



# Newsletter

WINTER 2025, VOLUME 7  
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## STOCKTON UNIVERSITY | ADMINISTRATION & FINANCE



**WE'RE  
HERE  
FOR  
YOU**

### NEWSLETTER HIGHLIGHTS

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### WELCOME

We are pleased to present our Winter 2025 newsletter. We hope you had a great fall semester. Thank you for taking the time to read these important updates and informational items.

### RISK MANAGEMENT

#### Understanding the Role of Stockton University's Office of Risk Management

If you are new to Stockton or have not worked with the Office of Risk Management, you might not be aware of its extensive responsibilities. Risk Management handles various duties, including Enterprise Risk Management, procurement of insurance policies for the University, food safety, records retention, accident reporting, protection of minors, international travel, and vendor compliance with the University's Standard Insurance Requirements. If you have questions about any of these areas, please don't hesitate to reach out to the Office of Risk Management at [RiskManagement@stockton.edu](mailto:RiskManagement@stockton.edu) or 609-626-6079.



## BUDGET & FINANCIAL PLANNING

### FY 2025 XBDT Budget Transfer Reminder

For those who process departmental budget transfers using XBDT in Self-Service, be sure to select the appropriate budget period. End-users can use the drop-down menu to select the corresponding budget period (01 to 12) when processing an XBDT departmental budget transfer. January is budget period 07.

Feel free to contact the Budget Office with any questions.

Transaction Date: 2 JAN 2025  
 Journal Type: XBDT (Departmental Budget Transfer)  
 Transfer Amount:   
 Document Amount: 0.00

Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From								
To								
Description								Budget Period
								01
								02
								03
								04
								05
								06
								07
								08
								09
								10
								11
								12
								13

Save as Template:   
 Shared

Code Lookup  
 Chart of Accounts Code: 1  
 Type: account  
 Code Criteria:   
 Title Criteria:   
 Maximum rows to return: 10

BUDGET PERIODS	
01	July
02	August
03	September
04	October
05	November
06	December
07	January
08	February
09	March
10	April
11	May
12	June

### FY 2026 Budgets

The Budget Office is already busy working on the FY 2026 Budget. Requests for the FY 2026 Academic Term Fees Board Resolution and Description of University Fees will be distributed in late January 2025. The FY 2026 budget allocation sheets will be distributed in March 2025.

If you have any questions regarding your budget, please reach out to the Budget Office at [budget@stockton.edu](mailto:budget@stockton.edu).



### FY 2026 Zero-Based Budgeting (ZBB) Templates

The Budget Office will work with divisions on the FY 2026 Zero-Based Budgeting templates. These are available and provided upon request, but are not required. If you would like ZBB templates for hourly, non-salary, or both budgets, please inform your division of the request. The division will then submit all ZBB requests to the Budget Office.





## CAMPUS SERVICES

### Dining Services

Welcome Nicole Benya, new Catering Director!

- Nicole started with Chartwells on September 20th. She is a Stockton alumna and has a passion for the hospitality industry. Nicole brings her event expertise from the Renault Winery to our campus and is transitioning well into her role.

### Employee Discount – Fridays @ The NEST

The Food Hall at The Nest offers “Faculty & Staff Fridays,” which is a discounted lunch rate of \$7.19. The rate is available every other Friday and occurs on the opposite weeks of our pay days.

### Mail Services: Bulk Mailing Procedure

As a friendly reminder, please be sure to provide the Mailroom with at least two (2) weeks' notice for all bulk mailings (500 pieces or more). If you are sending a bulk mailing, you will need to complete the request form found via this [link](#). For full requirements and tips, please refer to the [bulk mailing document](#).



### Follett Bookstore: Thank You Coupon

Follett thanks the Stockton Faculty and Staff for another great year. As a token of their appreciation, please find a coupon below, which can be used at your convenience.

**FACULTY & STAFF  
APPRECIATION**

**—  
20% OFF ONE APPAREL  
OR GIFT ITEM\***

#### **FOLLOW THESE EASY STEPS:**

- 1) Visit [CampusWelcome.com](http://CampusWelcome.com).
- 2) Enter your e-mail address.
- 3) Enter access code: **0397**.
- 4) Show your coupon e-mail at the register or use it online for your discount.

**STOCKTON UNIVERSITY BOOKSTORE**  
F-Wing - Main Level  
[StocktonUshop.com](http://StocktonUshop.com)

\*See store for details. Restrictions apply.

## BURSAR'S OFFICE

### Important Dates

Please visit our [webpage](#) to find important deadlines including bill due dates, last day to drop courses, change/cancel meal plans, and more.





## DISBURSEMENT SERVICES

### Join us for Coffee Talk

Disbursement Services is hosting a coffee talk. Join us for a conversation and the opportunity to network, learn, and share knowledge on topics, ideas, and suggestions of your choice.

#### Network:

Coffee talk is a great way to build a professional network and make connections at Stockton. It can be a less formal way to learn about someone's ideas, and it is less structured than a Birds of a Feather training.

#### Learn:

Coffee talk can be a chance to learn more about a person's opinions and guidance.

#### Share Knowledge:

Coffee talk can be a way to collaborate, and share ideas and knowledge.

Dates, times, and locations will be shared through the Finance BUG e-mail group.

### Contact Us for Training Sessions

Are you receiving errors on your ePAFs?

Are you unsure how to complete an expense report?

Have you wondered if your direct pay or invoice has been paid?

