Welcome Wanita Parker:

Please join us in welcoming Wanita Parker to the Carleton Business Office as our new Administrative Assistant! Wanita comes to us most recently from Northfield Urgent Care where she served as Office Manager. Wanita brings extensive experience in providing friendly customer service and is enthusiastic about entering a supportive role in higher education. Please introduce yourself to Wanita the next time you visit the Business Office.

Campus Handbook Updates:

The Business Office assisted with several additions and enhancements to the Campus Handbook this summer. These materials are intended to keep our community engaged and informed. Topics updated include 1) Accepting Credit Card Payments, 2) Post Issuance Tax Exempt Bonds, 3) Property Disposal, 4) Student Academic Fees, 5) Golf Cart/ Utility Vehicle Operations, 6) Key Guidelines, 7) Surveillance Camera Guidelines. Please reference the Campus Handbook for complete information.

Purchasing Card Transition Update:

The Business Office is pleased to share the successful implementation of the Well Fargo purchasing card program! Since its implementation in June we have completed two reconciliation cycles with over 3,800 transactions posted and $730,000 in spending. Thank you to all of our cardholders for working through the new reconciliation process and for contributing to the growth of this program.

As of July 1, all JP Morgan purchasing cards have been canceled; however the College corporate purchasing card account remains open through the end of August so that pending credits and fraud resolutions can continue to post to our account. Due to the open account status, cardholders may continue to receive monthly e-mail reminders from JP Morgan until our account is officially closed. Additionally, cardholders will have access to the PaymentNet web-site through 12/31/13 when our access is decommissioned.

Wells Fargo Purchasing Card Resources:

As we acclimate to reconciling transactions on the CCER web-site, we have added several resources to the Business Office web-site:

1) Introducing P-Card Web-Tutorials, A series of recorded presentations have been provided to give step-by-step instructions about using the Wells Fargo CCER site for reconciling monthly transactions.
2) The P-Card Frequently Asked Questions have been updated to include Wells Fargo CCER inquiries:
   *Wells Fargo Login Information
   *CCER User Guide
   *Monthly Reconciliation Timeline Grid with Due Dates
   *Wells Fargo Helpful Hints
   *P-Card Web-Tutorials

Wells Fargo Browser Internet Explorer Compatibility:

Wells Fargo will be making changes to their online banking site which will require compatibility of internet browsers supported by the Commercial Card Expense Reporting (CCER) System. After December 31, 2013, customers using Internet Explorer Version 7.0 will not be able to access the CCER service until they upgrade their browser. You may need assistance from ITS to obtain Internet Explorer Version 8.0 or 9.0 to utilize CCER. To check which version of Internet Explorer is installed on your computer, go to Help: About Internet Explorer.

If you access CCER from a personal computer you may want to consider an upgrade to your browser at home. Please note that these browser requirements appear to be popular security enhancement with all our banking partners.

Payroll Calendar & Web Tutorials:

Supervisors may access the new Payroll Calendar and Web Time Entry tutorial videos via our web-site.

http://apps.carleton.edu/campus/business/payroll/