Prepared by the

Southeastern Staff Association

Personnel Policies and Procedures Committee
Spring 2001

The first copy of the SSA Quick Help Guidebook is ready! Insert this copy in a notebook and keep it in your office for everyone to access as needed. The Personnel Policies and Procedures Committee hopes that this information will be helpful and useful. The sections are arranged in alphabetical order, listed in the Table of Contents, and pages are numbered within each section. This will make it easier to change pages and add or take out sections when information is updated. You may want to add dividers and samples of forms to your notebook.

For those of you who may not be familiar with the Southeastern Staff Association, everyone who is employed by SOSU as a Staff member, including Support, Administrative, and Professional categories, is automatically a member of the Southeastern Staff Association. The SSA was formed in the spring of 2000. We have elected representatives (approximately 25) from all areas across the campus, as well as elected officers. We also have five standing committees and a few ad hoc committees. The Executive Council meets once every month and the Council of Representatives meet once a month for 10 months. The entire staff is invited to two general meetings each year.

The functions of the SSA are:

- To enhance and enrich a professional relationship between staff and other university personnel in order to achieve the mission and goals of Southeastern Oklahoma State University.

- To provide a forum for the expression of concerns and ideas and to provide a means of communication among the staff members of Southeastern Oklahoma State University.

- To respond to changes in technology, economics and demographics by providing staff training and development that will mutually benefit the individual member as well as the institution.

This Quick Help Guidebook is just one of the accomplishments of the SSA for the fiscal year 2000-2001 (our first complete year)!

If you have any changes, corrections, additions, etc., please send to: SSA, PO Box 2764, SOSU. If you would like to have a copy of the SSA Constitution and Bylaws, you may request it at this address, also.

Respectfully submitted by Ms. Camille Phelps, SSA President 2000-2001,
and Personnel Policies and Procedures Committee: Chair: Mrs. Linda Tomlinson, Ms. Irna Childress, Mrs. Cathy Conway, and Mrs. Gladys Skinner.

Table of Contents

**Section pages are numbered individually for easy additions and replacements.

Administrative Computing

Ext. 2004

When you complete the **Faculty/Staff/Student Employee Request to use Computer Resources** you will be able to use:

EMAIL:

To receive an SOSU email account, fill out the **Request for Network Resources form.** This form may be obtained in the Administrative Computing office. Please have your supervisor sign and date the form and send it to Academic Computing at Box 4166. Please note that an expiration date is required for temporary and student employee accounts. (Graduate Assistants and Adjunct employees are considered temporary.) The form is also available online at http://www.sosu.edu/ listed under information for faculty and staff.

ONLINE STUDENT INFORMATION:

If you are a full-time faculty member or departmental secretary, you will automatically receive access to *real time* student information via the web. You must activate your account through your Dean's office. Student transcripts, class schedules, and course availability is available to authorized users at http://olaf.sosu.edu. any other employees who require access to online student information must send a memo to Administrative Computing signed by a vice president over their respective area.

SPECIAL ACCOUNTS:

Other resources are available for certain employees who require access to the library or administrative mainframe; complete the **Adding of User Accounts form**. Your supervisor will have to sign and date this form. If the user is requesting access to another department's data, the head of that department will also need to sign the form.

LONG DISTANCE TELEPHONE ACCESS CODE:

Personal Codes: If after 2 - 3 days your personal code is still not working, call AT&T Acus at 800-445-6063. If they have no record of your account, contact a telephone technician at extension 2100.

Business Codes: Contact a telephone technician at extension 2110 if your code is not working within 24 hours after receiving it.

Computer Problems and Issues

Helpdesk
Ext 4357 or
helpdesk@sosu.edu

WHAT IS THE HELPDESK?

The Helpdesk is a centralized point of contact where all computer, network, and related problems can be reported. Requests for installations, moves, and changes are also requested here. The Helpdesk Operator can assist with most problems.

WHEN IS THE HELPDESK AVAILABLE?

The Helpdesk is staffed Monday-Friday 8:00 a.m. - 5:00 p.m. every day the University is open. After hours and on weekends, the Helpdesk is closed. Any time you need help with a computer problem, you may leave a voice mail or send an e-mail describing your problem. The Helpdesk operators will check the messages as soon as possible, log the call into the database and contact you confirming the call has been logged.

WHAT WILL THE HELPDESK DO WHEN I CALL?

The Helpdesk operator will act as first-level support and attempt to answer quick questions or solve problems that have a well-known solution. If the problem requires more than 5 minutes, then the operator will log the call into the problem database. A problem ticket is generated and sent to the appropriate technician.

IS THERE ANYTHING I SHOULD DO BEFORE I CALL THE HELPDESK?

- Check your owner's manual for tips and troubleshooting solutions on software and hardware problems.
- Check all cables, lines and power cords to insure a firm connection to the computer, network jack, or power outlet.
- Reboot and try again. Many problems can be corrected by rebooting. If your computer is responding to commands, simply restart the computer and try again. If it is not responding to commands, turn the computer off, wait ten seconds and turn it on and try again.

WHAT INFORMATION DO I NEED BEFORE I CONTACT THE HELPDESK?

You should provide the following information:

1. Contact person's name and phone number
2. Department, building, and room number
3. Kind of computer/printer you are having problems with
4. Detailed description of the problem
5. For software problems, give the program name and version number, what you were doing when the problem occurred, and any error messages that appeared on the screen.

HOW DO I CONTACT THE HELPDESK?

Non-urgent problems as well as requests for installations (software & hardware), moves and changes should be sent via e-mail to helpdesk@sosu.edu. For more urgent problems, call the helpdesk by dialing HELP (4357) from any university telephone.

ALUMNI ASSOCIATION /ALUMNI RELATIONS

Director of University Advancement/Alumni Relations: Ext. 2236
Coordinator for Alumni Relations: Ext. 2875

ALUMNI ASSOCIATION

Located in the Welcome Center on the Southeastern Oklahoma State University campus, the Alumni Association exists to be of service to the University, promote the interests of the University, and to perpetuate good fellowship among students, former students and graduates, friends, faculty, and staff of the University. The Alumni Association strives to represent its constituency as an active part of the campus community.

The Southeastern Oklahoma State University Alumni Association operates in conjunction with the University and relies primarily on memberships and donations from former students and friends to exist. The Alumni Association is governed by a volunteer board of directors that assist in implementing the goals of the Association. The University works with the Association in a collaborative agreement to implement projects and support the Association through full-time staff members as well as student workers.

The Association thrives because of continued support from former students, friends, faculty and staff of the University. Active membership in the Association has increased almost 400% since 1995 and continues to grow. The increase in activity has allowed the Association to charter Chapters, increase visibility and create an Endowed Scholarship fund with the goal of $100,000. It is the desire of the Association to give back to the University, not only in time, but also in financial support.

Membership in the Association allows donors to continue to support the University. Each year members are asked to renew yearly memberships, and life members are asked to make a donation so that the Association can continue the pursuit of excellence. Active membership can be obtained by individuals, or at a reduced rate for couples. Each year the graduating students receive a one-year complimentary membership. Benefits are based upon the levels of giving.

MEMBERSHIP DUES
Single Annual: $30.00
Couple Annual: $50.00
Single Lifetime: $200.00
Couple Lifetime: $350.00

ALUMNI ASSOCIATION PROGRAMS AND SERVICES

- The Magnolia Magazine
- The Rising Sun newsletter
- Affinity Credit Card
- Area Alumni Chapters
- Homecoming Events: including the awards luncheon, Whang Bang Golf Tournament, and Gold and Blue and Black Tie, Too, fund raiser.
- Reunions
- Alumni Merchandise
- Student Scholarships
- Distinguished Alumnus Award
- Distinguished Former Faculty Award
- Benefactor Award
- Graduation Fair

ALUMNI RELATIONS

The Alumni Relations department is part of the recently redesigned department of University Advancement/Alumni Relations. This department is responsible for all of the daily operations for the Association. Responsibilities of this department included, but are not limited too, planning events such as homecoming, chapter formation and maintenance, and fund management.

ALUMNI TRACKING

The Alumni Relations office maintains a comprehensive database. This database allows for the University to track the demographic data of our alumni and friends of the University. This database is updated with any address changes, name changes, etc. on a weekly basis. However, once a year this data is sent to the United States Post office for a thorough assessment of the accuracy of the information. Departments are encouraged to contact the Alumni Office regarding any addresses changes, questions, or suggestions.

PUBLICATIONS

The Alumni Relations office provides information for the *Magnolia* magazine, which is published by the University. The magazine is published 3 times per year and distributed to members of the Association and various other constituents. Also, the *Rising Sun* newsletter is produced in collaboration with the Department of Public Information/Special events.

HOMECOMING

This event is the single largest event hosted by the University and the Alumni Association. The Alumni Relations office coordinates volunteers, staff, and students to help in this tremendous project. The Alumni department works very closely with many other departments on campus to make this event a continued success. Some of the events include, the Whang Bang golf tournament, Awards Luncheon, and the Gold & Blue and Black Tie, Too!! Fund raiser.

VOLUNTEERS

Volunteers work closely with the University staff on most major events. These individuals are vital to the success of our programs. Volunteers assist with planning, orchestrating, solicitation, and follow-up of various activities. The Association encourages continued involvement of alumni and friends.

Auxiliary Services
Hallie McKinney Hall

Ext. 2948, Director
Ext. 2850
Ext. 2851

The office of Auxiliary Services is a subsidiary of the Business Office. Many services are offered in this office. A brief description of the services are listed below:

FULL SERVICE CASHIER

Payment is taken for any and all charges on a student's account. This includes but is not limited to room, board, tuition and fees, and traffic fines.

ROOM AND BOARD ACCOMMODATIONS FOR STUDENTS

Room assignments and meal plans are available through this office for students interested in campus housing.

