

# FISCAL YEAR 2022-23 BUSINESS OFFICE NEW YEAR TRAINING

PRESENTED ON JULY 25, 2022



# AGENDA

- ▶ Introductions
  - ▶ Business Office Staff
- ▶ Business Office Policies & Procedures
- ▶ Payroll
  - ▶ Dates & Deadlines
  - ▶ Earn Types
  - ▶ Time Cards
  - ▶ Questions
- ▶ Accounting
  - ▶ Budget String and Chart of Accounts
  - ▶ Colleague Screens and Budget Reports
  - ▶ Purchasing
  - ▶ Contracts for Services
  - ▶ Accounts Payable
  - ▶ Travel and Mileage
  - ▶ Questions



# BUSINESS OFFICE TEAM

Function	Contact Person
Account Receivable/Campus Credit Cards	Lucy Trafton
Accounts Payable	Karen Martinez
Budget Revisions/Transfers - Non-grants	Paul Luciano & David Techaira
Budget Revisions/Transfers - Grants	Elizabeth Flores, Jennifer Santana & Alicia Gregory
Cashiering and Student Accounts	Sofia Martinez & Mayra Saavedra
Expenditure Transfers - Non-grants	Paul Luciano & David Techaira
Expenditure Transfers – Grants	Elizabeth Flores, Jennifer Santana & Alicia Gregory
Grants	Elizabeth Flores, Jennifer Santana & Alicia Gregory
Mailroom	Sandra Muller Antonetti
Payroll	Abel Del Real & Dora Sanchez
Petty Cash Reimbursements	Dora Sanchez, David Techaira
Purchasing	Joanne Ritter
Travel and Conference	Lucy Trafton and Julia Silveira



# **BUSINESS OFFICE POLICIES & PROCEDURES**

Reimbursements

Purchasing

Object Codes

Contract Services

# REIMBURSEMENTS

- ▶ Personal and Mileage reimbursements will be processed once a month
- ▶ Reimbursements should be submitted by the 10<sup>th</sup> of the month following the expenditures
- ▶ Personal reimbursements must not exceed \$100 unless they have been given prior approval
- ▶ Reimbursement is not guaranteed, if the purchase is not allowable, you will not be reimbursed for your expenditure
- ▶ We will not accept late personal or mileage reimbursements



# PURCHASING

- ▶ All purchases must have a purchase order prior to ordering, invoices should not be submitted to Mercury Commerce
- ▶ No orders should be sent to a personal address, orders must be shipped to a campus
- ▶ We will not pay for purchases without a purchase order created prior to the ordering of the items
- ▶ Items should be received in a timely manner, failure to receive items in a timely manner may result in temporary loss of spending ability
- ▶ Amazon purchasing must be done with a blanket purchase order, failure to comply with Amazon purchasing guidelines will result in a temporary loss of your access.



# OBJECT CODE REMINDERS

- ▶ No longer using the following object codes:
  - ▶ 54210
  - ▶ 56400
- ▶ All purchases previously coded to these objects should now be coded to 54300
- ▶ A full list of object codes can be found here:
  - ▶ <https://www.hartnell.edu/about/administrative-services/forms-and-training.html>



# CONTRACT SERVICES

- ▶ All services provided to the College by outside vendors must have a contract signed and approved by the board before work commences.
- ▶ Anyone being paid out of the object 55100 (Independent Contractor) or 55105 (Business) should have a contract set in place
- ▶ You cannot contract with current Hartnell Employees for goods or services, you must follow the proper paperwork in order to reassign time or special projects
- ▶ You cannot contract with businesses that you have personal investments with
- ▶ All contractors should be set up as vendors prior to starting their services
- ▶ Our contract template can be found here:  
<https://www.hartnell.edu/about/administrative-services/forms-and-training.html>





# PAYROLL

- Dates & Deadlines
- Earn Types
- Time Card Entry
- Differential Codes
- Time Card Errors
- Time Card Report

# QUICK NOTE

- ▶ Create a list of staff that report to your are or who's time cards you are responsible for.
- ▶ Use this list as a reference each month to ensure that no one is left off the payroll.
- ▶ This particularly comes in handy when dealing with multiple hourly employees.



