

SECTION VII

BUSINESS PROCEDURES

The Office of the Vice President for Business Affairs is located in the administrative area. It is important that all new faculty members contact this office as soon as possible after arriving at Waycross College. Various forms and records which are discussed below must be completed to insure prompt inclusion on the payroll and coverage under the employee benefit programs of the College. Each faculty member is encouraged to notify the Business Office promptly when changes occur in any personal status that might effect payroll deductions.

A. STATE SECURITY QUESTIONNAIRE AND LOYALTY OATH, AND IMMIGRATION FORM

The *Security Questionnaire and Loyalty Oath* must be completed, notarized, and submitted prior to official appointment to the faculty.

The *I-9 Immigration Form*, with required documentation, must be submitted as proof of U. S. citizenship.

B. PAYROLL PERIODS

Each member of the teaching faculty is normally under an academic year contract of two semesters, while administrative officers and division chairs are appointed for the fiscal year.

Faculty members employed under an academic year appointment will receive 1/10 of their annual compensation on a pay date schedule established annually for the College. Faculty members under fiscal year contracts receive their salary in twelve monthly installments.

C. DIRECT DEPOSIT

Direct deposit is available to Waycross College employees. An Authorization Agreement for Automatic Deposits must be completed with necessary requested information. Specific details are available upon request in the Business Office. (See Appendix A-20)

D. CREDIT UNIONS

Employees of Waycross College may be members of the Community United Federal Credit Union and the Ware County Federal Credit Union. Payroll deductions for purposes of these financial institutions may be made by Waycross College.

E. SUMMER SEMESTER COMPENSATION

Faculty members under academic year contracts may be employed as needed during the summer session. Compensation for full-time employment *shall not exceed 33-1/3% of a faculty member=s regular nine months* compensation for the previous academic year. Summer session compensation is contingent upon the financial resources of the College and shall be established on an annual basis. Retirement and social security contributions are deducted. Compensation is paid in two equal payments, one in early July and the other at the end of summer semester upon completion of teaching responsibilities.

F. PAYROLL DEDUCTION

1. **Federal and State Income Tax** - The College is required to make deductions for Federal and State withholding taxes from each salary payment at the rate determined on the basis of the number of dependents claimed on the Federal Withholding Form (W-4) and the State Income Tax Exemption (G-4) respectively.
2. **Social Security** - All faculty and staff members of Waycross College, who work at least 20 hours per week, are required to be covered by the provisions of the Federal Insurance Contribution Act (Social Security). Employees working less than 20 hours are covered under FICA/Medicare only. Employer and employee participate equally in contributions.

3. **Group Insurance Plan** - Waycross College is self-insured through the University System of Georgia. The plan provides for life insurance, accidental death, dismemberments, surgical benefits, hospitalization, major medical benefits, and maternity benefits. The College participates in the cost of the health insurance coverage. This pertains to both employee and dependent coverage. Twenty-five thousand dollars of life insurance is provided for all full-time employees by the College. Additional life insurance is available at the employee=s expense. Dental Insurance is also available at the employee=s expense. All group insurance premiums are covered under the University System 125 Plan which allows these premiums to be made with Apre@ tax dollars.

4. **Retirement Plans** - All regular professional and administrative employees are covered by the Teachers Retirement System of Georgia. Faculty who are considered members of the Corps of Instruction and Administrative Officers with faculty status may choose between the Teachers Retirement System of Georgia and the Optional Retirement Plan. Eligible employees and the State of Georgia each contribute a percentage of the employee=s gross salary.

Part-time employees not eligible for Teachers Retirement will be members of the Georgia Defined Contribution Plan. Specific details on retirement are outlined in brochures available in the Business Office.

5. **Annuity Program** - Institutions within the University System of Georgia are authorized to make available to their employees a non-forfeitable annuity contract under the provision of the Federal Internal Revenue Code. Such a contract allows a person to have a portion of his/her salary withheld each month and invested in an annuity plan which is tax deferred. Valic has been approved for our annuity program. Details are available upon request in the Business Office.

6. **Flexible Spending Accounts Plan** - Two additional tax savings benefits are available to you as an employee of Waycross College. They are the *Health Care Flexible Spending Account and the Dependent Care Flexible Spending Account*. These plans allow regular employees to pay for medical expenses and/or child care expenses with Apre@ tax dollars. Appropriate forms and details are available in the Business Office.

7. **Contributions** - The College is a member of the State Charitable Contributions Plan. Payroll deductions may be made for United Way, Waycross College Foundation, and other agencies approved by the State. You may sign up for this plan in the Business Office.

G. CAMPUS PARKING PERMITS

All faculty members are issued a parking permit by the Business Office. The automobile license number is required for a permit. Faculty members should park only in those places designated for faculty/staff parking. Illegally parked vehicles will be given tickets which must be cleared through the Business Office.

If you have visitors who will be parking on the campus, please have them pick up a visitor=s permit in the Business Office.

H. KEYS

Faculty members requesting keys must have written approval of their Division Chair and the Vice President and Dean of Academic and Student Services. This request should be forwarded to the Business Office. Original keys will be issued without deposit. Should a faculty member lose or misplace a key, he/she should notify the Business Office immediately. Faculty members who will not be returning must turn their keys in to the Business Office before receiving their final paycheck.

I. TELEPHONE SERVICE

Local telephone service is available to each faculty member.