RENTAL OF UNIVERSITY MAIL BOXES

The charge for rental of a mail box for Summer is $5.00, Fall and Spring semester is $10.00. The original card completed by the student is kept on file at the Campus Post Office.

MONTHLY POSTAGE BILLING

Each department receives a monthly postage billing at the beginning of each month. This billing includes the departments identification number (ex: 999 number), the name of the department, the code of the transaction (ex: 63005 – 1st class mail), date mail was sent, description of mail (ex: 1st class), the amount of the transaction, and the number of items sent. The department keeps this report for their records.

MOTOR POOL BILLING

Each department that travels receives a monthly Motor Pool billing. After reviewing the motor pool tickets attached to the billing, the department Chair approves the billing total by signing the approval letter and returning the letter to the Auxiliary Services Office.

ADVANCE STUDENT TRAVEL

Travel checks are received from the Business Office and logged in by date, check number and dollar amount. When the department picks up the travel money, the check is then endorsed and cashed. Any funds remaining after the trip are returned and receipted into a clearing account. Receipts are balanced and returned to Carolyn Mabry.

STUDENT FINANCIAL AID AND PAYROLL

Both payroll and student financial aid is distributed in the Auxiliary Services Office.

JACKET/PURCHASE ORDERS – B ACCOUNTS

Jacket/Purchase Orders are assigned a number for all B accounts in Auxiliary Services.

Building/Room Use Orders

Information pertaining to ANY meeting/class or event that requires Campus Police to unlock and/or lock a building and/or room must be submitted in writing to the corresponding room/building manager before a room/building can be reserved. Below is the list of room/building managers' phone numbers for reserving rooms/facilities on campus (who can help you complete the form). The information required on the form is:

1. Name of Building
2. Room number(s)
3. Date needed
4. Time to unlock
5. Time to lock
6. Person/Group responsible
7. Reason for room/building use
8. Approval given

Your request must be submitted in writing as far in advance as possible to the appropriate office that handles the building/rooms. It will depend on the building as to what department must approve your request. Please refer to the table below for phone numbers.

If you have reserved the room/building and the **door is locked** when you arrive, call Campus Security, 2316, to unlock.

Reserving Facilities on Campus

Many facilities and rooms may be reserved on campus. Each area has it's own list of requirements for use of their facilities. Refer to the chart below and call the phone number for more information and for actually reserving the facility or room.

Room/Facility	Phone Number	Capacity	Set-up (changeable yes/no)	Food allowed (yes/no)
Academic Affairs Conference Room	2200			
Activity Center (HPER)	2478			
Amphitheater	2850			
Ballroom	2850			
Band Hall - Fine Arts	2088			
Business Conference Room	2332			
Cafeteria	2826			
Canopies & Sound Equipment	2947			
Chorale Room	2088			

Room/Facility	**Phone Number**	**Capacity**	**Set-up (changeable yes/no)**	**Food allowed (yes/no)**
Classrooms	2216			
Coffee Shop	2826			
Computer Labs:	2316			
Computer Science	2198			
Library	2702			
Morrison 100D and/or 100F (Arts & Science)	2634			
Morrison 203 (Education)	2262	20	no	no
Russell (School of Business only)	2332			
Science 115 (Arts & Science)	2634			
Distance Learning Classrooms (Russell)	2102			
Firefly (LCD Projector) (Business/ Russell)	2332			
Front Lawn	2850			
Gazebo	2850			
Gym/Pool/Fields	2250			
Hallie Conference Room	2850			
Hallie Lobby	2850			
HR Conference Room (A 309)	2162			
Little Theatre	2735			
Magnolia Room	2850			
Massey Building	2948			
Montgomery Lobby (with Montgomery Aud.)	2735			
Montgomery Lobby (without Montgomery Aud.)	2216			
Montgomery Auditorium	2735			
Placement Conference Room	2270			
President's Conference Room (A 200)	2508			

Room/Facility	**Phone Number**	**Capacity**	**Set-up (changeable yes/no)**	**Food allowed (yes/no)**
Russell 100 Auditorium	2102			
Russell 100 Lobby	2102			
Russell 300 Auditorium	2332			
Sidewalk Café	2826			
Student Life Rooms	2947			
Teacher Educ Conference Room (M 104)	2652			
Tennis Courts	2478			
University Center (UC) 215	2320			
University Center (UC) 223	2320			
University Center (UC) 300	2735			
Visual and Performing Arts (VPAC)	2735			
Welcome Center Conference Room	2288			

Employment, Transfer, and Termination Procedures

HUMAN RESOURCES
BENEFITS SPECIALIST
ROOM A309
Ext. 2162

Employment occurs when a position is vacant as a result of:

- an employee resigning,
- an employee transferring,
- an employee promoting into a different position,
- or when a new position is created and open for the first time.

DOCUMENT(S) REQUIRED:

- **<u>Resignation Letter</u> –** required from employee resigning - must include the effective date of resignation

- **<u>Employment Termination Form</u> –** prompted by the resignation letter. Office of Human Resources keeps this form on file and sends to the department <u>to begin the exiting process</u> (returning keys, paying library fines/returning books, paying off university debts at the Business Office, returning instructor grade books, etc.). <u>The last day on the job is not sufficient time to process everything on this form. Do not wait till the last day or the last hour of employment to try to complete.</u>

- **<u>Employment Transaction Form</u> –** required for terminations, transfers, and promotions to another position - completed by the department secretary and approved/signed by department Chair or director – check: TERMINATION, TRANSFER, or PROMOTION. **For terminations, attach a Monthly Departmental Absence Report** form showing leave for the last month employed (leave already taken and projected through last day). <u>The termination cannot be completed and the position opened without this report</u>.

  - **Routing:** After department Chair or director signs, make an office copy for the file and send immediately to the
    - Dean or next level supervisor for signature of approval. That office will send to the
    - appropriate Vice President and on to
    - Human Resources for the Director/Affirmative Action Officer to initial. Human Resources will review the leave taken the last month employed and attach a leave balance report for Payroll Office to process final check. Human Resources will then forward to the
    - Vice President of Business Services for signature. The form is routed to the
    - Office of the President for the President's final signature of approval.
    - After the President signs, the form is routed back to the VP for Business Services where the original is kept. Copies of the form with all the signatures are distributed to each office noted above.

- **Employment Request Form –** required for opening a vacant position, creating a new position and placing advertisements. Completed by the department secretary and approved/signed by department Chair. Must include the following:

- Job Description attached, if newly created position or if changing current position duties, title, minimum education and/or experience required, or if requesting a different salary range.
- All sections on front of form, including FTE and Beginning Date of Employment. Note: The Requested Salary Range is entered by department and the Director of Human Resources enters the Approved Salary Range. If different from Requested Range, please notify the Department Head or Supervisor. Also, please note that the specific salary for top candidate is requested on the **Employee Transaction form** and must be confirmed by the Director of Human Resources prior to making a job offer.
- The Advertising section on back of form. If the position is clerical/secretarial or custodial/maintenance, there is a pool of applicants in the Office of Human Resources that the department Chair or director should review and select possible candidates. If a campus announcement is desired, document this in writing in the Advertising section of the form. Check newspapers, and write in professional journals/websites the department if desired. Also include names of the search committee or interviewer(s).
- Advertisement - The department writes the advertisement (that must include minimum education, training and experience)and attaches to the **Employment Request Form**. The Affirmative Action Officer/Director of Human Resources must review the advertisement and approve before an ad can be placed (see *Routing* below).

The Office of Human Resources will complete the Recruitment Report section on the back of the **Employment Request Form** after the position is filled and subsequently closed.

- **Routing:** After department Chair or director signs, make an office copy for the file and send immediately to the
  - Dean or next level supervisor for signature of approval. That office will send to the
  - Appropriate Vice President and on to
  - Human Resources for the Director/Affirmative Action Officer to review changes to the job description and determine benefits eligibility, pay range and exemption status. Human Resources will then forward to the
  - Vice President of Business Services for signature. The form is routed to the
  - Office of the President for the President's final signature of approval.
  - After the President signs, the form is routed back to the VP for Business Services where the original is kept. Copies of the form with all the signatures are distributed to each office noted above.

- **Authorization:** All newly created positions must be authorized by the President. Faculty and certain executive positions require Board of Regents approval. Also, positions cannot be filled before the search process is completed.

SELECTION PROCESS:

Advertisements are placed by the Office of Human Resources or, if the position is located in an academic department under the Vice President of Academic Affairs, the advertisements are placed by the Office of Academic Affairs (extension 2200, at A307).

The Office of Human Resources sends the search committee or interviewer (identified on the **Employment Request Form**) a packet of selection process information, including laws affecting hiring decisions and practices, an applicant screening chart, sample interview and reference questions, and a **Statement of Understanding Form**. The members of the search committee or interviewers are required to sign this form. The form is returned to Human Resources when the position is filled.

All applicants must send a resume (or application) to the Office of Human Resources for processing and distribution to the appropriate department. The advertisement will always request a letter of application, resume (vita), official transcripts, and three reference letters (or address/phone numbers).

The department or search committee contacts the Office of Human Resources periodically to learn if resumes have been received and usually goes to Human Resources to pick up the resumes/applications. Campus Mail is not recommended for sending resumes/applications. A **Recruitment Record Form** will be stapled to the front of each resume/application and the search committee Chair must complete and sign this form.

SECRETARIAL/CLERICAL AND CUSTODIAL/MAINTENANCE APPLICATION FORMS:

All secretarial/clerical and custodial/maintenance positions require that an application be completed and sent to the Office of Human Resources, where the forms are located. Human Resources maintains a separate applicant pool for these candidates. The interviewer (usually the department Chair or director) can review the pool at the Human Resources office and request a copy of each application considered as a viable candidate. The Office of Human Resources will make a copy and attach a **Recruitment Record Form** to the front of each application. If no viable candidates are located from the pool of applicants, a newspaper advertisement may be placed for the secretarial/clerical or custodial/maintenance position.

