

## **University Budget Office Frequently Asked Questions**

### **1. Where can I find Supplemental Compensation forms?**

Supplemental Compensation forms are found on the University Budget website:

<http://www.gwu.edu/~univbud>

Adobe Acrobat is needed in order to view these forms. They are fillable and printable, however in order to save you must have a copy of Adobe Distiller.

### **2. How do I establish an R-Fund?**

Instructions on how to establish an R-Fund can be found at:

<http://my.gwu.edu/files/policies/EstablishingDeptFundsFINAL.pdf>

### **3. How do I change the distribution name for monthly payroll reports?**

To request a change to the distribution name or address for monthly payroll reports, an email from an authorized individual should be sent to [akeishaj@gwu.edu](mailto:akeishaj@gwu.edu) with the following information:

Department Name:

Banner Index:

Authorizing Official Name:

Address:

### **4. With whom can I speak to regarding my BPR?**

You should first contact your financial manager for your department/school for any questions regarding your BPR. If you are unable to speak with your financial manager or you do not know who your financial manager is, you can contact the University Budget Office at 994-7401 (4-7401). You will need to have your Home Banner Number.

### **5. How do I advertise employment opportunities?**

To advertise employment opportunities, follow the appropriate steps as instructed on the George Washington University Human Resources web site.

<http://www.gwu.edu/~hrs/workforcemanagement/index.html>

### **6. Where can I obtain a copy of the current Chart of Accounts?**

A copy of the Chart of Accounts can be found through the EAS web site at:

<http://www.gwu.edu/~gwco/accessforms/NaturalAccounts.pdf>