# PAYROLL DATES & DEADLINES

2022-23 HR/PAYROLL PROCESSING SCHEDULES FOR REGULAR AND YEAR-END PAYROLLS		
HUMAN RESOURCES PAPERWORK SUBMISSION DATES (5 P.M.) FOR TIMECARD BASED ASSIGNMENTS	TIMECARD ENTRY OPENS AT 8:00 a.m. on:	TIMECARD ENTRY CLOSES AT 5:00 p.m. on: (unless noted)
	Fiscal Year End 2022	
Wednesday, June 16, 2022	Friday, July 01, 2022	Wednesday, July 06, 2022
	Fiscal Year 2023	
Thursday, June 30, 2022	Monday, July 11, 2022	Thursday, July 14, 2022
Tuesday, August 2, 2022	Wednesday, August 10, 2022	Monday, August 15, 2022
Thursday, August 25, 2022	Monday, September 12, 2022	Thursday, September 15, 2022
Friday, September 30, 2022	Monday, October 10, 2022	Thursday, October 13, 2022
Tuesday, November 1, 2022	Wednesday, November 09, 2022	Monday, November 14, 2022
Wednesday, November 30, 2022	Thursday, December 08, 2022	Monday, December 12, 2022
Monday, January 2, 2023	Tuesday, January 10, 2023	Friday, January 13, 2023
Wednesday, January 25, 2023	Thursday, February 09, 2023	Monday, February 13, 2023
Thursday, March 2, 2023	Friday, March 10, 2023	Wednesday, March 15, 2023
Thursday, March 30, 2023	Monday, April 10, 2023	Thursday, April 13, 2023
Tuesday, May 2, 2023	Wednesday, May 10, 2023	Monday, May 15, 2023
Thursday, May 25, 2023	Monday, June 12, 2023	Thursday, June 15, 2023
Thursday, June 15, 2023	Friday, June 30, 2023	Wednesday, July 05, 2023
	Fiscal Year 2023	
Thursday, June 29, 2023	Monday, July 10, 2023	Thursday, July 13, 2023
Prior to Beginning of Semester - HR Submission Date		
Short Entry Time Due to Holiday and County Schedule Cut-Off Date. This Limits the Payroll Entry Time. There will be NO EXCEPTIONS TO LATE TIMECARDS		
Fiscal Year End Payroll Dates For 2022 and 2023		



# PAYROLL EARN TYPES

Earning Types - Quick Reference										
Earnings Type	Earning Type Description	Overtime For Pay	Sick Leave Used*See Note	Vacation Hours Used	Comp Time Used	WetlDays Used	Jury Duty Absence	Bereavement Absence	Worker's Comp Absence	Long Term Disability
NML	Normal Earnings	OVT	SICK	VACA	CT0	WELL	JURY	BRV	KWC	DSBL
02.5	Longevity Differential - 10 yrs	R2.5	S2.5	V2.5	T2.5	W2.5	J2.5	B2.5	K2.5	D2.5
05.0	CSEA Swing/L39 Split Shift Diff	R5.0	S5.0	V5.0	T5.0	W5.0	J5.0	B5.0	K5.0	D5.0
05.0	L39 Nite Shift Differential	R5.0	S5.0	V5.0	T5.0	W5.0	J5.0	B5.0	K5.0	D5.0
07.5	L39 Swing/CSEA Nite+ 2.5% Lngv	R7.5	S7.5	V7.5	T7.5	W7.5	J7.5	B7.5	K7.5	D7.5
10.0	LNiteSplit/Swing-CNite+5%Lngv	R10	S10	V10	T10	W10	J10	B10	K10	D10
12.5	L39 Nite Shift + 7.5% Longevity	R125	S125	V125	T125	W125	J125	B125	K125	D125
BCP	Back Pay		When using these earn types and employee has Longevity/Shift Diff							
CNWP	Contract Non Work Days		you must remember to use the differential boxes to include							
LAB	Laboratory Rate		total hours and earn type.							
LEC	Lecture Rate		Earn Type UNPD, Work Hours 8, "Earning Differential"							
OTHR	Confdntrl/Suprvsr OtherLeave		Time = 8 Code 02.5 (only if it applies)							
PHOL	CSEA/L39 Personal Holiday									
UNPD	Unpaid Absences									
WOC	Work Out of Class									
*SICK-For Full Time "F" positions Faculty Members sick days are entered in ¼ day increments.										
All other employees are tracked in hours										



