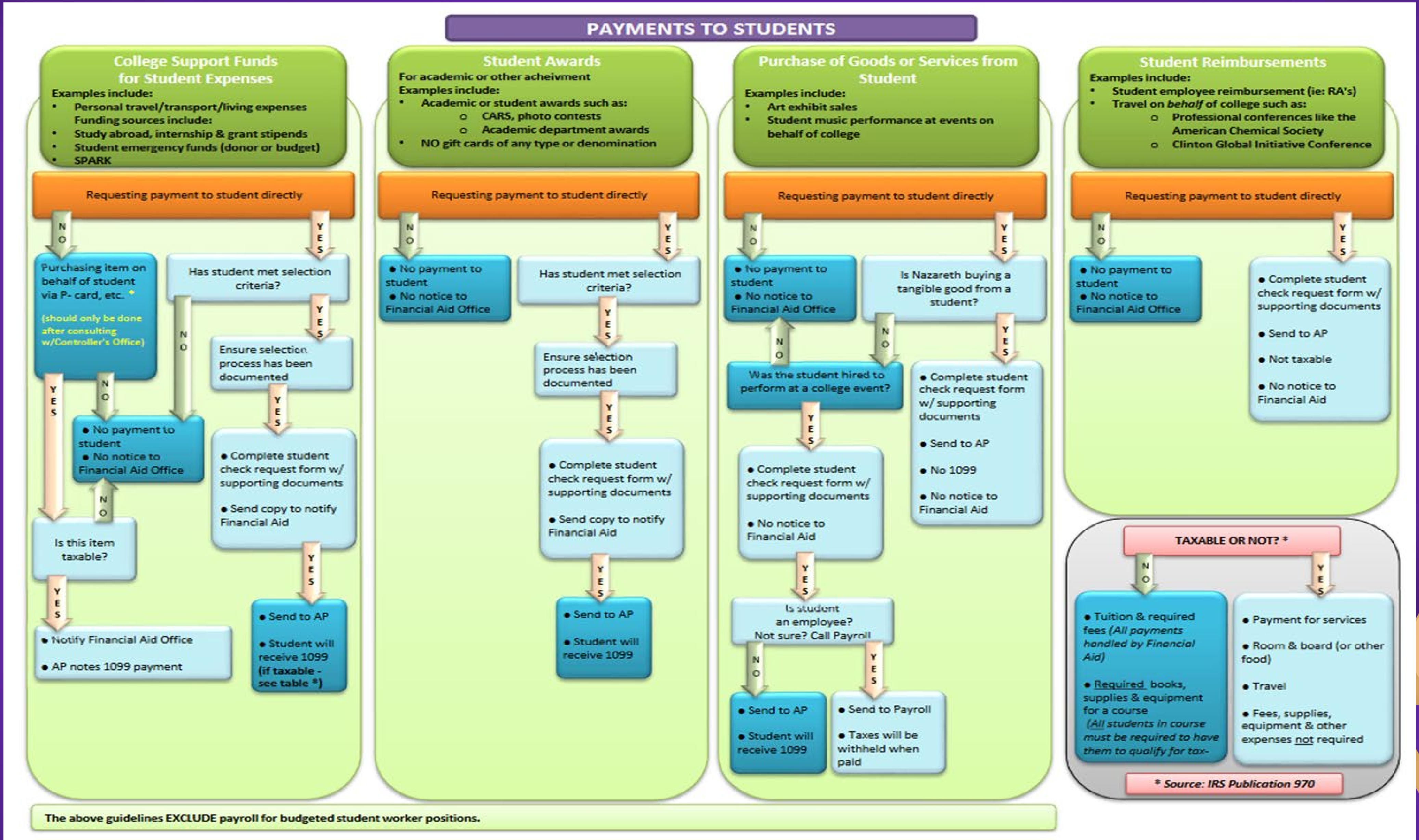
Spend and Payment Basics



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STUDENT WORKER BASICS (PAYROLL)