An **Employment Transaction Form** must be completed by the department **after** the search committee completes the selection of candidates for interviews, completes the interviews, and selects the top candidate. The Director of Human Resources will compare the specific salary amount with other positions to determine equity. The department should not quote the salary amount until it has been approved by Human Resources. The department must complete the **Employment Transaction Form** and allow a minimum of five workdays for processing/routing to obtain all signatures of approval before starting the new employee on the job (may require ten workdays if persons signing the form are traveling and away from campus). <u>The new employee is not authorized to begin his or her first day on the job until the University President has signed approval on the **Employment Transaction Form**.</u>

A position is not considered closed until the **Employment Transaction Form** contains all signatures of approval and the department returns all resumes with the completed **Recruitment Record Form** attached to the resume/application to the Office of Human Resources (HR). HR will continue accepting resumes/applications and sending to the department until the position is officially closed.

BENEFITS AND PAYROLL SIGN-UP FOR NEW EMPLOYEE:

After the **Employment Transaction Form** is signed and approved by the President, the new employee or department makes a one-hour appointment with the Office of Human Resources for a benefits and payroll sign-up. The payroll sign-up is required within the first three working days of employment in order to comply with federal I-9 requirements. Also, the new employee cannot receive a paycheck and insurance benefits until the benefits and payroll sign-up is done and the new employee signs all necessary forms.

Employee Payroll

Payroll Specialist, A309
Ext. 2156

NEW HIRES:

Hiring department will send through an Employment Transaction form to hire a new employee. After the President has signed the form, Human Resources will call the new employee to set up a payroll sign-up appointment to complete necessary paperwork. Payroll will receive the necessary copies to begin the payroll process.

DISBURSEMENT OF PAYROLL:

Paychecks are disbursed by the Business Office on the last working day of each month. If there is ANY change in schedule, notification will be approved by the VP for Business Services and the President, and routed to all departments by Payroll.

FACULTY:

Faculty are considered to be 10-month employees (August through May). They may elect to have their paychecks split over 12 months; they will then receive two additional checks in May. Some deductions (dependent insurance, cancer policies, and life, etc.) will be tripled on the 10th paycheck in May. Annuities, medical and dependent care reimbursement, Southeastern Foundation, and credit union are paid on base salary only (will not come out of summer pay).

ADJUNCT FACULTY:

Adjunct employees receive four paychecks during each Spring (Feb. - May) and Fall (Sept. - Dec.) semester. Payrolls are disbursed the last working day of the month.

PART-TIME HOURLY EMPLOYEES:

Hourly employees' time sheets are due in the Office of Human Resources no later than 10:00 a.m. on the 1st and 16th day of each month. If the due date occurs on a weekend or holiday, time sheets are due no later than 10:00 a.m. on the following business day. Notification will be sent to each department if there is any change in schedule. Paychecks are disbursed by the Business Office by the 15th or by the last working day of the month.

AUTOMATIC DEPOSIT:

Full-time employees can opt for automatic deposit to the facility of their choice. Contact Human Resources (Ext. 2162) for the form. Allow 30 to 45 days for processing through the Office of Personnel Management.

CHANGES:

All payroll changes must be received by the 10th of the month. Any change received after deadline may not be included until the following month's payroll.

FEDERAL/OKLAHOMA STATE TAXES:

Changes to federal/state taxes can be made any time during the Calendar year. However, changes must be received in Payroll by the 10th of the month for current month's payroll. Out-of-state residents are required to pay Oklahoma state taxes. Contact Ext 2162 to request a W-4 form to make changes.

SUPPLEMENTAL RETIREMENT ANNUITIES (TAX DEFERRED ANNUITY - TDA):

SOSU has several 403(b) tax deferred retirement plans approved for full-time employees. Individuals may make out-of-pocket pre-tax supplemental contributions by payroll deduction. Contact Payroll concerning companies or maximum tax-deferred exclusion allowances. (These are state and federally regulated.)

PRE-PAID LEGAL:

Through after-tax payroll deduction, Pre-Paid Legal provides legal assistance for full-time employees at an affordable cost, i.e. wills, legal updates, attorneys. Contact Pre-Paid Legal (Ada) at 800-654-7757.

OKLAHOMA TEACHERS' RETIREMENT SYSTEM (OTRS):

OTRS is calculated on salary and benefits. Each participating employee pays up to $1,750.00 for a fiscal year (July 1 - June 30). (NOTE: SOSU payroll stubs are based on calendar year, therefore, OTRS amounts will differ.) Once maximum out-of-pocket contribution is met, SOSU contributes for the employee for the remainder of the fiscal year. The OTRS telephone number is 877-738-6365 (toll free).

TIAA/CREF:

SOSU will contribute 4% to a retirement annuity to TIAA/CREF if you meet the following criteria:

1. Full-time employee (75% or more)
2. Reached age 23
3. Minimum appointment of 4 months

Application will be included in hiring packet or mailed to employee when age 23 is reached. Contact TIAA/CREF at www.tiaa-cref.org or 800-842-2776.

SOUTHEASTERN FOUNDATION:

Full-time employees can make after-tax contributions to the Southeastern Foundation Faculty/Staff Campaign, scholarships or accounts of their choice through payroll deduction. Contact University Development at Ext 2470 for information and forms. University Development will notify Payroll of any accounts.

CREDIT UNION:

Full-time employees may open credit union accounts with the Texoma Educators Credit Union (408 N. Washington, Durant, 580-920-1177). Payroll will be notified by the Credit Union of any payroll deduction authorization.

SAVINGS BONDS:

Full-time employees can set up savings bonds through the First National Bank, Durant, 580-924-4242, that are payroll deductible.

OKLAHOMA COLLEGE SAVING PLAN:

Currently, full-time employees can set up a bank draft to a financial institution of choice to set aside after-tax monies to make it easier to afford a college education for a child. Grandparents, aunts, uncles, parents, and friends can open an account for a child. Contact Ext. 2162 for a brochure.

Employee Tuition Assistance

Human Resources
A309
Ext 2162

Southeastern Oklahoma State University places **no limitation** on the number of hours of course work in which an employee may enroll **outside** of the employee's normal working hours. However, such course work cannot interfere with the employee's duties as determined by the supervisor and Director of Human Resources. A regular, full-time employee may adjust his/her work schedule with approval from the supervisor and Director of HR to accommodate no more than **one (1) course** offering during the work week. A class scheduled during the lunch hour will not count as the one authorized course offering. *Classes may not be arranged to exceed the one (1) course limit.*

Southeastern Oklahoma State University will **waive one-half of undergraduate or graduate tuition** on a **maximum of 6 student credit hours** as a benefit to employees; full tuition must be paid on all classes that exceed the 6 hours. Related fees, such as activity fees, facility fees, etc., are to be paid in full by the employee. Tuition assistance is **not paid on** workshops, correspondence courses or institutes; courses audited, repeated, previously dropped, or continuing education courses. Employees are not eligible for departmental scholarships.

Full-time employees planning to enroll at Southeastern Oklahoma State University must complete the **Regular Full-Time Employee Enrollment** form and submit it to the Office of Human Resources before enrolling in any classes. The Office of Human Resources must give final approval. This form must be completed prior to the last day to drop-add for the appropriate semester.

Employees allowing classes to conflict with their job performance or those who deviate from the guidelines set forth in the Employee Handbook may be barred from this benefit.

Employee I.D. & Parking Decals

Motor Pool/Transportation Department
Ext. 3131

To register their vehicle or obtain a SOSU I.D. card, new employees must first go to Human Resources. They will give the employee a Vehicle Registration Card to complete. This card must be initialed by Human Resources, also listing their status and department. We cannot issue a Parking Permit or an I.D. card to a new employee without this information.

PARKING PERMITS/VEHICLE REGISTRATION

When this is completed (full information on vehicle, including tag number), the employee should bring the card to Public Safety. A picture will be taken for their I.D. card and a parking Permit will be issued.

Employee Parking Permits do not expire for employees. If the vehicle is sold, wrecked, or not being used by the employee for any other reason, the employee should come back to Public Safety and fill out another registration card for the new car. The same decal may be used for the new vehicle, but we will need to know the status of the previous vehicle. If the employee will be using more than one vehicle, a registration card must be filled out on each vehicle. If the employee so chooses, they may use the same decal for more than one car, but the decal must be in the vehicle they have on campus. Otherwise, a decal will be issued for each vehicle. Employee Parking Permits are issued Monday - Friday, 8:00 a.m. - 5:00 p.m. by the Departmental Clerk.

I.D. CARD

Employee I.D. cards are good for one year. They must be validated each Fall. To validate the I.D., the employee may take their I.D. to Public Safety, Auxiliary Services, or Business office to run it through for the next year. Each employee must have a new I.D. as of January 1, each year, as the old I.D. will not be valid after that date. The employee will be asked to turn in their old I.D. when they receive a new one. Employees should contact the Departmental Clerk and make an appointment to have their I.D. pictures taken, Monday - Friday 8:00 a.m. - 5:00 p.m.

LOST I.D. CARD

If an employee loses their I.D., they should come to Public Safety to have it replaced. They will be asked for a picture I.D. and to sign a lost ID log sheet. If they have had an I.D. made using the new system, they will not need to have their picture re-taken, as the pictures are saved on the computer.

ADJUNCT FACULTY

Effective as of the Fall 2001 semester, adjunct faculty *only* may complete required payroll sign-up forms (loyalty oath, W-4, I-9, data information sheet, drug free workplace policy statement) in Human Resources at the time the adjunct candidate accepts the job offer. It is not necessary to wait until classes make and Human Resources receives the signed transaction form from the Academic Affairs Office for new adjunct faculty to complete payroll sign-up forms. Human Resources will hold the payroll forms until receipt of the Employee Transaction form. This new process will allow SOSU to be compliant with federal regulations (verifying employment eligibility within the first three days worked). This process will also facilitate payroll processing when the Employee Transaction form is approved for payment by the university president and final class schedules are determined.