# TIME CARD ENTRY

- ▶ Examples of Time Card Entry
  - Student
  - Non Academic
  - Academic

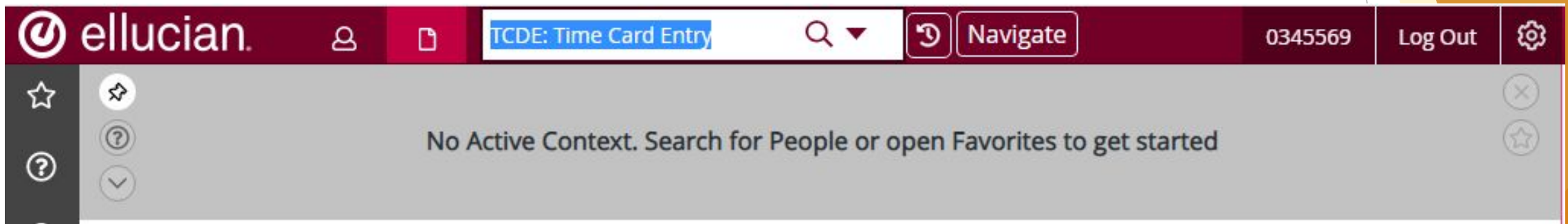


# TIME CARD ENTRY

- ▶ Monthly Cycle: Classified, Hourly, & Student employees
  - ▶ 1. Enter “TCDE” into the Quick Access box. (You must be in the HR module.)
  - ▶ 2. Pay Cycle (enter either M for monthly or A for Academic). Press ok. You can also enter “...” then select a cycle.
  - ▶ 3. Enter period end date. Always the 10<sup>th</sup> of the month (except for June 30<sup>th</sup>).
  - ▶ 4. Enter “N” unless you are entering back-pay (BCP). (as a rule easier to say “Y” than starting over)
  - ▶ 5. 3 ways to lookup employee: Colleague ID (easiest), Social Security #, or Last Name.
  - ▶ 6. Enter “...”. If the employee has more than 1 position open it will allow you to select it.
    - ▶ If the employee has only 1 position open, skip step #7.
  - ▶ **7. Enter the Number that corresponds with the position in box below and press “Enter”**
  - ▶ 8. Make Changes to Time Card and Approve. Press “F9” to save and move on to next employee.



1. Enter “TCDE” into the Quick Access box.



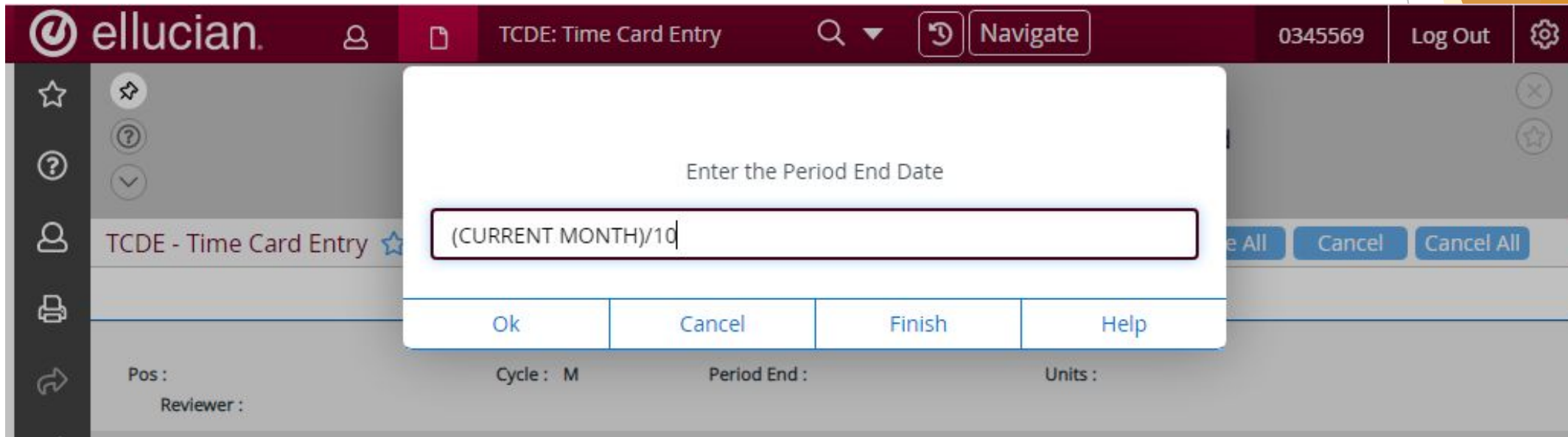
2. Pay Cycle (enter either M for monthly or A for Academic). Press ok. You can also enter “...” then select a cycle.