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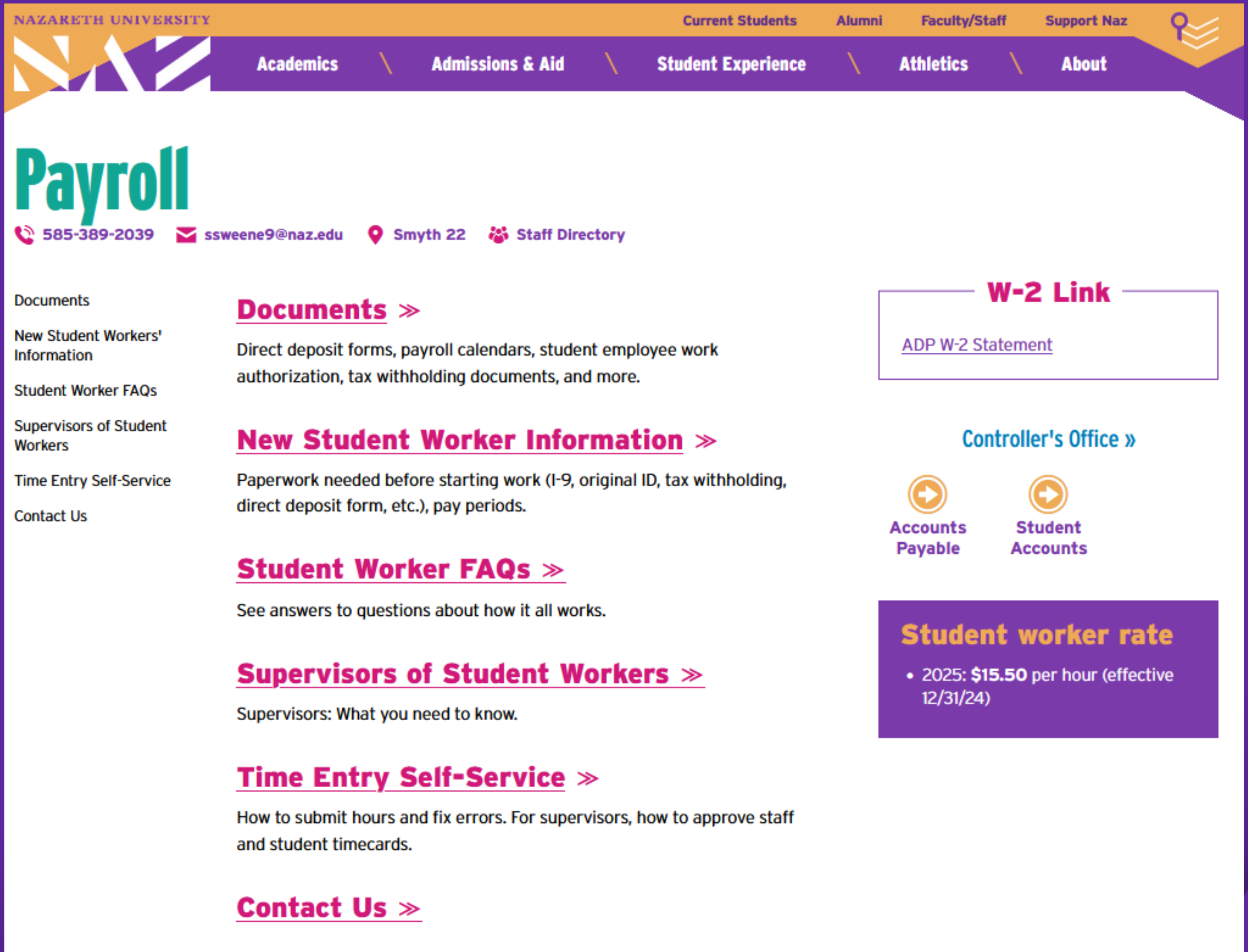
Student Worker Basics

Payroll resources available for students and supervisors at http://www2.naz.edu/payroll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Payroll

585-389-2039 ssweene9@naz.edu Smyth 22 Staff Directory

Documents
New Student Workers' Information
Student Worker FAQs
Supervisors of Student Workers
Time Entry Self-Service
Contact Us

Documents »

Direct deposit forms, payroll calendars, student employee work authorization, tax withholding documents, and more.

