OFFICE OF SPONSORED PROGRAMS

GUIDE FOR "*INTRAMURAL*" AWARDS

I. PURCHASES

- ➔ University guidelines **must** be followed when making all purchases.
- ➔ Purchase Orders (small and large) need to be completed by the researcher.
- ➔ Purchase Orders may not exceed awarded budget. If such a need exists, talk with the OSP Director for special consideration.
- ➔ Purchase Orders must be signed by the researcher.
- ➔ Researcher keeps a copy of the Purchase Order.
- ➔ Send a copy of a small Purchase Order to the Grants and Contracts Accountant (Shabnum Bouma) within three (3) days of placing the order.
- ➔ Purchase Orders over $1,000 must be submitted to and approved by the Business Affairs Office prior to purchase of goods and/or services. Upon approval, a Large Purchase Order number will be assigned to the purchase order. After receiving a Large Purchase Order number, place the order. Business Affairs Office will assist, if needed.
- ➔ When items are received, the researcher makes sure everything is received as per the Purchase Order.
- ➔ The Business Affairs Office forwards invoice from the company to the researcher. The researcher should verify that it is correct, sign it, and return it to the Business Affairs Office for payment.
- ➔ Equipment item purchases of $2,500 or more should be coded to the appropriate equipment account (i.e. 40000). These items should be inventoried and have a numbered inventory tag permanently affixed; these tags can be obtained from the mailroom. Call the Business Affairs Office, ext. 3015, for further information.
- ➔ For more detailed information and assistance, contact the Purchasing Coordinator, Business Affairs Office, at ext. 3015.

II. STUDENT WORK

A. Hiring Procedures – Student

All vacancies must be posted on the Bulldog Job Board. Any researcher who wants to post a student job must register with Bulldog Job Board as an employer. Human Resources will approve the registered researcher as an employer and provide a password. Upon receiving a password, the hiring researcher can post his/her student job openings(s) and search resumes. Interested students must apply on-line to be considered for the vacancy. Upon filling the vacancy, the researcher must expire the job posting on Bulldog Job Board.

Hiring Process

1. Post the vacancy on the Bulldog Job Board
2. Resume search (Optional)
3. Collection of resumes electronically via Bulldog Job Board
4. Interviews
5. Offer
6. Expire the job posting

B. Student Employment Status Form

➔ When a student is hired, the researcher completes the **Student Employment and Pay Action Form** and the student and researcher sign the form. The researcher makes one copy for his/her files and submits original to the Office of Human Resources. A student can only work up to 20 hours per week during the Fall and Spring semesters.

➔ **Whether a student has worked on campus previously or not**, the student must report to the Office of Human Resources to complete required paperwork on or before the first day of their start date. **New employees** must provide various documents as proof of identity and eligibility to work in the United States within the 3 days of their start date. Documents that may be used for this purpose include, but are not limited to, a valid driver's license and social security card. For a complete list, contact the Office of Human Resources at ext. 6012. A student employee cannot start working until the researcher receives written authorization from the Office of Human Resources. This signed authorization will include the approved date for employment. This form should be attached to the copy of the **Student Employment and Pay Action Form** in the student's file.

➔ If the student is working for two different departments, he/she will need two time cards, one for the Department and one for the Research. A student must not be clocked in two different departments at the same time. Students are allowed to work only a total of 20 hours per week between the two departments when classes are in session. Summer hours may be increased. Contact the Office of Human Resources for possible alternative arrangements.

III. TIME CARDS

➔ Time cards are provided by the department for the student's use. The top of the time card should be completed and signed (black or blue ink) by the student employee. The signature should be the same name that is on the student's Social Security Card. A supply of time cards is available from the Payroll Office.

➔ Time cards must be signed (black or blue ink) by the student and the researcher at the end of the month. (By signing the time card, the student and researcher are verifying the accuracy of the student's time and that the reported hours were worked.)

➔ Time cards must be brought to the researcher's office before the close of business on the **last working day** of the month, or designated day due to an early submission date.

➔ The researcher must calculate the number of hours the student worked during the pay period. If time cards are not received in time to calculate pay and submit the hours on the timesheet, the student's hours will be added to the next month's time sheet. **Researchers must be diligent in making sure students are paid on time.**

➔ The researcher submits the time cards and time sheet to the Payroll Office.

IV. TERMINATION OF A STUDENT EMPLOYEE

➔ When a student is no longer working, the researcher completes an **Employee Termination Form** indicating the last day of work. After obtaining the appropriate signatures, a copy is made for the researcher's file and the original is submitted to the Office of Human Resources.

➔ For more information concerning hiring students, contact the Office of Human Resources at ext. 6012. For more information concerning payroll procedures contact the Payroll Office at ext. 3224.

V. TRAVEL REQUESTS

➔ University guidelines **must** be followed when making all travel requests.

➔ Travel requests are completed and signed by the researcher, the Head of the Budget Unit, and the Dean prior to making any travel arrangements.

➔ After signature approvals are obtained, submit the original In-State travel requests to Suzy Moore, Travel Claims Clerk in the Business Office.

➔ All Out-of-State trips require approval by one of the following: Provost, V.P. for Administration & Finance, Athletic Director, or President. Out-of-State travel requests should be signed by the researcher and submitted as soon as possible to the Grants and Contracts Accountant, Shabnum Bouma. Ms. Bouma will forward the Out-of-State travel requests to the Dean, if appropriate, or to another appropriate approving official for final approval. Out-of-State travel requests are then forwarded to the travel claims clerk in the Business Affairs Office. The travel claim clerk will help you with your travel arrangements.

VI. TRAVEL VOUCHERS

➔ After the travel, the researcher should submit his/her receipts to the Travel and Claims Clerk in the Business Affairs Office for completion of the Travel Voucher for reimbursement.

➔ For more detailed information and assistance, contact the Travel and Claims Clerk, Ms. Suzy Moore, at ext. 3773.

VII. OSP WEBSITE

➔ SWOSU Research and Grant Forms may be downloaded by accessing the Office of Sponsored Programs Website at www.swosu.edu/administration/osp. On the left side of the page, click on "**Research-Related Forms**."