External Grants

Office of Research and Sponsored Programs
Room A211
Phone: ext. 2142, Coordinator

In proposing new or continuing external grants, contracts, and agreements, complete a grant packet available in the Office of Research and Sponsored Programs. The grant packet includes internal approval procedures.

Forms to complete for a grant **proposal** are the following:

- Grant Proposal/Grant Award Routing and Approval Slip
- Proposed Grant Summary
- Matching Funds for Grants and Contracts

Forms to complete for a grant **award** are the following:

- Fund C Account Authorization Form
- Contracts and Grants Proposed Budget
- Approved Grants, Contracts, and Agreements - Board Letter Information
- Purchase Request - $25,000 or More - Board Letter Information
- Employee Transaction Form
- Salary Distribution for Split - Academic/Grants
- Salary Calculation for Grants
- Employment Request

Forms that are not applicable note “NA”.

Foundation Scholarships

Office of University Advancement - 2236

1. Scholarship Application Process Time line

The Time line has been developed in order to ensure that all scholarship recipients will be notified of their selection in a timely manner. The Time line clearly lays out the application and award process. Adhering to these target dates is critical. We hope that you find this helpful in your efforts to recognize the students who will receive these scholarships prior to the end of the spring 2001 semester. (Dates will remain the same each year.)

2. Scholarship application form for CURRENT STUDENTS.

The scholarship application form has been developed for current students and is a comprehensive application for all scholarships offered through the Southeastern Foundation.

We request that <u>any</u> student who is eligible for a Southeastern Foundation scholarship through your department be asked to submit this "Application for Current Students" prior to March 1, 2001, in order to receive maximum consideration. Please copy this application form as needed. If you wish, you may also copy this form for all departmental scholarships that do not come through the Southeastern Foundation. A separate form for freshman and transfer students has also been developed and is currently in use through the Office of Admissions and Enrollment Services.

Completed applications received by March 1, 2001, will be delivered to each scholarship selection committee chairperson by March 5, 2001.

Upon completion of your selections, all scholarship applications must be returned to the Southeastern Foundation for safe keeping. The Board of Regents of Oklahoma Colleges requires the Southeastern Foundation to keep all completed scholarship applications for a minimum of three years.

3. Scholarship Recipient Form

After you have made your selections, please complete the Scholarship Recipient Form and return it to the Southeastern Foundation along with all scholarship applications. This composite form will allow the foundation to begin notification mailing to the recipients and compile data for foundation records.

4. Scholarship / Assistance Form

Please complete the Scholarship/Assistance form for each individual recipient, including the Social Security Number. Please note the amount of the scholarship award, indicating the foundation as the source of the scholarship funds. This complete form must be forwarded to the Financial Aid office. The Financial Aid office will review the selection and determine the effect the scholarship award will have on the recipient's level of financial aid. Please contact the Financial Aid office for additional Scholarship/Assistance forms as needed.

IMPORTANT NOTE: If the Financial Aid office determines that the Foundation Scholarship award will put a student over his or her limit of available financial aid, student loan amounts will be reduced before grants or federal funds are limited to accommodate the scholarship award. This is a benefit to the student and will simply reduce the amount of student loans that he or she will have to repay after completing their education.

After reviewing this information, we hope that you will contact us with any questions or concerns that you might have. We have developed this system to ensure that all eligible and deserving students will have an opportunity for consideration for this assistance. Please call the Office of University Advancement at ext. 2236 with your comments or if you need additional information.

Scholarship Application Process
Time line

January

Current Student Scholarship Applications available to students and faculty.

February

Criteria for all available scholarships will be available to selection committees.

March 5

Scholarship applications will be transferred to the scholarship committees for review and selection.

March 15

Scholarship Recipient Forms returned to the Southeastern Foundation and Scholarship Assistance Form is forwarded to the Financial Aid office.

April 10

Letters will be mailed to all applications with a request to recipients to return an acceptance form and thank you note to the donor/committee.

May 1

Responses due from recipients.

HENRY G. BENNETT MEMORIAL LIBRARY
Users Guide

Ext. 2702

LIBRARY HOURS

Monday-Thursday 7:30a.m.-Midnight
Friday.............7:30a.m.-5:30p.m.
Saturday...........9:00a.m.-5:00p.m.
Sunday.............2:00p.m.-10:00p.m.
Notice of Summer hours, holidays and any changes will be posted.

All users must present current SOSU ID when checking out books.

Phone: 580-745-2702
webpage: www.sosu.edu/lib

OVERVIEW

The Henry G. Bennett Memorial Library was completely remodeled with a major addition in 1965. It houses over 180,000 books and periodical volumes. Currently, the library subscribes to approximately 990 periodicals. The library catalog can be accessed at www.sosu.edu/lib.

READING AND STUDYING IN THE LIBRARY

Study tables and carrels are provided throughout all five floors of the library. Please leave all materials taken from the shelves on the table or book trucks when leaving the building.

SECURITY REGULATIONS

All library users may be asked to allow inspection of briefcases, notebooks, purses and bags, as well as all books and printed material, whether it is library owned or not, at the first floor exit. Surveillance cameras are located on all floors of the library for the safety and security of patrons and materials. Smoking, food, and drinks are prohibited from the building.

HOW TO LOCATE BOOKS

Data Research Associates' Public Access Catalog (PAC) is the index to the library's collection. It is available on the World Wide Web and on the campus network. Direction for searching the author, title and subject indexes are provided on-screen. Keyword searching of the entire bibliographic citation is an alternative search method in which Boolean operators (and, or, not) may be used to qualify a search.

The PAC also informs a user of the availability of an item. Additional location information is printed on notation slips, maps on all upper floors, and on guides on the end of shelves.

HOW TO LOCATE ARTICLES IN PERIODICALS

Current issues of popular magazines and newspapers are shelved alphabetically by title in the center west area of the first floor.

Back issues of all periodicals are shelved alphabetically in the basement. A complete listing of the periodical holding may be consulted at the circulation counter, index area or on the counter in the basement. A subject listing is also available at these locations.

To locate articles on a specific subject, consult one of the periodical indexes or abstract journals on the tables and the stack on the west end of the first floor. There are also indexes to the New York Times and the Wall Street Journal in the first floor reference area.

Computer indexes on CD-ROM and on the Internet, including Academic Index on Infotrac, FirstSearch, and Newsbank, are located on the first floor or may accessed from your office on campus. Many of these periodical indexes can be access from the library webpage. Some will require a password for off-campus access. You will need to call the library reference desk and ask for these passwords. Periodicals are not circulated, but articles may be photocopied. Back files of periodicals are available in micro-format and some titles are available in electronic format. This is indicated in the holdings list.

HOW TO LOCATE GOVERNMENT DOCUMENTS

The library is a selective depository for U.S. Government documents. This collection of approximately 60,000 items is shelved in the southeast corner of Floor 2A. The documents are arranged in order of Superintendent of Documents Classification System.

Documents are indexed by the Government Publications Index on Infotrac. Many documents are also listed in the PAC. Request help in locating documents at the information desk. Documents are circulated for the same period of time as books.

BORROWING BOOKS

To check out a book, complete these steps:

, Take the item to the circulation desk with your **Current SOSU ID** card. (Other people will not be allowed to check out item with your ID.) Family members may obtain a library card, free of charge.

, With the DRA system, you will be linked with the items you check out until they are returned and discharged. The date due will be stamped in the book.

NOTE: Items returned must be taken to the circulation desk or book drop in order to be discharged properly.

Books are circulated for three weeks during the Fall and Spring semesters and for two weeks in the Summer. One recheck is allowed if no one else has requested the book (bring book in for recheck). You may place a HOLD on an item which is checked out. The PAC will have instructions on the screen which will request your ID number, this will allow the library staff to notify you when the item is available.

FINES

Notification of overdue materials will be sent by mail 14 days after the material is due. If the items are not returned within a reasonable time, a bill will be sent for the cost of the item plus a processing fee. No fines are charged for overdue materials which are returned.

Locations

AR Stack	Ardmore Higher Education Center
SE Stack	General Collection
SE Ref	Reference Collection
SE Gov	Government Documents
SE Pap	Paperback Collection
SE Juv	Juvenile Collection
SE Cur	Curriculum Collection
SE NA	Native American Collection

SPECIAL COLLECTIONS

CHILDREN'S COLLECTIONS

Children's books are shelved in the southwest corner of the first floor. Call number for these have a JUV on the top line. They are circulated.

REFERENCE BOOKS

Encyclopedias, dictionaries, atlases, biographical sources, and other reference aids are shelved in the central reading area on the first floor. These have an R on the top line of the call number. They are not circulated.

PAPERBACK BOOKS

A growing collection of popular titles for lighter reading is available in paperback. These are shelved near the circulation desk along with new books for the regular collection.

TELEPHONE DIRECTORIES

Telephone directories and Zip Code directories from some cities throughout Oklahoma and the United States are located on the south wall of the first floor near the printed indexes. These are not circulated. The library webpage has links to many online directories where telephone numbers, maps, and zip codes can be located.

CURRICULUM MATERIALS

The library has a collection of approximately 8,000 items consisting of state-adopted textbooks, multimedia kits, and other items related to the public school curriculum. These are shelved on 2A in Room 201. Most of these materials are circulated.

NATIVE AMERICAN COLLECTION

The Native American Collection includes materials related to Indians of the Americas with a focus on the tribes of United States. Highlights of the collection include: Smithsonian Institution Bureau of American Ethnology, Choctaw Bilingual Education program, Final Rolls of Citizens and Freedmen of the Five Civilized Tribes, Letters received by the Office of Indian affairs, and many other rare and current materials.