New Student Worker Information »

Paperwork needed before starting work (I-9, original ID, tax withholding, direct deposit form, etc.), pay periods.

Student Worker FAQs »

See answers to questions about how it all works.

Supervisors of Student Workers »

Supervisors: What you need to know.

Time Entry Self-Service »

How to submit hours and fix errors. For supervisors, how to approve staff and student timecards.

Contact Us »

W-2 Link

ADP W-2 Statement

Controller's Office »

Accounts Payable

Student Accounts

Student worker rate

- 2025: **$15.50** per hour (effective 12/31/24)

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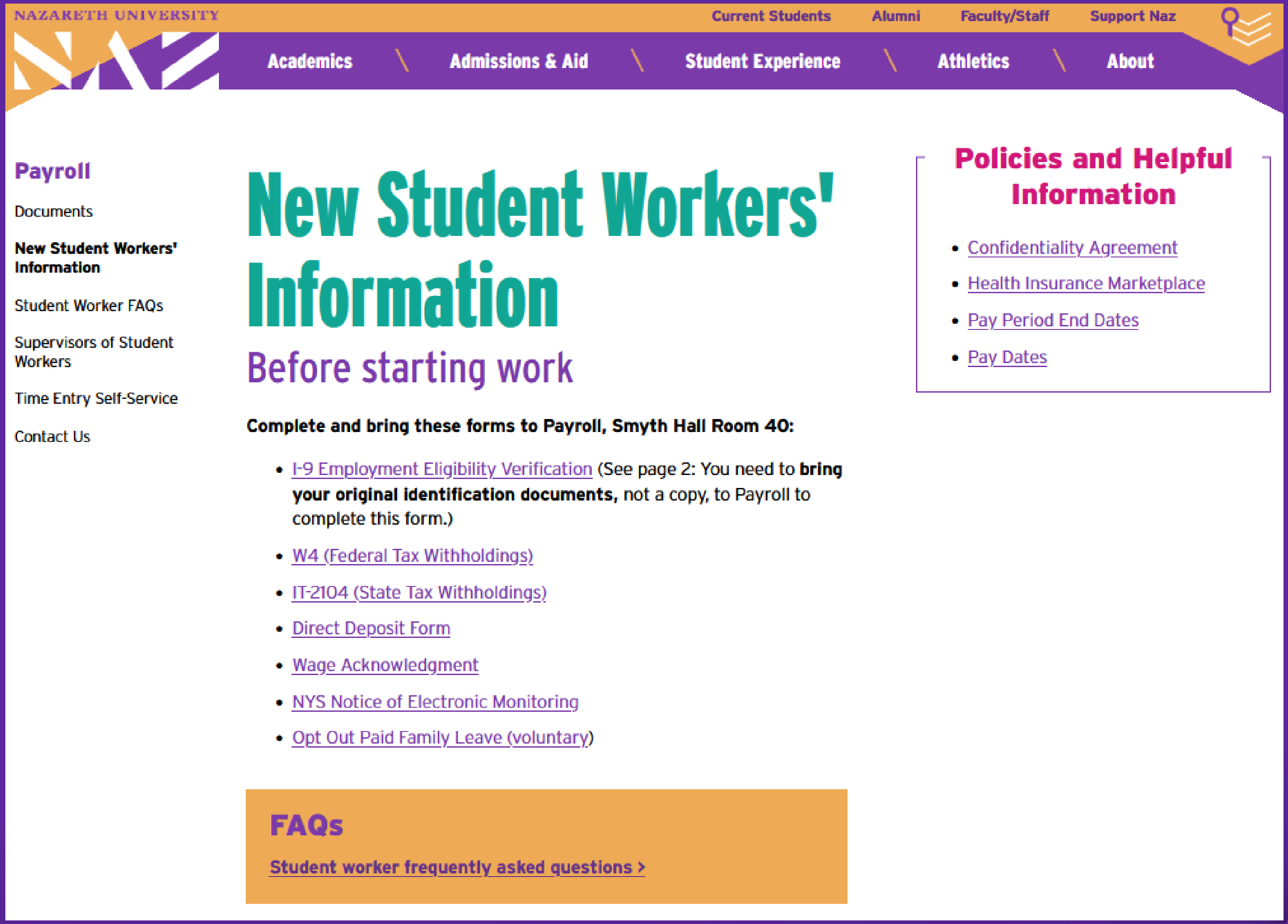
Student Worker Basics