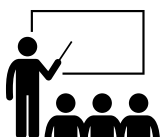
Whether you are a new hire or could use a refresher training, our team is available to assist you. We encourage you to reach out to schedule a one-to-one in-person or virtual training, or small group session.

Gina Marinelli - Chrome River, Direct Pays, and Banner check information.

[gina.marinelli@stockton.edu](mailto:gina.marinelli@stockton.edu)

Olivia Esposito - Student Worker and Supplemental ePAFs.

[olivia.esposito@stockton.edu](mailto:olivia.esposito@stockton.edu)



### Complete Your Consent for Electronic W-2 & 1095-C Forms

If you have not completed your consent for electronic forms W-2 and 1095-C and wish to do so, please follow these [instructions](#). Completing the consent form will allow you to access your documents via the employee portal and help the University reduce administrative costs.

## HUMAN RESOURCES

### Supervisor Training News

The Office of Human Resources is pleased to announce a new supervisory development training series for all managers and supervisors. This series is designed to help managers and supervisors understand the expectations of all Stockton supervisors, provide the opportunity to build skills related to those expectations, and learn tips and tools for supervising effectively.

Contact Christy Cunningham at [christy.cunningham@stockton.edu](mailto:christy.cunningham@stockton.edu) for more information.

## FISCAL AFFAIRS

### New Independent Contractor Form

A new Independent Contractor Form became available January 1, 2025. The primary benefit of using this new form is to mitigate risks associated with misclassification of workers. By clearly outlining the contractor's responsibilities and relationship with the University, we can safeguard against legal challenges and potential penalties. The form can be found on the Tax Compliance webpage and must be completed prior to the performance of services and certified by the service provider. The completed form should be submitted to [tax@stockton.edu](mailto:tax@stockton.edu) for review. This form must be completed and submitted once per calendar year per contractor. Please reach out to the Tax Department at [tax@stockton.edu](mailto:tax@stockton.edu) with any questions.





## FISCAL AFFAIRS (Continued)

### Fiscal Year 2024 Financial Statements

The [fiscal year 2024 financial statements](#) were issued in December and are available on Fiscal Affairs' webpage.

### Payment Card Industry Data Security Standard Compliance Program

The University has adopted a new procedure to comply with the Payment Card Industry Data Security Standard (PCI DSS). The University's Controller is responsible for implementing and overseeing the PCI DSS Compliance Program. Additional information about the program, including details on applicability, merchant registration process, processing cardholder data, annual PCI Awareness Training, and fraud reporting will be available on [Fiscal Affairs' webpage](#).

### Void Check Process

Any check issued by the University that is lost, destroyed, stale-dated, or otherwise needs to be reissued, must be voided by Fiscal Affairs. Since all issued checks are electronically sent to the University's bank, any check in need of a void/stop payment, must be electronically canceled. A [Void/Stop Payment Request form](#) is available on Fiscal Affairs' webpage. Please complete the form, submit to [fiscalaffairs@stockton.edu](mailto:fiscalaffairs@stockton.edu), and copy [accountspayable@stockton.edu](mailto:accountspayable@stockton.edu). Once the check has been voided, the department's budget will reflect the credit. If you require assistance in reprocessing a payment, please reach out to Accounts Payable.

## PROCUREMENT & CONTRACTING

### Bid Update: Library Renovations

The Office of Procurement & Contracting has issued a public bid for interior and exterior renovations of the Richard E. Bjork Library. The renovations will include space reconfigurations on all three floors, new finishes, and furniture upgrades. The project will create a model university learning environment centered on increasing student success through development of flexible learning spaces integrated with state-of-the-art technology. With a construction schedule of approximately 500 days, the library is anticipated to reopen in September 2026.

### Departmental Bookstore Purchases

Effective this fiscal year, all departments are required to use a purchase order for all purchases in the Stockton Bookstore. Pcards should only be used in emergency situations, such as for health and safety. For full details on the procedure, please reference:

<https://stockton.edu/procurement-contracting/internal/purchasing-procedures.html>





## A&F DIVISION UPDATES

### Reminder: Name Badge Ordering and Sales Tax Exemption Letter

For those wishing to order a custom Stockton name badge for your department, please visit [this page](#), which is part of University Relations & Marketing's [brand guide](#). There, you will find a step-by-step guide that explains exactly how to create and order the badge.

**Please be sure to e-mail the company the sales tax exemption letter before placing the order. The vendor will not refund sales tax after the order has been received. Thank you!**



### Institutional Memberships

Institutional memberships no longer require approval from the President's Office.

All related invoices should be sent to [Administration.Finance@stockton.edu](mailto:Administration.Finance@stockton.edu) for processing.



### Bursar's Office

We are excited to have the Bursar's Office return to Administration & Finance as of December 2nd! A&F welcomes Ryan Terrell, Carisa Calabrese, Jessica Miri, Brett Goebel, Kyrah McQueen, Alexis Bove, and Carmen Jones .

### Val Jules - Budget & Financial Planning Staff:

Val joined the Office of Budget and Financial Planning on November 18th. He previously worked in the Office of the Vice President for Student Affairs since August 2023. Val brings over 10 years of experience working in a financial advisory office, along with experience in the hospitality industry. Val enjoys spending time with family, watching sports, and supporting his alma mater, Stockton University, in any way he can.



Louis Chevere got married on August 9, 2024.





## Cheers to a Bright New Year!

MAY YOUR DAYS BE FILLED WITH **HEALTH AND HAPPINESS**  
THROUGHOUT THE YEAR AHEAD.

*Best Wishes,*  
ADMINISTRATION & FINANCE