The screenshot shows the ellucian TCDE: Time Card Entry interface. A modal dialog box titled "Pay Cycle LookUp" is open, featuring a text input field containing "M or A". Below the input field are four buttons: "Ok", "Cancel", "Finish", and "Help". The background interface includes a top navigation bar with the ellucian logo, a search icon, a "Navigate" button, and user information "0345569" and "Log Out". A sidebar on the left contains navigation icons. The main content area shows a form with fields for "Pos:", "Cycle:", "Period End:", and "Units:", along with a "Reviewer:" field. A "Cancel All" button is also visible on the right side of the background interface.





3. Enter period end date. Always the 10<sup>th</sup> of the month (except for June 30<sup>th</sup>).



The screenshot shows the ellucian TCDE: Time Card Entry interface. A dialog box titled "Enter the Period End Date" is open, with a text input field containing "(CURRENT MONTH)10". Below the input field are four buttons: "Ok", "Cancel", "Finish", and "Help". The background interface includes a top navigation bar with the ellucian logo, a search icon, a "Navigate" button, and a user ID "0345569". A sidebar on the left contains various icons, and the main content area shows "TCDE - Time Card Entry" with a star icon. Below the dialog box, there are labels for "Pos:", "Reviewer:", "Cycle: M", "Period End:", and "Units:".



4. Enter “N” unless you are entering back-pay (BCP). (as a rule easier to say “Y” than starting over)

The screenshot shows the ellucian web application interface for 'TCDE: Time Card Entry'. A dark red header bar contains the ellucian logo, a user profile icon, the page title 'TCDE: Time Card Entry', a search icon, a 'Navigate' button, the user ID '0345569', and a 'Log Out' button with a settings gear icon. A left sidebar contains navigation icons for home, help, and user profile, with 'TCDE - Time Card Entry' selected. A central dialog box is open, displaying the question 'Allow Dates Outside Period? (y/n)' and a text input field containing the letter 'N'. Below the input field are four buttons: 'Ok', 'Cancel', 'Finish', and 'Help'. The background interface is dimmed, showing a 'Pos:' field, 'Cycle: M', 'Period End: 07/10/2022', and 'Units:'.



# 5. 3 ways to lookup employee: Colleague ID (easiest), Social Security #, or Last Name.

The screenshot shows the ellucian application interface for 'TCDE: Time Card Entry'. A dark red header bar contains the ellucian logo, a user profile icon, a document icon, the text 'TCDE: Time Card Entry', a search icon, a 'Navigate' button, the user ID '0345569', a 'Log Out' button, and a settings gear icon. A vertical sidebar on the left contains icons for home, help, search, and user profile. The main content area is partially obscured by a white 'Employee LookUp' dialog box. The dialog box has a title bar, a text input field containing '(EMPLOYEE COLLEAGUE ID)', and four buttons at the bottom: 'Ok', 'Cancel', 'Finish', and 'Help'. Below the dialog box, the background interface shows fields for 'Pos:', 'Reviewer:', 'Cycle: M', 'Period End: 07/10/2022', and 'Units:'. There are also 'Cancel All' buttons visible in the background.



6. Enter "...". If the employee has more than 1 position open it will allow you to select it. If the employee has only 1 position open, skip step #7.

The screenshot displays the ellucian application interface for 'TCDE: Time Card Entry'. A modal dialog box titled 'Person Position LookUp' is centered on the screen. It features a text input field containing three dots '...', indicating a search for multiple positions. Below the input field are four buttons: 'Ok', 'Cancel', 'Finish', and 'Help'. The background interface shows a user profile for 'Alicia Beat...', a search bar, and a 'Navigate' button. The top right corner includes the user ID '0345569' and a 'Log Out' option. The bottom of the screen shows fields for 'Pos:', 'Cycle: M', 'Period End: 07/10/2022', and 'Units:'.