RESERVE BOOKS

Books on reserve are located behind the circulation desk. The check out period for these materials is set by instructors. Most materials may be checked out for two-hour periods during the day. After 8:00 p.m., they may be checked out until 9:00 a.m. the next day. After noon on Friday, they may be checked out until 9:00 a.m. on Monday.

ELECTRONIC RESERVES

Articles are available from the library webpage with an instructor’s password. The articles may be read or printed offline. This is the scanned image and sometimes can take longer to print.

SOUND RECORDINGS

A collection of sound recordings (cassettes, 33 rpm and CDs) are available. These are housed in FA106. Hours are 2:00 p.m.-5:00 p.m. Sound recordings may be checked out for one week. The collection includes classical and contemporary music in support of music classes.

SERVICES

REFERENCE

If you need help in locating materials, please request it from one of the librarians at the information desk. They are here to assist you.

INTERLIBRARY LOAN

The library can obtain materials it does not have from another library. Patrons should take a completed citation for a book or for a periodical article to the circulation desk. Please allow at least one to two weeks to obtain the materials.

PHOTOCOPYING

Photocopying machines are located on the first floor. The machines are there for you to use in copying articles from periodicals, books, etc.

TYPEWRITERS

Typewriters provided by the Student Senate are available for free use by the students. Please sign up in advance for one-hour periods.

DATABASE SERVICES

The library subscribes to many electronic databases. Searchbank, Newsbank, and FirstSearch all have databases that can be accessed from the library's web page. Students can obtain a password at the Reference desk to access these databases from off campus.

COMPUTER LAB

A computer is available on the library first floor. You must present your current SOSU ID and sign-in to use a computer. You may check email, search the Internet, and use computer software, such as word processing. Printing and downloading are permitted from the computers.

SOSU STAFF FAMILIES

Staff family members may obtain a library card to check out items from the library. Applications are available at the Circulation Desk. Staff family members are eligible to use the computer lab if they are over 18 years of age. There is no charge for this service.

Public Information & Special Events
Welcome Center

Director, Ext. 2440
Assistant Director, Ext. 2442

- **Publicity/Photo Requests for Campus News & Events**
- **Special Events**
- **Calendar Information**

The office of Public Information & Special Events has a four-member staff and serves the publicity needs of the President's Office and approximately 19 academic departments and approximately 30 administrative departments. We are the clearinghouse for all publicity issued from the University and for the planning and implementation of University special events.

We have no full-time news release writers, so the work is spread between the director and assistant director. In 1999-2000 more than 400 news releases were written and distributed by the Office of Public Information to media outlets all over Oklahoma and parts of Texas.

Please contact us as soon as you have information about your newsworthy activity or event as soon as you receive it so that we may get it into the schedule in a way that ensures successful publicity efforts.

PUBLICITY

Our ability to successfully promote the news and activities of the SOSU campus requires your assistance and ability to provide information to us in a timely manner.

DEADLINES FOR PUBLICITY

The Office of Public Information **sends a completed, approved news release out to the media at least 7-10 days before the event or activity.** An important annual event may offer the opportunity to have more than one article in newspapers or in the broadcast media, therefore, **we often begin distributing releases or contacting the media as much as six weeks to one month in advance.**

Information for news releases or other publicity efforts can be mailed, faxed or e-mailed to the Office of Public Information, or you can use the preprinted news release request form provided for your use.

It is imperative, therefore, that as soon as you have information about your newsworthy item, event or activity, that you contact our office as soon as possible. If you know that an event, such as a lecture, theatrical production, concert, or meeting/conference is going to take place, even months before it occurs, please contact us as soon as possible.

The Office of Public Information **wants to serve and support the departments and individuals at SOSU in the very best way possible** and to promote the University and its academic programs and activities that is in the best interests of the University itself and the needs of the media outlets to whom we distribute information.

Please help us do this by contacting any one of our staff by phone, email, fax or mail as soon as you have information about a news item, event, program or activity.

PHOTOGRAPHY

Booking in advance for the University photographer to photograph your event or activity will also ensure disruption and delay. Please call Dan Hoke, University photographer, as soon as you have a newsworthy item or have scheduled an event or activity on your calendar

SPECIAL EVENTS

University special events are coordinated through both the President's Office and the Office of Public Information. Many departments handle much of the actual planning and implementation of their own events, and require support from Public Information. **As with our news policy, we encourage you to contact our office as soon as you have scheduled an event and require our services,** from designing and printing invitations or flyers or other printed materials, setting up rooms, auditoriums or other spaces for seating, catering, rentals, sound, video, security or physical plant support.

MEDIA CONDUCT POLICY

It is also beneficial to refer to page 23, article 8.7 in The Southeastern Oklahoma State University Employee Handbook under Section 8 regarding Conduct/ Media Relations. Any statement made on behalf of Southeastern Oklahoma State University to the public through the media or through any other agency shall be made only by the President of the University or his designee. Further, this policy shall not be construed to abridge the right and privilege of any employee of the University to state publicly her/his personal opinion on any matter (Policy Manual of the Board of Regents of Oklahoma Colleges, 1991, p. 1-15).

UNIVERSITY CALENDAR

The Office of Public Information and Special Events produces a monthly calendar. It is our goal to list all University events on this calendar, therefore, please email, fax, mail or phone us about your event or activity before the 15th of each month.

CONTACT INFORMATION

Pam Mauldin, Director
Ext. 2440
pgmauldin@sosu.edu

Kathy Carrington, Assistant Director
Ext.2731
karrington@sosu.edu

Dan Hoke, Photography
Ext. 2238
dhoke@sosu.edu

Marla Edelen, Secretary/Special Events
Ext. 2288
medelen@sosu.edu

Purchasing

Purchasing Agent
2686

PURCHASING OVERVIEW
Forms may be obtained from Purchasing Agent in A211.

Use a Requisition (multi-copy purchase order form) when you:

1. Place an order.
2. Establish an open or blanket order.
3. Have the option (i.e. vendor will accept a P.O. or notices say "bill me," etc.)
4. Have product(s) mailed to: 2906 North 1st Street, Durant, OK 74701.

*** (A requisition is the appropriate accounting procedure.)**

Use a Jacket (photo-copy of purchase order form) when you:

1. Pay an invoice if no requisition was done prior to order.
2. Pre-pay an order if required by a vendor (this is a special circumstance).

***** (**Always ask if vendor will accept a Purchase Order.)**

Campus Bookstore always requires a Requisition:

1. A pink ticket is not an invoice; it is a notice that they are waiting for a requisition to bill against.

* (A "blanket" purchase order may be prepared at the beginning of the fiscal year and added to as the year progresses.)

Paying an Invoice:

1. When a purchase is made, check to see that the invoice is correctly billing you for the items purchased.
2. Always pay invoices timely. If an invoice is not paid within 30 days, please justify the delay in writing.
3. Do not process an invoice for payment if the merchandise has not been received.

ALL applications for credit with venders should go through the Purchasing Office.

NO CREDIT CARD(S) should be held by departments (except Pro Card).

Purchasing
Requisitions/Purchase Orders

TO PROCESS A PURCHASE ORDER: (multi-copy form)

1. Determine the budget that will pay the expense.

2. Type a requisition to the desired vendor for the items requested.
   Include:
   - The vendor's name, address, and Federal Tax ID
   - All items should be shipped to 2906 North First, Durant, OK 74701
   - Description, office notation, notation of computer software or hardware, etc. at bottom of form
   - Any budget adjustments/changes at bottom of form

3. Obtain the signatures of the person/persons responsible for the budget.

4. Send the requisition to the Purchasing Office. If the requisition is for **computer equipment or software**, the requisition should be routed to Academic Computing for approval before sending to the Purchasing Office.

5. After the requisition is approved and encumbered, the vendor copy (white purchase order), receiving copy (goldenrod), and the departmental copy (green) is returned to you.

6. Mail, fax, email or call in your order at this time. The vendor may need the purchase order vendor copy (white) or just the P.O. number.

7. When order is received, if it is complete, sign and date the receiving (goldenrod), attach the invoice (if it is in your office) and return to the Purchasing Office.

8. If you receive a partial shipment, copy the receiving report (goldenrod) and approve only the items received on the copy for payment. Send the copy of the goldenrod to the Purchasing Office for a partial payment.

9. Record partial payments on your green departmental copy and keep a balance. Keep a copy of the invoices you pay attached to the departmental copy so that you know what you have paid.

10. Send the actual receiving report (goldenrod) to the Purchasing Office only when the order is complete.

Purchasing
Jackets

Purchasing Agent
2686

A purchase order Jacket is a photo-copy of the first page of the multi-copy purchase order form. (You may make your own Jackets.)

TO PROCESS A JACKET:

1. Determine the funding account number for the expense.

2. Fill out the Jacket with the account name, correct funding account number, vendor name, address, and Federal Tax ID number, etc.

3. Make sure invoice is correct. Have you been billed correctly?

4. <u>Staple</u> invoice to the jacket.

5. Obtain the signatures required for the account paying the expense.

6. Make a copy of the invoice and jacket for your records and keep in a paid file in your office.

7. Send original jacket and invoice to Purchasing Office for processing. You will not receive any paperwork back. You will see payment on the departmental end-of-month report from the Business Office.

Purchasing
Distributed Purchasing System
Jackets

Purchasing Agent
Ext. 2686

On purchases of **$9,999 and under –** No price quotes or bids necessary

Option 1: Give vendor the DPS number as a PO number and enter as a jacket (use this procedure in place of an LSO).
Option 2: Pay invoice on a DPS jacket when no requisition was done to place the order.
(*For ordering computer related items, see: Computer and Hardware - DPS)

PROCEDURE:

Order:

1. Authors will enter the document in DPS as a jacket (J).
2. Add notes to inform approvers of special instructions. (What or who item is for, new vendor information, and instructions for special handling.
3. Print a draft copy. Draft document number may be given to a vendor as a PO number for purchases under $10,000 if vendor does not need a copy of a PO.

