

**INFORMATION TECHNOLOGY
Administrative Policies and Procedures
Last Updated 2/7/2013**

I. Cash Receipts

Cash should never be accepted. When checks are received, they should be endorsed "For Deposit Only- Treasurer VA Tech" and deposited within 24 hours at the University Bursar's Office. A deposit ticket will be prepared indicating the fund for which the check(s) is to be deposited. A copy of the check received (with date of receipt) and the validated deposit slip will be retained in the respective fund file. Deposits must be made by an employee other than the employee who reconciles the respective fund.

Deposits not made until the following day must be properly secured in a safe place within the office such as a safe or a lockable file cabinet.

II. Disbursements

The online HokieMart system should be used whenever possible. University purchasing cards may be used to purchase and pay for items under \$2,000 (see university procurement rules pertaining to purchase cards) however, their use should be restricted where possible. The purchasing process begins with the entry of a requisition into the HokieMart. HokieMart workflow carries the requisition to designated individuals for departmental approval. Following approval, the workflow will encumber funds and will carry the requisition through one of several channels that are appropriate to the dollar value and type of transaction being enacted. The system or the appropriate Purchasing Office then creates a purchase order and issues to the vendor.

When the Admin Pool is notified that the goods/services have been received, they enter the date received into HokieMart. The Controller's Office will then issue a check to the vendor.

Travel Reimbursement Requests must be completely filled out with the appropriate documentation, signed by the employee requesting reimbursement, and signed by that employee's supervisor. (Note that university policy requires reimbursement requests be made within 30 days of travel.)

III. Accounting

Spreadsheets developed in Excel are used to monitor budgets, expenditures, and encumbrances. Access to the spreadsheets is maintained by the Director IT Business and Financial Affairs. These spreadsheets allow department management to know instantaneously the financial status of each unit. The spreadsheets also provide the ability to reconcile to the university's accounting system (Banner Finance). Each spreadsheet has a summary page which is supported by tabs: wages, operations, communications, support equipment, software, consulting, training/travel, etc. Some spreadsheets also have a tab for leases/facilities.

Since the tab sheets feed to the summary sheet, NO changes should ever be made to the summary sheet. Entries are made only to the tab sheets supporting the summary sheet and only by designated personnel. There is a summary at the top of each tab sheet. Budget is green, expended and encumbered are blue, and outstanding (not in Banner) is yellow. Do not make entries to these fields. The green field is for the budget, and the blue and yellow fields are formula driven.

Detail should be entered on the respective tab sheet under the date, vendor/description, sub-group/requestor, form #, outstanding (not in GL), month cleared, and respective account code categories. **When a transaction is initiated**, the information for the transaction should be entered and the amount should be entered in the outstanding (Yellow- not in GL) column. **Note, if the balance on the spreadsheet is overdrawn (red), DO**

NOT process the transaction. Return the expenditure request to the requestor and have him/her contact the Director IT Business and Financial Affairs..

After month end, when you have received a copy of the GL showing the past month's transactions, the transaction amounts should be moved from the outstanding (Yellow- not in GL) column to the expended or encumbered fields. The account expenditure and encumbrance balances should agree with the university accounting system. If they do not, you should contact the Director IT Business and Financial Affairs for help.

The respective department head must review the reconciliation and sign his/her approval on the reports. These reports should be retained for three years. Any problems or questionable transactions should be referred to the Director IT Business and Financial Affairs.

Network Infrastructure uses ATLAS for their internal accounting system.

IV. Personnel Transactions

All original documents required by Human Resources for personnel transactions should be submitted through the Human Resources Coordinator who will forward to HR and ensure that proper copies are retained in the respective employee file. For new hires, this includes:

- Original P3A for the successful applicant (current salaried employees only)
- Original TOFO (Terms of Faculty Offer) (for faculty only)
- Conviction Check Form
- Original offer/acceptance letter for the successful applicant (staff & wage only)
- Screening Grid
- Signed Hiring Process Checklist
- Any interview and selections notes
- Copy of the interview questions (without responses)
- Copy of Appendix A documents used for reference checking
- Copies of rejection letters for the unsuccessful applicants

All IT hires regardless of employment type are required to comply with the conviction check guidelines set under the University Policy 4060, Conviction and Driving Record Investigation.