Payroll resources, FAQs, and forms available for new student workers



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Payroll

- Documents
- **New Student Workers' Information**
- Student Worker FAQs
- Supervisors of Student Workers
- Time Entry Self-Service
- Contact Us

New Student Workers' Information

Before starting work

Complete and bring these forms to Payroll, Smyth Hall Room 40:

- I-9 Employment Eligibility Verification (See page 2: You need to **bring your original identification documents,** not a copy, to Payroll to complete this form.)
- W4 (Federal Tax Withholdings)
- IT-2104 (State Tax Withholdings)
- Direct Deposit Form
- Wage Acknowledgment
- NYS Notice of Electronic Monitoring
- Opt Out Paid Family Leave (voluntary)

FAQs

Student worker frequently asked questions >

Policies and Helpful Information

- Confidentiality Agreement
- Health Insurance Marketplace
- Pay Period End Dates
- Pay Dates

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Student Worker Basics

Payroll resources and details available for student worker supervisors

Payroll

- Documents
- New Student Workers' Information
- Student Worker FAQs
- **Supervisors of Student Workers**
- Time Entry Self-Service
- Contact Us

Supervisors of Student Workers

Details to know

- **Deadline: Approve timecards by 3 p.m. Monday**
- How many hours can a student work per week: Up to **28 hours per week total** for ALL on-campus positions; **International students** can work up to **20 hours per week total.**
- Do student workers have **sick time** - yes: Sick Time for Student Employees
- When must a student take a meal break: Any student working **6+ hours in a row** needs to log out and take a mandatory, 30-minute, unpaid meal break.
- How to **review/approve timecards:** Timecard Approval. Let Payroll know if you want to be enrolled in the 10-minute Moodle refresher: Naznet Self-Service Time Entry.
- How to **set up/remove a proxy:** Proxy

Required for a student to start work (each semester)

Supervisor: Submit a work authorization form.

- **How to tell if a student has a work-study award:** https://studentworkauth.naz.edu/; click on "start a new authorization" and then work-study. Start typing student information (first letter of first name, followed by last name (i.e. esales....). If their name appears, they have work-study. If not, most likely they do not have it. Work-

Pay rate

Current pay rate for student workers: See the purple box on the Payroll homepage.

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Student Worker Basics

Types of Student Workers

- Students not eligible for Federal Work Study (FWS)
  - Student did not receive FWS in their financial aid package
  - Student pay will be NYS minimum wage
  - Nazareth funds 100% of student pay
  - Student can be either an undergraduate or graduate student

- Students who are eligible for Federal Work Study
  - Student did receive FWS in their financial aid package
  - Student has a demonstrated financial need to work
  - Federal dollars pay a portion of student pay (% depends on Nazareth's total Federal Work Study award); Nazareth pay the rest
  - Student must be an undergraduate student