7. Enter the Number that corresponds with the position in box below and press “Enter”

SEARCH RESULTS FOR :	PERPOS	Input	Open
1	Position: M210ACCT_MGR Accounting Manager	Start Date: 04/26/21 End Date:	
2	Position: O500_REDESIGN O500_COLLEGE_REDESIGN	Start Date: 08/09/19 End Date: 09/20/19	
3	Position: O400STULIFE Overtime_Office of Stu Life	Start Date: 05/25/18 End Date: 09/20/19	
4	Position: O410SSSP OT_SSSP_PantherPrep	Start Date: 05/05/18 End Date: 09/20/19	
5	Position: C365PAI_AE_WFD Program Assistant I	Start Date: 05/17/17 End Date: 09/20/19	

+ Add | 1 - 5 of 5 | Open 0



8. Make Changes to Time Card and Approve. Press “F9” to save and move on to next employee.

ellucian. TCDE: Time Card Entry 0345569 Log Out

TCDE - Time Card Entry

Pos: [Redacted] Cycle: M Period End: 07/10/2022 Units: Hours  
Reviewer: Ms. Julia L. Silveira

Decision: [Dropdown]

Time Information

	Work Date	Day	Earn Type	Work Hours	Diff Hours	Diff Code	Diff Desc	Sched Hours	Project Number
1	07/01/22	Fri	NML	8.00				8.00	
2	07/04/22	Mon	NML	8.00				8.00	
3	07/05/22	Tue	SICK	8.00				8.00	
4	07/06/22	Wed	NML	7.00				8.00	
5	07/06/22	Wed	VACA	1.00				0.00	
6	07/07/22	Thu	NML	8.00				8.00	
7	07/08/22	Fri	VACA	8.00				8.00	
8									
9									
10									

Total Hours 48.00 0.00 48.00

Comments [Input]



# THINGS TO REMEMBER

- ▶ The “Sched Hours” total should match the “Work Hours” total for Permanent Classified Employees unless you enter Over-Time.
- ▶ Non Academic Employees’ time is recorded in Hours, Faculty in Days, Adjunct in Hours.
- ▶ Hourly and Student employees do not use the UNPD code, just enter “0” for scheduled days not worked.
- ▶ Never ZERO out hours for Permanent Staff. Use CNWP for Non-Academic (CSEA, L-39) who work less than 12 months in a fiscal year.



# DIFFERENTIAL CODES

Differential Codes, Certain “Earn Types” require manual input of the differential code (UNPD, & CNWP).

Reviewer

Decision

Time Information

Work	Date	Day	Earn Type	Work Hours	-Earnings Time	Differential-Code	Desc	Sched Hours	Projects
1	01/11/13	Fri	02.5	8.00				8.00	
2	01/14/13	Mon	PHOL	8.00	8.00	02.5		8.00	
3	01/15/13	Tue	02.5	8.00				8.00	
4	01/16/13	Wed	UNPD	8.00	8.00	02.5		8.00	
5	01/17/13	Thu	02.5	8.00				8.00	
6	01/18/13	Fri	CNWP	8.00	8.00	02.5		8.00	
7	01/21/13	Mon	02.5	8.00				8.00	
8	01/22/13	Tue	02.5	8.00				8.00	

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Total Hours

Comments





# INSERTING DATES

If you are having to insert dates prior to the first day or after the last day in TCDE, check WAGS dates. (relates more to new ee's, students, hourlies)

TCDE-Time Card Entry

Pos: S330\_STWK\_IV      Cycle: M      Period End: 02/10/2013      Units: Hours

Reviewer: \_\_\_\_\_  
Decision: \_\_\_\_\_

Time Information

Work Date	Day	Earn Type	Work Hours	-Earnings Time	Differential-Code	Differential-Desc	Sched Hours	Projects
1 01/22/13	Tue							
2 01/24/13	Thu	NML	3.00				3.00	
3 01/25/13	Fri	NML	3.00				3.00	
4 01/28/13	Mon	NML	3.00				3.00	
5 01/29/13	Tue	NML	3.00				3.00	
6 01/30/13	Wed	NML	3.00				3.00	
7 01/31/13	Thu	NML	3.00				3.00	
8 02/01/13	Fri	NML	3.00				3.00	

\*\*\*\*\*

Total Hours      36.00      0.00      36.00

Comments: \_\_\_\_\_



# TIME CARD ERRORS

If you see this alert on the screen do not update.

Go to LEVS to review leaves.

