From the Office of the Bursar

**Tuition and Fees for Spring 2013**

Any department paying for student’s tuition must have the approved documentation to the Bursar’s Office prior to close of business on **December 19, 2012** for the January Session classes and **January 9, 2013** for the Regular Spring Session classes to ensure that payments are posted in time to avoid late fees and/or cancellation of classes. Please remember that grant accounts must be submitted for approval to the Grant’s Office prior to submission to the Bursar’s Office.
The Department Signature Card designates individuals with direct authority and related responsibility to commit funds for a particular department. The Department Head/Dean has the authority to sign all financial documentation related to his/her department and to delegate authority to other individuals (business coordinators, assistant directors, directors, department chairs, associate/assistant deans, deans, associate/assistant vice presidents). The Department Signature Card is the Department Head’s authorization of such delegation. A new signature card signed by all authorized persons will be required each time a change (add or delete) occurs.

The Department is responsible for updating the Department Signature Card and forwarding to Accounting Services when approval changes occur.

Last year, all signature cards were updated for each department. The process to update these cards will start again in December. This year, we will send you the old signature card and ask if there have been any changes. If there haven’t, we will keep your email confirmation that no updates are needed instead of requiring you to complete a new one.

We have had several changes to department names and employees, as well as reorganization of departments these past few months. We receive several requests to update routing and responsible people in FAMIS without proper documentation. If there are any changes to a responsible person or routing, we will require a new signature card prior to making the change in FAMIS. This also applies to the Concur Expense Report. Please be sure to send an updated signature card with your request to ensure these changes are made promptly. The form can be found on the Accounting Services website. If you need a copy of what you currently have on file or have any questions, please contact Cynthia Turner at Ext. 2862.

**FAMIS Security Hotline**

*The FAMIS hotline number is Ext. 3614. Please be sure to call this number for all FAMIS Security issues. We recommend not calling a security officer directly to ensure your call is handled in an efficient manner.*
Holiday Due Dates for Payroll

Holidays are always welcome but cause adjustments in payroll processing dates. The monthly BVD’s will be available for review on December 11th and will be due on December 17th. Please mark your calendars and if the person responsible for approving the BVD is out that last week (December 17 - 21) the BVD must be approved and submitted before they leave. For more information, contact Sylvia Garcia at ext. 5884.

The next several biweekly pay dates will have adjusted pay periods. Check the Schedule of Biweekly Pay Periods carefully. The first adjusted period is November 1 through November 13 (payroll period #6) and the last adjusted pay period is the December 20 through January 9, 2013 (payroll period #10). Please plan ahead to ensure that the employees responsible for the biweekly TimeTraq will be in the office during the week of the due dates. These pay periods will be the last adjusted periods until August. For more information, contact Rachel Flores at Ext. 5792.

Direct Deposit

TAMU-CC is now 100% direct deposit for payroll. It seems that the only employees receiving pay checks are new employees. Please help us by informing your new employees that we are a 100% direct deposit employer. The Payroll Department will be happy to assist employees in signing up for direct deposit on HRConnect as well as by coming in to our office to complete a direct deposit form. We encourage employees to use HRConnect and to enroll in direct deposit for the Accounting system as well. Please help us help our employees.

Social Security

Social Security deduction amounts scheduled to change: The Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 reduced 2011 Social Security tax rates for employees by two percentage points, from 6.2 percent to 4.2 percent. This Act was extended through calendar year 2012. Without further changes in the law, these tax rates will return to 6.2 percent beginning with the January 2, 2013 pay check. At this time there has been NO extension made for the reduced rate. We do not anticipate the law being extended for calendar year 2013. For more information, contact Melissa Wright at Melissa.Wright@tamucc.edu or ext. 2408.
We appreciate everyone who participated in the Accounting and Budget Services Survey. We are receiving great feedback that we will use to improve our services and training. If you haven’t already done so, please be sure to complete it as soon as possible.