- Graduate assistants – administrative only, not clinical graduate assistants
  - Graduate students who hold a graduate assistant administrative position
  - Student pay is consistent among all administrative graduate assistants and above NYS minimum wage

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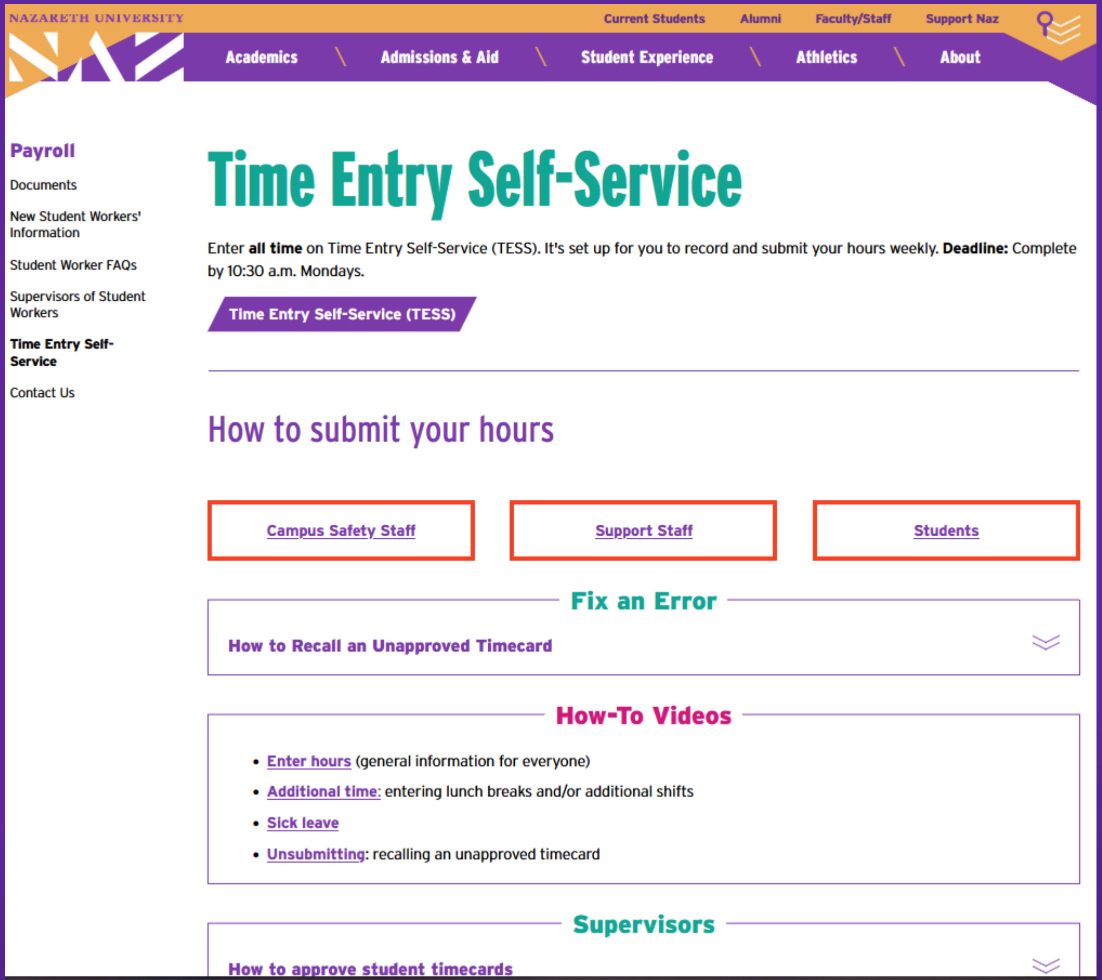
Student Worker Basics

Student workers must enter their hours worked, and supervisors must approve them, in NazNet Self-Service Time Entry. See the Payroll website for details and how-to videos. Payroll is run bi-weekly and paid on Thursdays.



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Questions?

Please reach out to us

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