Reviewer

Decision

Time Information

Work Date	Day	Earn Type	Work Hours	-Earnings Time	Differential- Code	Differential- Desc	Sched Hours	Projects
1 01/11/13	Fri	VACA	8.00				8.00	
2 01/14/13	Mon	VACA	8.00				8.00	
3 01/15/13	Tue	VACA	8.00				8.00	
4 01/16/13	Wed	NML	8.00				8.00	
5 01/17/13	Thu	NML	8.00				8.00	
6 01/18/13	Fri	NML	8.00				8.00	
7 01/21/13	Mon	NML	8.00				8.00	
8 01/22/13	Tue	NML	8.00				8.00	

Total Hours 168.00      0.00      168.00

Comments

**Alert**

WARNING: The Person Leave Balance will go negative for the VACA earntype

OK



# TIME CARD REPORTS

TCDT - Time Card Entry Detail report generates a timecard entry audit report.

In November 2019, as part of the timekeeping upgrade, a modified version of the TCDT report was released. In the new version of the report users need to specify the IDs of the persons they would like to see information about using one of two methods:

1. Use a Savedlist
2. Manually enter IDs one by one



# TCDT REPORT


TCDT - Time Card Detail Report ☆

Save

Save All

Cancel

Pay Cycle

Pay Period End Date  

Report Unprocessed Time Only

Export Self-Service Data to CSV

Sort by Employee or Department (E/D)

Field	Description/Use
Pay Cycle	Enter the pay cycle to report. Available options include: M (monthly), A (Academic) or S (Supplemental)
Pay Period End Date	Enter the end date of the pay period to report
Report Unprocessed Time Only	Enter Y(es) or N(o) for whether to report unprocessed time only.
Export Self-Service Data to CSV	Answer Y (Yes) or N (No) to export self-service data to a CSV file
Sort by Employee or Department	Answer 'E' to sort by employee name, or 'D' to sort by department code

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## TCDT WITH A SAVEDLIST

In the second section on the screen there are spaces to either enter a Savedlist or Employee IDs.



The screenshot shows a web interface for generating a TCDT report. At the top, there is a text input field labeled "Saved List Name" with a dropdown arrow icon. Below this is a section titled "Employee IDs" containing a table with six rows. Each row has a small input field with a dropdown arrow icon, followed by a large yellow rectangular area, likely representing a list of employee IDs or a selection interface.

To use a Savedlist, **enter** the name of a pre-created Savedlist into the field. The Savedlist must contain the IDs of the employees the user wishes to report on. [A detailed guide to using and creating Savedlists is available here.](#)

Once the user has selected a savedlist of employee IDs, **save** and process the report.

[GUIDE FOR CREATING SAVED LIST CLICK HERE](#)



Employee IDs

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>

## TCDT WITH MANUALLY ENTERED IDs

If a user wishes to run the report on IDs entered manually, they may **enter** the IDs directly into the Employee ID fields. The name of the employee will populate on the right.



# TIME CARD ENTRY REPORT

- ▶ Compare the report and time sheets to make sure the correct entries were made. Keep the time sheets grouped by month for the entire fiscal year. At the end of the fiscal year, turn in all time sheet to payroll.



# BUDGETS

GENERAL LEDGER (GL) STRING

CHART OF ACCOUNTS

COLLEAGUE REPORTS

REVISIONS/TRANSFERS



# **BUDGET STRING & CHART OF ACCOUNTS**

# **F-A-L-T-O**

**F**und – program funding source (2 numbers)

**A**rea – what is the primary function of your program (3 numbers)

**L**ocation – where is your program’s primary campus (2 numbers)

**T**op – program identification number (6 numbers)

**O**bject – categorizes what you are purchasing (5 numbers)

**Example budget string:**

12 – 300 – 00 – 720000 – 56405

# OBJECTS

---

51000 Academic Salaries

---

52000 Classified Salaries

---

53000 Benefits

---

54000 Supplies

---

55000 Other costs, Contract Services, Program Operations

---

56000 Capital Outlay

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57000 Student stipends, scholarships, Indirect

# COLLEAGUE BUSINESS REPORTS

## Budget Reports:

- GLBS - Detailed Budget Status Report
- GLBR - Year-to-date Budget Summary Report w/ Purchase Orders

## Inquiry Screens:

- ACBL – GL Account Balance Inquiry
- VENI - Vendor Activity Inquiry
- PINQ - Purchase Order Inquiry
- BINQ – Blanket PO Inquiry

## Purchase Order Report:

- PREG – Purchase Order Register

**GLBR  
(SUMMARY)  
REPORT**

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High level look at budget

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Run report with just "5" in line 9 to get only expenditures