- Any requested exceptions to this policy should be submitted to the Office of the VP for IT and such requests should include the position type, position number, a brief overview of the job duties, and the justification for the request.

On or before their first day of employment, the new employee should be sent to the Personnel Coordinator to complete the following forms:

- I9 (**Do Not** keep copy)
- Federal W4
- Virginia 4 Form
- Direct Deposit Form
- Foreign National Data Forms (if applies)
- Employee Information Supplement Form
- Selective Service Form (if applies)

New employees must sign part I of the I-9 form **on or before their first day of employment**. Part II of the form must be completed and the form sent to Payroll by the **end of the third day of employment**.

For existing employees, any transactions involving change of duties (P112), adjustment for salary (P144, P3A, P10), or any type disciplinary action forms (letters of reprimand, Group Offenses Form 129-01-004)

must be submitted to the Office of the Vice President for IT. Transactions for Network Infrastructure and Services should be submitted to NIS Human Resource Analyst.

All personnel transactions must be approved by the VP or his designee.

All transactions involving compensation **MUST** be approved by the VP.

No “volunteers” may be used by departments in IT. Any person working within IT must be on the university payroll. Any exception to this rule must be approved in writing by the VP for IT.

V. Wage Payroll Transactions

A TimeClock system is used to record wage hours worked. Employees must clock-in and out via the web interface upon arriving and departing work. On the 15th and last day of the month, the IT managers should approve hours in the TimeClock system. The Payroll Office will pull the data and dump the hours worked into Banner. After the hours have been dumped into the Banner, the enterer should run a verification report and compare to the TimeClock record. When the wage reconciliation report is received from Payroll, an employee other than the one who entered the wage hours worked should compare the timesheets to the report for accuracy. Any errors should be investigated and corrected.

When TimeClock system users separate from the department their TimeClock user account will be deactivated within 3 weeks of their separation date. Deactivation of wage employee user accounts is the responsibility of the designated Payroll Wage Processor in the department. Requests for the deactivation of supervisor or higher level user accounts should be e-mailed to the TimeClock Administrator.

Department heads must approve overtime hours **BEFORE** they are worked.

All employees are responsible for making sure their days and hours are correctly recorded and reported via the IT TimeClock system for each pay period.

The work week for all employees is Friday at midnight to midnight Friday. The bi-monthly pay periods are midnight on the 1st to midnight on the 15th and midnight on the 16th to midnight the last day of each month.

Employees working in department 036800 will be paid a shift differential for hours worked between midnight and 8:00am.

- Lab operators will receive a \$0.90 shift differential for their time worked between midnight and 8:00am.
- Shift supervisors will receive a \$1.00 shift differential for their time worked between midnight and 8:00am.

The instructions for reporting hours worked and meal breaks are as follows:

Rest Breaks

Employees working short duration shifts of less than 6 consecutive hours will be afforded a 15 minute or less paid rest break. Employees **will not** track rest breaks via the IT TimeClock system.

Meal Breaks

Employees working shifts of six or more consecutive hours shall be afforded, a minimum of a 30 minute meal break, not to exceed 60 minutes a day. Meal breaks are unpaid and employees are required to clock out when taking meal breaks.

- When completely relieved of duty for the purpose of a *meal* break, select the “break” option in the TimeClock Client.
- When returning to duty from a *meal* break, select “clock-in” option in the TimeClock Client.

Unauthorized extension of authorized breaks is prohibited.

VI. Leave Reporting

All faculty and staff in IT must submit leave reports each month even if no leave is taken. Using their PKI tokens, employees must enter leave to the electronic leave system by the 16th of the month. Their supervisors will review/approve electronically. For non-exempt employees, a P128 "Leave and Hours Worked Report" must be filled out by the employee, signed by the employee and their supervisor, and sent to their IT HR Coordinator for retention. Department HR Coordinators will review the leave system reports to determine if any leave reports have not been submitted and attempt to resolve any exceptions. Any problems that cannot be resolved must be reported to senior management.