Receive:

4. The document must also be received. This will be the same process you would perform for a requisition. Receiving tells the system that we have the merchandise and the invoice.
5. Print a receiving copy.

Invoice:

6. Attach a draft copy, invoice, and receiving report.
7. Give document to approver so that they know it is ready for their DPS signature.

Complete:

8. Send the document to Purchasing Office.
9. Transfer the document to the completed folder.
10. Purchasing Office accounts payable clerk adds object codes and checks extensions and totals.
11. Purchasing coordinator approves and prints approval signature screen and attaches print to the document.
12. Purchasing coordinator forwards jacket document to the claims clerk for claim process.

Purchasing
Distributed Purchasing System
Requisitions

Purchasing Agent
Ext. 2686

PURCHASES OF **$10,000 AND OVER**:

Option 1: Purchases over $10,000 require price quotes or bids and must be done as a requisition.

Option 2: Purchases that require a vendor copy must be done as a requisition.

(*For ordering computer related items, see: Computer and Hardware - DPS)

Procedures

Order:

1. Authors will enter the document in DPS as a requisition (R).
2. Add notes to inform approvers of special instructions. (What or who item is for, new vendor information, bid numbers, board approval date, or instructions for special handling, etc.)
3. Document will forward to approver but keep a pending folder once you return to main menu.
4. When document gets to Purchasing office, a number will be assigned. Purchasing Office will approve and print the requisition. You will receive a vendor copy, and a departmental copy. These copies will have the PO number on them.
5. Mail or fax the order at this time using the vendor copy.
6. Hold document in pending folder.

Receive:

7. When merchandise is received, go to pending folder and receive in DPS.
8. Print the receiving copy.

Invoice:

9. Attach invoice to receiving copy and sign and date the receiving copy.

Complete:

10. Send invoice and receiving copy to Purchasing Office.
11. Move the document to the completed folder.
12. Purchasing Office accounts payable clerk adds object codes and checks extensions and totals.
13. Purchasing Coordinator prints approval signature screen and attaches print to the document.
14. Purchasing coordinator forwards requisition document to claims clerk for claim process.

Purchasing
Distributed Purchasing System
Computer Hardware and Software

Purchasing Agent
Ext. 2686

When ordering computer software and hardware, the order must be approved by Academic Computing. **Always flag your order as "computer related."**

1. Enter order as a requisition (R) regardless of the amount. **You may not buy computer software or hardware on a jacket.**

2. Compose the document. Remember to attach notes to give any information an approver may need.

3. The first approver will be Academic Computing. They will review your purchase for appropriate vendor, price, compatibility, etc. If they have any change they want to make, such as state contract number, price, vendor, etc., you will receive an email.

4. Make changes on document.

5. When document is approved by Academic Computing, it will advance to the next approver.

6. Purchasing Office will check for signatures. If Academic Computing signature is not on the document, Purc

Purchasing
Distributed Purchasing System
Approval Process

Purchasing Agent
2686

This process will tell an approver that a document is ready for approval. The documents in the Distributed Purchasing System may not always be ready for approval for one reason or another.

1. Establish a folder for first approver.

2. A draft copy in that folder will tell an approver that he/she has a requisition to approve.

3. A draft copy with an invoice and receiving copy attached in that folder, will tell an approver that he/she has

4. Forward the approved documents to the Accounts Payable office. Requisitions will be forwarded electronically.

School of Business

Secretary to the Dean, Russell Building R101
Extension 2332

RESERVE RUSSELL AUDITORIUM, R 300

Call the Secretary to the Dean, School of Business, to see if the Russell Auditorium (R300) is available on the day you need it. Let the secretary know:

1. How many will be in attendance
2. If you need tables for food, displays, etc.,
3. If you need special equipment: TV/VCR unit, Firefly, etc.

The secretary will e-mail you a confirmation of your reservation.

If you need additional seating or additional tables, the secretary will call the physical plant and make these arrangements.

If the meeting is outside of the regular office hours (8:00 - 5:00), the secretary will notify security so that the building will be open.

If you need food, you are responsible for making arrangements with ARA Food Services.

RESERVE FIREFLY (PORTABLE LCD PROJECTOR)

The firefly can only be reserved for use in the Russell Building.

Call the Secretary to the Dean, School of Business, to see if the firefly is available on the day you will need it.

Let the secretary know which room in the Russell building you will be using and a student employee will deliver the firefly to that room on the day you reserved.

RESERVE DEAN'S CONFERENCE ROOM:

School of Business, Dean's conference room – call Dean's secretary, 2332, Russell Building R101. Coffee and ice water may be provided if requested. Arrangements for food should be made through the ARA Food Services.

RESERVE RUSSELL COMPUTER LAB:

Computer Lab R115 – call the secretary to the dean, school of business, to reserve the room. There must be an instructor or lab attendant present when the lab is in use.

Office for Student Life

Student Union room 138
Ext. 2840
Fax: 580-745-7486
www.sosu.edu/slife

Southeastern Oklahoma State University has over 70 organizations to suit the needs of every student. The Office of Student Life oversees these organizations that provide you with social and academic opportunities while becoming part of the campus community. You can find people with similar interests and make new friends. Organizations provide a place where you can develop leadership, interpersonal, and social skills that can be used in the competitive job market. Become an active member. You are certain to find it rewarding, fun, and worthwhile.

Reserve Rooms:

Call our office at least a week in advance so the secretary can reserve a room for your meeting, initiation, or training session. Let her know:

1. the reason for the function,
2. how many people will be in attendance,
3. whether food or drink will be at your meeting,
4. if any special equipment is needed including tables and chairs.

Reserve Equipment:

We have sound equipment and canopies available for your function. Please have a responsible party reserve the equipment, pick up the equipment when needed and then return to our office. If returning the equipment after office hours, do so the following day.

Title	Name	Tel. Ext.	Building
Dean of Students	Liz McCraw	Ext 2080	Adm. 206
Multicultural Coordinator	Camille Phelps	Ext 2684	SU 138
Student Activities Coordinator	Amy Chapman	Ext 3197	SU 138
Secretary	Mary Ann Reinsch	Ext 2947	SU 138
Graduate Assistant	Christina Grider	Ext 3102	SU 138

Student Worker Information
Student Financial Aid
Room A107, Ext. 2186

PURPOSE OF FINANCIAL AID

The primary purpose of the financial aid programs at Southeastern Oklahoma State University is to identify deserving students in order to provide them with financial assistance for attending college. These programs are intended to supplement personal efforts in meeting college expenses. Continued support requires that the student remain in good academic standing with the University.

STUDENT FINANCIAL AID SERVICES

Financial Aid is money, or the opportunity to earn money, which helps students attend the college or university of their choice. The Financial Aid Office at Southeastern offers four basic types of financial aid:

GRANTS

Educational grant money is a form of aid which does not require repayment or work be performed in exchange for the grant. Southeastern participates in the following grant programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Oklahoma Tuition Aid Grant (OTAG)

LOANS

Educational money provided to students which MUST be repaid. Generally, student loans have low interest rates and permit a long term repayment. Southeastern participates in the following loan programs:

- Federal Perkins Loan (formerly National Direct Student Loan, NDSL)
- Federal Stafford Loans from numerous states

STUDENT EMPLOYMENT

An award for which the student must work. Money is earned hourly and paid twice monthly. The maximum amount a student can earn under these programs is determined by financial need and availability of funds. Southeastern participates in the following student employment programs:

- Federal College Work-Study
- Regular University Student Employment

ALTERNATIVE TYPES OF FINANCIAL AID

- **Federal Unsubsidized Stafford Loans –** This loan has the same terms and conditions as the Federal Stafford Loan except that the borrower is responsible for interest that accrues during the deferment periods (including in-school) and during the six-month grace period.

- **Federal PLUS (Parent Loan for Undergraduate Students) –** This is a loan to parents regardless of income. Funds are made co-payable to parent and university and sent to the university.

OTHER FORMS OF FINANCIAL AID AVAILABLE THROUGH THIS OFFICE:

- **Bureau of Indian Affairs**
- **Rehabilitation Services**
- **Veterans Affairs**
- **Scholarships/Tuition Waivers**

Scholarship/Tuition Waiver Procedures
Student Financial Aid Office

Room A107
Ext. 2186

There are several different types of scholarships that are awarded to students. Some of these scholarships are in the form of <u>waivers of tuition</u> (formerly called "fee" waivers), which do not involve cash money. Others, that do involve cash assistance, are from the Southeastern Foundation.

STUDENT APPLICATIONS

Students may obtain **applications for scholarship/assistance** from the Southeastern Foundation Office or the Student Financial Aid Office or from the SOSU web site. **The completed forms** must be turned in to the Southeastern Foundation Office by March 1 of each year. Most of the scholarship/tuition waivers are awarded by the end of March each year.

TUITION WAIVERS

- Obtain all **applications for scholarship/assistance** completed by students from the Southeastern Foundation Office. The Southeastern Foundation Office must log in ALL scholarship/assistance requests from students.

- Complete the **<u>Scholarship/Assistance Form</u>** (obtain in Student Financial Aid Office) with the student's name and social security number, the department issuing the tuition waiver, date, and the contact person responsible for the tuition waiver. The scholarship name should be "tuition waiver."

- The **form** must have appropriate signatures before the tuition waiver will be processed. (Department Head, Dean, Vice President)

- The completed **form** is returned to the Student Financial Aid Office where it is processed and applied to the student's account.

- If there is a problem with the tuition waiver, the Student Financial Aid Office will notify the department issuing the tuition waiver.

Please note that <u>only Oklahoma resident</u> students are eligible for tuition waiver scholarships.

SOUTHEASTERN FOUNDATION SCHOLARSHIPS

If your department manages any of the scholarships from the Southeastern Foundation, you must do the following:

1. Contact the Southeastern Foundation Office (located in the Welcome Center) to determine what funds are available to distribute as scholarships.