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Encumbrances are held against your available budget, however, are not included in your YTD Actual total

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No object should have a negative balance

**GLBS  
(DETAILED)  
REPORT**



Detailed look at expenditures by object



Will list all journal entries, transfers, and revisions



Lists outstanding POs and BOs encumbrances and balance remaining

## **ACBL- ACCOUNT BALANCE INQUIRY**

- Provides total available budget in each object
  - Payroll objects such as 51000, 52000, and 53000 will show double expenditures
- To see further details, click on the magnifying glass next to each line

## **VENI- VENDOR ACTIVITY INQUIRY**

Look up checks by requisition number, purchase order number, voucher number

Date is date request was entered into the system

Status tells you if the check has been issued

Check number and date is when check was issued, checks are usually mailed out 1 day after they are issued

# BUDGET TRANSFER/ REVISIONS

- All budget revisions must be board approved
- Budget revisions are when you change from different categories, example 51000 (Academic Salaries) to 54300 (Supplies).
- Budget Transfers are when you change budget within a category, example 55100 (Individual Contractor) to 55105 (Company Contractor).
- Must put an explanation for why the revision or transfer is occurring
- Must put description of where funds are going or being received from
- Debit = object without money
- Credit = object with money



# EXPENDITURE TRANSFERS

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Expenditure transfers are considered reclassification of expenditures

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Reclassification of expenditures is an audit finding

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Must indicate reason for expenditure transfer, should avoid using words like "mistake" or "error"

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When transferring salaries, you must transfer the correlating benefits. If you are transferring a percentage of a salary, the benefits must also be transferred at that same percentage

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Please limit expenditure transfers

# **REQUIRED BACKUP**

**ALL BUDGET TRANSFERS/REVISIONS AND EXPENDITURE  
TRANSFERS SHOULD INCLUDE A GLBS (DETAILED)  
REPORT**



**HARTNELL COLLEGE**

# **PURCHASING**

VENDORS

REQUISITIONS

BIDDING MATRIX

BLANKET PURCHASE ORDERS

PURCHASE ORDERS

RECEIVING

CONTRACT SERVICES

# VENDORS

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Before using a vendor they must be an established vendor in Colleague

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Use Colleague report "VENI" to determine if vendor is established

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New vendors require at least 2 weeks to be entered into the system

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Do not conduct business with a vendor until they are established

## REQUISITIONS

Requisitions for Purchase Orders are required for:

- Tangible Goods
- Services (*except* entertainment/speakers)
- Food/Catering Services

Purchase Orders must be created before placing orders for goods or services.

# BIDDING MATRIX



Purchases of goods up to \$5,000 must have at least 1 quote



Purchases of goods \$5,001 - \$20,000 must have at least 2 quotes



Purchases of goods \$20,001 - \$96,700 must have at least 3 quotes



Purchases of goods \$96,701 and over must go into the bidding process

# BLANKET PURCHASE ORDERS

- Blanket POs are for multiple payments to the same vendor throughout the fiscal year for a single project/service, or for undefinable goods purchases. **Example:** *A service contract for quarterly maintenance.*
- Blanket POs are requested using the Purchase Requisition form (not through Mercury Commerce) and processed directly in Colleague.

*The PR Form is an electronic PDF Form located on the Purchasing website.*

- Approval logic is the same as Mercury Commerce; approval signatures must be obtained on the Requisition Form.

*Signature Guidelines are located on the Purchasing website.*

# PURCHASE ORDERS

Purchase Orders (or regular POs) are for defined purchases and are valid for one use only. Product, quantities and unit pricing are known, and are listed as line items on the PO when the request is converted.

Requests for Purchase Orders (regular POs) are processed through Mercury Commerce.

*There are some exceptions to using a Purchase Order:*

See Check Request & Credit Card Guidelines



# RECEIVING

Receiving needs to occur before an invoice can be paid.

This task is primarily done by the warehouse, however not everything is handled by the warehouse. Services, and any goods that bypass the warehouse (such as direct deliveries to the Alisal, King City, Soledad, or Castroville campuses), need to be received by the department/requester.

- **Mercury Commerce (regular POs):**

- Use the Receive tab.

*Receiving and Closing are NOT the same - Depts receive; Purchasing closes.*

- **Colleague (Blanket POs):**

- Send the invoice with payment authorization to Accounts Payable.