Leave taken in lieu of payment for overtime worked must be recorded to the university leave system.

VII. Telephone Charges

Managers are accountable for the validity of long distance charges made to telephones within their areas. Managers should thoroughly review long distance charges made to employee telephones and provide each employee with a copy of his/her long distance charges. Review of telephone records allows notification to management when long distance calls are being made to employee telephones in their absence. This allows management to investigate whether any unauthorized use of state telephones is occurring.

Employees should sign and return the copy of long distance charges to their manager indicating which calls are business related and which calls are personal. The manager should then forward the signed form to the departmental employee designated as the telecommunications contact. These will be retained for three years. Electronic signing using PKI tokens is permissible.

University policy and state regulations prohibit the use of state telephones for personal long distance calls except in the case of an emergency. For personal long distance calls, please use your personal cell phone, telephone calling card, or have the call charged to your home telephone. In the event an employee has to make a charged emergency long distance call, restitution must be made to the university when the next telephone bill is received. Employees must make payment with the proper university deposit slip at the Office of the University Bursar. The payment is to be credited to the proper IT fund.

Note: the restriction on personal telephone calls applies to university cellular phones.

VIII. Back up of Data and Programs

Each employee of IT is responsible for the back up of critical data/programs on their computer. Back ups may be done on a server or other available media. Back ups should be performed daily for critical data or at a minimum weekly. Employees should weigh the cost/agonny of restoring critical data when determining back up schedules.

IX. Inventory

All departmental assets should be properly safeguarded. Any mysterious disappearance of assets should be immediately reported to the department's fixed asset representative, campus police, Director IT Business and Financial Affairs, Fixed Assets in the Controller's Office, and the Office of Risk Management. An inventory of all departmental assets should be performed annually and tied to the university fixed asset system. Any equipment allowed to be taken to an employee's home or other off-campus location should be approved in writing by their supervisor. The supervisor should maintain a list of all departmental equipment used in employee homes. Generally, wage employees are not allowed to take equipment home unless very special mitigating circumstances exist. (This is because machines may only be used for official state business and wage employees in most cases do not work at home.)

Changes to the Banner inventory system should be submitted to your respective fixed asset manager. The Director IT Business and Financial Affairs will have spot checks of inventory performed throughout the year.

Since IT is the custodian of all equipment in the AISB Machine Room, department head approval in writing is required for any equipment to be removed from this location. This applies even if the owner is a department external to IT. AISB Facilities personnel are responsible for obtaining this approval before assets can be removed from the Machine Room.

X. Retrieval and Release of Information

Any IT personnel receiving requests for the retrieval and release of information beyond normal, routine business practices should immediately inform their supervisor, who will in turn seek authorization from the VP for Information Technology or his written designee.

Personnel who are the appropriate data experts for a given body of data and who are served with search warrants will comply with the warrant and notify their supervisor and the VP for IT or his designee as quickly as possible.

IT may provide services to retrieve information, but IT does not provide comprehensive services to retrieve information from every type of device or under every condition. The VP for IT may authorize, in writing, blanket procedures for routine or recurring circumstances.

XI. Travel

All overnight travel must be pre-approved by the employee's supervisor. The form used to document this approval must accompany the employee's reimbursement request when submitted to the Controller's Office.

Pre-approval of travel must be obtained from the employee's supervisor BEFORE airline tickets are purchased. Pre-approval of international travel must be obtained from the VP or his designee.

XII. General

Any suspected fraud should be reported immediately to the VP's office which will then notify the Internal Audit Department.

When employees separate from the university, university ID's, keys, charge cards, equipment, etc., should be obtained on or before their last day of employment. The AISB Facilities Manager will ensure that these employees' SONITROL access is deleted.

The Chief of Staff and Deputy CIO or Director of IT Business and Financial Affairs will participate in all audit meetings involving departments within the IT organization. Their role will be to keep the VP informed of the status of any outstanding IT audit comments. Agreed upon corrective action will be the responsibility of the applicable department head being audited.