2. Obtain the students' completed scholarship applications from the Southeastern Foundation Office.

3. Complete the **<u>Scholarship/Assistance Form</u>** with the student's name and social security

number, the department issuing the scholarship, date, the contact person responsible for the scholarship, and the name of the scholarship.

4. The completed **form** is returned to the Student Financial Aid Office where it is processed and applied to the student's account or disbursed as a cash refund if the account balance is zero.

5. If there is a problem with the scholarship, the Student Financial Aid Office will notify the department issuing the scholarship.

Student Work
Student Financial Aid

Room A107, Ext. 2186

STUDENT WORK PROCEDURES

FEDERAL WORK-STUDY OR REGULAR UNIVERSITY

If your department needs a student employee, you may advertise the opening through the Student Financial Aid Office. This process is done by completing a **Student Employee Request Form** which you may obtain from the Financial Aid Office, A107. Once you complete this form, it is placed in a book with other employment opportunities, which is made available to all students.

All student employees must receive a **Student Work Certification Form** before reporting to work. This **form** verifies that a student has been awarded work and that all required **forms** (including W4) have been completed in the Student Financial Aid Office. This **form** should be submitted by the student to the employer before a student begins to work. Write the account number the student will be paid from and have the **form** signed by the department head, then return to Student Financial Aid.

The **Student Work Certification Form** verifies that a student is eligible to work either Federal Work-Study or Regular University work. It will also indicate the amount of money that a student may earn in a semester.

FEDERAL WORK-STUDY

Federal Work-Study Students <u>may not work over the amount approved</u> without the Student Financial Aid Office giving approval. Employers must submit a **memo** to the Student Financial Aid Office requesting an increase and send the student to make the change on his or her Award Letter. Federal Work-Study employees must initial this change. If student approval can be raised, Financial Aid will certify the new amount on **Revised Student Work Certification** and student will receive this certification when award letter initials are received. The student should submit this **form** to employer just as original certification was received. If the award cannot be increased, this will be discussed with the student when they come to the Financial Aid Office for an increase in approval. The student should then discuss this situation with their employer.

REGULAR UNIVERSITY STUDENT WORK

Regular University Work students' <u>awards may be increased</u> by their employer's submitting a **memo** to the Student Financial Aid Office. Regular Work students do not have to initial increase on Award Letter. In most cases Regular Workers are eligible for increase. If a Regular student is not eligible, the Student Financial Aid Office will notify the employer after the memo has been received. A revised certification is not necessary for Regular Work. If the Department wants a certification, it is the student's responsibility to obtain it from the Student Financial Aid Office and submit to employer.

ALL STUDENT EMPLOYEES

All student employees must be enrolled for the current semester to work on student payroll. Federal Work-Study students must be enrolled in at least 6 hours and Regular University Work students must only be enrolled.

The Payroll office sends each department a **report** after each payroll period. This report will indicate the Total Amount Approved – Total to Date Paid and the Amount Remaining. Also each Department will receive a report on the department budget indicating the Total Budget – Total to Date Spent and the Amount Remaining. The department is responsible for monitoring student's approval as well as the departmental budgets for both Federal Work-Study and Regular University Funds.

Student Payroll Information
Human Resources

Benefits Specialist/Payroll Assistant, 2154
Payroll Specialist, 2156

OBJECTIVE

Cooperate effectively with other campus departments to ensure payment to students in a timely, efficient manner while following procedure.

IMPORTANT DATES:

Semester Payroll Periods
- Fall - August 16 through December 15
- Spring – December 16 through May 15
- Summer – May 16 through August 15

Bi-Weekly Pay Periods
- 1st through 15th of month
- 16th through last working day of month

Payroll Disbursement Dates
- 15th day of month
- Last working day of month

If pay date falls on a weekend or holiday, checks will be disbursed the day before.

STUDENT AWARD

Students are awarded regular or Work-Study funds to be used for on-campus employment. Students are awarded only through the Student Financial Aid Office.

Students should be employed ONLY after presenting a **work certification form**. Allowing a student to work without certification may result in the student not getting paid.

It is the responsibility of both the department and the student to monitor the award balance. Payroll cannot be processed for students with insufficient balances. Contact the Student Financial Aid Office for information on increasing an award. It is important to allow adequate time for processing award increases.

The lower portion of the **time sheet** has an area designed to allow students to determine awarded amounts used and balances remaining. Utilizing this feature should eliminate a student working over their awarded amount.

If a student is employed in more than one department, his/her award will be divided between the departments. Please encourage student employees to notify you if working in more than one department.

Time sheets

Student time sheets must contain the following to be processed:
- Student's name and Social Security Number
- Department name
- Complete and accurate 13 digit department account number (ex. A-6-0104-0116-113)
- Original signature of student and supervisor
- Total hours, rate per hour and total amount earned

- Job Description - Brief description of duties performed by student

The payroll week is Thursday through Wednesday. Students may not work more than 40 hours during a work week. University policy recommends that students work no more than 20 hours per week. Foreign national students are strictly allowed no more than 20 hours per week per federal regulation.

Students are to record time worked on Student Employee Bi-Weekly Time sheet daily. Please use the following decimal format when recording time worked:

- 15 minutes = .25
- 30 minutes = .50
- 45 minutes = .75
- 1 hour = 1

Enter a numeric amount, not an "X" or check mark. For hours worked other than 8 a.m. to 5 p.m., record the exact time worked in the "other" column. Supervisors should verify the accuracy of each time sheet before approval. Alphabetize the **time sheets** and separate by object code: 113 (Work-Study) and 213 (regular) per departmental account number.

DEPARTMENT STUDENT PAYROLL SUMMARY

Record the department account number, department name and the payroll period. List students alphabetically, separated by object code, 113 (Work-Study) and 213 (regular). Show the total hours worked, hourly rate and the total amount earned for each student and the department grand total. Staple the individual **time sheets** behind the **department summary**.

All student **time sheets** submitted must be attached to a **department summary**. Payroll information is entered on POISE from the summary form.

Time sheet DUE DATES

Student **time sheets** are due in the Office of Human Resources no later than 10 a.m. on the 1st and 16th day of each month. If the due date occurs on a weekend or holiday, **time sheets** are due by 10 a.m. on the following business day. **Time sheets** submitted late will be paid the following pay period. Occasionally **time sheets** will be due at other times during the pay period; you will be notified by memo or email of these changes.

STUDENT PAYROLL BUDGET REPORTS

After each student payroll is processed, reports are sent to all departments with student payroll budget information.

- Department Report: Displays the department's fiscal year budget, current payroll amount, total used to date, and the amount remaining.
- Student Report: Displays the student's amount approved to earn (awarded amount), current earnings, total used to date, and the amount remaining to be earned.

STUDENT PAYROLL DISBURSEMENT

Student payroll checks are disbursed in the Auxiliary Services Office, located in the Hallie McKinney lobby.

There are occasions when a student's payroll check has a hold placed on it. The payroll check will be in the Business Office until the hold is cleared.

Student Pay for One-Time Event

Human Resources

Benefits Specialist/Payroll Assistant -- 2154
Payroll Specialist -- 2156

OBJECTIVE – Implementing a single-pay procedure for all student workers.

The same procedures are followed for paying students for one-time events as the procedures for employing students through the Financial Aid Office in a regular wage or Work-Study position for the semester or academic year.

Examples of one-time pay events are:

- Judging cheerleader tryouts
- Posing for art classes
- Helping with band and chorus contests
- Assisting with athletic events
- Various other special events
- Continuing Education non-professional instruction

Jackets and honorariums will not be accepted for any student assigned to a one-time event. This includes students employed elsewhere on campus and students employed only for the one-time event.

The following inconsistencies and complications from using a variety of procedures for paying one-time events, including the following will be eliminated:

- Students working the one-time events may or may not be employed elsewhere on campus during the calendar year. Those employed elsewhere must be identified in order to comply with federal and state regulations that require all pay, including the one-time event pay, be calculated in the student's work-study award or scholarship through the Financial Aid Office.

- Students paid on a jacket or honorarium may not be approved to work through the Financial Aid Office prior to the hire date, as required by federal and state regulations for Work-Study awards and scholarships.

- Reduced award balances for students employed elsewhere on campus are usually not communicated to the regular-assigned departments. Since these students will have a one-time event time sheet, they should inform their regular supervisor of the one-time pay amount and show this reduction and award balance on both time sheets (their regular time sheet and their one-time event time sheet).

- Implementing the same day procedures for all student workers will result in every student worker receiving a W-2 (some students currently receive a 1099).

The one-time event pay will follow the normal payroll schedules. Students employed for a one-time event will use the standard time sheet that is due the 1st and the 15th of each month. Students who turn in a time sheet the first of the month will receive pay on the 15th of the month, and students who turn in a time sheet the 15th of the month will receive pay on the 1st of the following month.

Telecommunications
Distance Learning

Ext 2114

ARE YOU TEACHING A DISTANCE LEARNING CLASS THIS SEMESTER?

Please call 2114 the Distance Learning Staff in Russell 316 for your personalized information session. This service is designed to ensure that your IETV classes run smoothly. The briefings are customized to meet your classroom needs and are provided at the beginning of each semester.

Stop by and spend 15 minutes; it can save HOURS of aggravation.

SCHEDULING AN IETV CLASS:

Any information or scheduling about IETV/Distance Learning classes should be directed to Sara Chumbley in Russell 318, ext. 2108 or e-mail: schumbley@sosu.edu.

SITE CHANGE

To teach your IETV class from a different location, please obtain a form from the Distance Learning Center, Russell 316. Complete it and return it one week before you wish to teach from changed location.

SATELLITE PROGRAM INFORMATION

Telecommunications
Ext. 2102

To view or tape a Satellite program, please complete the **Satellite Request Form** two weeks prior to a scheduled conference date. Forms may be obtained in the Distance Learning Center, Russell 316.