- **Colleague (regular POs):**

- Warehouse has access and should do the receiving.

## **CONTRACT SERVICES**

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The Agreement/Contract Template can be found on the Business Office web page and must be accompanied by a Tracking Sheet and Vendor Information Form.

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Plan ahead – the approval process takes time. All PSAs/contracts must be signed by the President of the college *BEFORE* services commence.

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The Board of Trustees must approve the contract before the President signs and *BEFORE* services commence.

## **PAYMENT FOR CONTRACT SERVICES**

Once the Contract for Services is fully executed, payment options are as follows:

- For one-time services, submit the vendor invoice on a Check Request with appropriate signatures.
- For ongoing services, set up a Blanket Purchase Order. Submit approved vendor invoices referencing the BPO number.

# ACCOUNTS PAYABLE

CHECK REQUESTS

CREDIT CARD REQUESTS

REMINDERS

# CHECK REQUESTS



Dues



Subscriptions



Reimbursements



Conference Registrations



Travel (ALL - includes hotels, airfare, car rentals, etc...)



Student Stipends (all students must have a non-service agreement on file to process their stipends)



Guest Speakers (use an honorarium form, if they are an individual)

## **CREDIT CARD REQUESTS**

The Business Office has a college credit card to use for the following:

- Virtual conference registration
- Purchases in which the vendor does not accept payment by check or a purchase order.

Send Completed Credit Card Request form to Lucy.

# ACCOUNTS PAYABLE REMINDERS

- 1-2 week turnaround for check requests.
- Use purchase orders and reference PO # wherever possible.
- Check your budget balances! Requests with insufficient funds will be returned to the department via campus mail.
  - Use Colleague screen "ACBL" for account snapshot.
- Reimbursement and vendor checks will be mailed out.
- Student stipends must have a Non-Service Stipend Contract Agreement completed and a student roster attached to the Check Request form (include ID#s, names, addresses, amount to be paid).
- Invoices must be signed by the budget or program manager.
- All food purchases must have a completed 5 W's form.
- Remember to turn in all receipts, ie Amazon, Home Depot, ect...

# TRAVEL & MILEAGE

TRAVEL AUTHORIZATION

VIRTUAL CONFERENCES

CONFERENCE PER DIEMS

TRAVEL REIMBURSEMENTS

MILEAGE REIMBURSEMENTS



## TRAVEL AUTHORIZATION

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All conference and travel expenses should be pre-approved by appropriate administrators **45 days in advance** of travel dates.

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Use a Travel Authorization form to propose a travel/conference expenditure.

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Please refer to Hartnell Travel Guidelines for full travel details

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Out of state travel must be pre-approved by the President/Superintendent.

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Any travel outside of the Hartnell District must have a travel authorization, even if it is for one day only

## **VIRTUAL CONFERENCES**

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No Travel Authorization is required; however, your supervisor may require prior approval to attend.

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Upon approval, registration may be made by the departmental assistant, attendee, or the traveler.

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When payment requires payment by credit card, prepare a Credit Card Request form. (Event registration that may be paid by check requires a Check Request form.)

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Event registration must be done outside of Concur.

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Please refer to the Hartnell Travel Policy & Guidelines web page for full guidelines.

## CONFERENCE PER DIEM

All Hartnell travel expenses should fall within the dollar limits stated by the U.S. General Services Administration (GSA). These rates, often referred to as CONUS (Continental United States) rates vary by location. Some fund sources (grants) require that travel expenses not exceed those found in CONUS.

We recommend that you attach the per diem rates for the city of travel to your conference request in order for your Dean/Administrator to verify that the expenses in each area (hotel, meals, etc.) do not exceed the CONUS per diems.

**<http://www.gsa.gov>**

## TRAVEL REIMBURSEMENT

- Traveler will receive a “Travel Expense Claim Form.”
- Attach original ITEMIZED receipts (no credit card summary slips) and obtain administrative signature(s) on the form.
- Send completed “Travel Expense Claim Form” to the Business Office for payment processing.

## **MILEAGE REIMBURSEMENT**

The College will reimburse employees for the use of their personal vehicle used for District business. California law requires that each person have automobile liability coverage on his or her personal automobiles. The school district will **NOT** provide insurance coverage to cover damage or loss to an employee's car.

The Business Office will also need a DMV driving record on file for the employee before they are allowed to drive for district business. Contact Julia Silveira.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business.