Telephone Dialing Instructions

Ext. 2000

OFFICE TO OFFICE ON CAMPUS: Dial four-digit extension number.

LOCAL CALLS OFF CAMPUS: Dial 9 plus the seven-digit local telephone number.

TOLL FREE CALLS: Dial 9 plus 1 plus the telephone number.

LONG DISTANCE: Dial 8 plus the 6 digit Long Distance Access Code, Listen for dial tone, then dial 9 + 1 + area code + number.

Operator-Assisted Calls: Dial 9 + 0 + Area Code + number, wait for credit card prompt, and enter Credit Card number.

Southwestern Bell Operator: Dial 9 + 0, wait for operator.

AT&T Operator: Dial 9 + 0 +(area code and number), wait for operator.

INFORMATION: Dial 8 and 6 digit Long Distance Access Code, then dial (A) or (B):
(A) 9 + 1-411 for area code 580 and 405.
(B) 9 + 1 + area code + 555-1212 for outside 580 and 405.

INTERNATIONAL: Dial 8 and 6 digit Long Distance Access Code, dial 9 then dial 011 plus country code and city code plus telephone number.

Voice-Mail Instructions

Telecommunications
Ext. 2012

INITIAL SET-UP
From your phone:
1. Lift handset or press line button for dial tone.
2. Dial 2300. Nortel Call Pilot will answer.
3. Press # sign. You will be prompted for your password.
4. Enter Password.
   Key password plus four digit extension number plus # sign.
   Example for extension 2100 (password 2100#).
   A tutorial program will help you create your new password and greetings (both internal and external) at this point.

LOGGING IN TO YOUR MAILBOX
1. Dial the Multimedia Messaging access number (2300) or press the message key on your phone.
2. Enter your mailbox number, then press #.
3. Enter your password, then press #.

PLAYING YOUR MESSAGES
To play your messages:
When you log in to your mailbox, you are in your message list at your first new message.
1. To play the current message, press 2.
2. To go to the next message, press 6; to go to the previous message, press 4.
3. To go to a specific message, press 86, enter the message number, then press #.

To review and respond to your messages:
Before, during, or after playing a message:
1. To play the message envelope, press 72
2. To delete the message, press 76. To restore it, return to the message and press 76.
3. To print a fax message, press 77.
4. To call the sender, press 9; to reply to the message, press 71; to reply to the sender and all recipients, press 74; to forward the message, press 73.

While you are playing a message:
1. To skip back five seconds, press 1;
2. To skip forward five seconds, press 3.
3. To play the message faster, press 23;
4. To play the message slower, press 21.
5. To pause, press #; to continue, press 2.

To disconnect, press 83, or hang up.

Travel Reimbursement Information

Purchasing Agent, Ext. 2686

Most forms may be obtained from Purchasing Agent, Administration Building, room 208, phone extension 2686.

FORMS: (see below for explanation)

1. **Inter-departmental Travel Request** (optional, depending on department requirements). Forms are available in your Dept. Chair's office or your Dean's office.

2. **Out-of-State Travel Encumbrance Request.** Forms are available in Purchasing Agent's office, A208.

3. **Purchase Order** (for pre-paid expenses). Forms are available in Purchasing Agent's office, A208.

4. **Travel Information Claim Form** (for reimbursement of expenses). Forms are available in Purchasing Agent's office, A208.

5. **Vehicle Request Form** (to use a campus vehicle). Forms are available in the Motor Pool Office.

EXPLANATION:

1. **Inter-departmental Travel Request** (optional, depending on department requirements). The Chair of your department will complete this form when reimbursement comes from the department's funds. It is then forwarded with your Out-of-State Travel Encumbrance Request or Travel Information Claim to the Dean of your school. This **form** stays in your Dean's office. This **form** tells your Dean how much travel money your Dept. Chair is allowing you from the Department's balance. **Forms** are available in your Dept. Chair's office or your Dean's office. (If your trip is being funded by a campus research grant, please attach a copy of the grant approval; this **Inter-department Travel Request form** is not necessary.)

2. **Out-of-State Travel Encumbrance Request**.
   A. Prepare an **Out-of-State Encumbrance Request Form** <u>at least 30 days in advance of Travel Dates.</u> This **form** is required for out-of-state, overnight travel. The purpose of this **form** is to obtain approval from the President and encumber the funds for the trip.

   B. Estimate all expenses and fill out the **form** completely.

   C. **<u>Airfare quotes</u>** must be obtained from All Season's Travel (Durant, 580-924-9201); they have a state contract. Get a quote from All Seasons:
      1. when SOSU will be paying for your airfare;
      2. when you pay and expect reimbursement for a portion or all of the airfare;
      3. when you decide to drive instead of fly (quote must be made when you prepare your Out-of-State Encumbrance);
      4. when you buy your airfare from another agency (quote must be on the same day that your airfare is reserved.)

   D. Prepare a **requisition** (purchase order) for registration (when the conference will accept it and when funding from SOSU is available), send it through at the same time the **Out-of-State Encumbrance request** is sent through.

E. Prepare a **requisition** for the designated hotel (when the hotel will accept it and when funding from SOSU is available). Please, no requisitions for non-designated hotels. The state of Oklahoma will pay for lodging costs of the designated hotel at the single-room rate unless the room is shared by another attendee (in which case, you may claim your share of the room).

F. Approvals must be obtained by budget directors of all accounts funding travel and the respective vice president. From the vice president, the request is routed to the purchasing office. After encumbering, the request is then sent to the president's office.

G. When approval of the President is obtained, the form is returned to the vice president's office. The vice president will distribute copies of the forms to all interested parties.

H. When approval is obtained, you may call All Season's and confirm your airfare. Confirmation number for All Season's Travel will be a 5-digit number in the upper right hand corner of the **Out-of-State Encumbrance** returned to you.

I. After the trip takes place, file a **Travel Information Claim Form**.

3. Travel Information Claim Form

A. Process this **form** after any travel for reimbursement. This **form** is used to claim your expenses.

B. Answer all questions on the **form**.

C. Use military time to figure per diem.

D. Attach all original receipts.

E. A brochure or registration information, showing the dates of the conference, the designated hotel, and any meals provided by the conference, must be attached to the **claim form**.

F. Please list the destination/destinations under "All points visited" to show travel status. (Example: DFW/Chicago/DFW or DFW/Chicago/Atlanta/DFW for 2 consecutive conferences)

G. Mileage must be figured by a Statewide Mileage Table. Vicinity miles are variable (listed on the table).

H. All departmental secretaries are expected to proof claims and make sure all receipts and brochures are attached.

I. Obtain signatures of all budget directors whose funds are used for travel. If the budget director is the claimant, his/her immediate superior must sign the claim.

J. Any incomplete information will result in delay of your reimbursement.

5. Vehicle Request Form

When making a trip you may request a campus vehicle. Obtain a form from the Transportation Department (Motor Pool) and complete. Return the completed **form** to the Transportation Department as far in advance as possible (one month when possible). For more information, see "Requesting the use of a University Vehicle" in this notebook.

Student Travel: Call 2686 for procedures.

Travel Reimbursement Information for Candidates

Purchasing Agent
Ext. 2686

Guidelines for preparing to interview candidates for a faculty position. SOSU will cover airfare and hotel (at state rate) expenses only.

1. For out-of-state interview applicant, process an **Out-of-State Travel Encumbrance Request** prior to applicant's visit to campus (as far in advance as possible).

2. Airline tickets should be purchased by Southeastern due to better rates; however, it is not mandatory. (Please remember to complete the airfare comparison section on the encumbrance form.)

3. Lodging, if necessary for the interview, will be reimbursed at the **state rate ($40 max)**. The applicant must pay for the lodging and submit a receipt for reimbursement on a **Travel Information Claim Form**. **It is best to let the applicant make his/her own lodging reservation.**

4. Meals and/or Per Diem should be at the applicant's own expense unless part of a group meal on campus. Group meals on campus must be approved by the Vice President for Business Affairs prior to applicant's visit to campus.

5. Incidentals such as parking, tolls, etc., are at the applicant's own expense.

6. To reimburse applicant for travel expenses, complete the **Travel Information Claim Form**, attach all receipts, and secure all necessary signatures. **Applicant's signature must be notarized**. Take completed form to Purchasing Agent for processing.

7. Transportation to/from the airport may be reimbursed to the SOSU employee on a separate **Travel Information Claim Form** (unless a campus vehicle is used). Expense for a rental car for the applicant to travel to/from the airport must be pre-approved by the Vice President of Business Affairs.

For any questions, contact your Dean. Exceptions to the above guidelines will be considered only in unusual circumstances and must be approved by the Vice President for Academic Affairs.

(See **Travel Reimbursement Information** for more information about completing forms.)

Requesting the use of a University Vehicle

Motor Pool/Transportation Department
Ext. 3131

To request the use of a SOSU Motor Pool Vehicle, you must fill out a **Vehicle Request Form**. This can be obtained from your departmental secretary or by contacting the Motor Pool Office. The **form** must be filled out completely, with the department head/Chair's signature. Forms without that signature cannot be processed and will be returned to the originating department. It is suggested that you complete and submit your form no less than thirty (30) days in advance of the departure date.

When the **form** is received in the Motor Pool office, it will be checked against the computer records to see if there will be a vehicle available. You will receive a copy of the form back, with either an approval signature or noted that there is nothing available. If you are booked into the system for a vehicle, you will be contacted by the Motor Pool staff to confirm your trip no later than the day before the trip. If you do not receive your copy back or a call from the Motor Pool office, do not assume that you have a vehicle booked. Always check in to make sure.

You must be an employee of the university and a have a valid driver's license to drive a Motor Pool vehicle. Non-employees are not allowed to drive Motor Pool vehicles, and are not allowed as passengers for any reason.

Any other rules and regulations pertaining to the use of Motor Pool vehicles can be found in the official Employee Handbook.