J. REQUISITIONING AND PURCHASING PROCEDURES

In order to ensure uniform and proper handling of all purchasing requirements, the College maintains a Procurement Department within the Office of the Vice President for Business Affairs. The Procurement Office is the only authorized purchasing agent for the College. Under no circumstances are faculty and/or staff members to make purchases for the College.

The following steps are to be followed to request purchase of needed items:

1. The division/department will prepare a requisition supplied by the Procurement Office (see Appendix A-21a-c). This should be prepared and submitted well in advance of the time the items are needed. Care should be taken to provide all necessary information, including an estimated price and vendor Federal I.D. number. This requisition must be approved and signed by the division/department head and the Vice President and Dean of Academic and Student Services for instructional, academic support, and student services divisions. Failure to follow established procedures could result in the faculty or staff member being required to pay for items ordered or accepted.
2. This requisition will be forwarded to the Procurement Office for budgetary approval. After approval, an order will be placed either with the College General Stores or with the proper vendor.
3. Upon arrival, the items will be delivered to the proper location as designated and a delivery receipt form will be completed.
4. Faculty and/or staff members should not accept items from vendors. (This includes receiving items by mail which were ordered by requisition.) Delivery and return of items must be handled through Central Receiving and the Procurement Office. If an item is received by mail, contact Central Receiving as soon as possible so proper paperwork may be completed.

K. TRAVEL

The College encourages faculty members to take an active part in professional meetings. However, travel at state expense is expected to result in professional improvement. A Request for Absence Form (see Appendix A-17) must be submitted in triplicate for approval to the Division Chair, Vice President and Dean of Academic and Student Services, Vice President for Business Affairs, and the President at least two weeks before the travel is to take place. An estimated cost for travel must be included. This includes meals, lodging, mileage reimbursement and any registration fee required.

If you are using a college vehicle, or a rented vehicle, this cost must also be included along with a Vehicle Usage Form, (see Appendix A-22) or rental agreement. Documentation on registration must be provided showing cost. If pre-payment is requested for a registration fee, a Request for Pre-payment Form (see Appendix A-23) must be turned in with your Request for Absence Form. If pre-payment is approved it will be your responsibility to provide a paid receipt upon your return. Your travel reimbursement cannot be processed if this is not included with your request for reimbursement. Pre-

payments are not approved for amounts under \$50.00 or if not requested two weeks prior to due date. An Exemption of Local Hotel/Motel Excise Tax Form (see Appendix A-24) should be used to avoid paying some hotel/motel taxes. Request for reimbursement for travel expenses must be filed with the Vice President for Business Affairs after the travel has been completed. Please file this as soon as possible upon returning. Current University System travel regulations may be found online at www.usg.edu/admin/humex/busproman/travel.html. (see Appendix A-25a-b, Travel Expense Form)

L. ABSENCE FROM CAMPUS

One form is utilized for any absence from the campus (see Appendix A-17, Request for Absence Form). If this form is for sick or annual leave, please indicate the number of days and hours you will be absent.

M. TEXTBOOKS

Textbook and supplemental materials required of students will be sold through the College bookstore. Faculty and staff members are not permitted to personally sell or take orders for any item.

Textbook and supplemental materials for specific courses are determined by faculty members after consultation with the Division Chair and after approval from the Vice President and Dean of Academic and Student Services. When a change in textbooks or supplemental materials used in a course is desired, a Notice of Change of Textbooks Form (see Appendix A-6) must be submitted through the Division Chair to the Vice President and Dean, not less than three academic semesters prior to the anticipated change. For example, desired changes to be made for Spring Semester should be submitted before Spring of the previous year. Request to change may be delayed if the current stock of textbooks in the Bookstore is large and cannot be returned for credit. *Submitting a request does not constitute approval.*

N. DESK COPIES

The bookstore cannot furnish textbook desk copies to faculty members. Faculty members should order desk copies direct from the publishers.

O. COLLECTION OF FUNDS

The receiving and disbursing of all college funds will be done through the Business Office in accordance with the laws of the State of Georgia, regulation of the Board of Regents, College policies, and generally accepted accounting principles.

Authorization from the Vice President for Business Affairs is necessary before anyone can collect funds for the College. When monies are to be collected on behalf of the College through charges for admission to various functions, registrations, solicitation of funds, etc., arrangements must be made with the Vice President for Business Affairs for the proper accounting of such funds prior to collection of monies.

P. USE OF COLLEGE FACILITIES (See Administrative Policies and Procedures)

The policy on use of physical facilities and equipment is contained in the Administrative Policies and Procedures. Division Chairs and members of the administrative staff have copies. These policies state that activities relating to educational opportunities have first priority. Where the objective is social, cultural, or physical in nature, the priority order of use shall be: students, faculty, staff, and community. Signs in strategic places convey further details regarding the use of facilities. A Scheduling Facilities Form (see Appendix A-26) must be filed to reserve any College facility.

Q. USE OF COLLEGE VEHICLES (See Administrative Policies and Procedures)

The college vehicles are for faculty-student instructional-related use. They may be used to transport students and faculty on officially approved travel such as field trips, student-faculty activity trips, and related activities that are in support of the educational purposes of the College. (Vehicle Usage Form - Appendix A-22)

It is the intention of the Board of Regents to provide a mileage allowance for the use of privately owned vehicles for official travel of individuals. Copies of guidelines for the use of the vehicles are on file with Division Chairs and Administrative Staff.

R. USE OF COLLEGE EQUIPMENT (See Administrative Policies and Procedures)

Personal property owned by an institution shall be used only for institutional purposes. No employee in the University System shall permit such property to be removed from the campus of an institution on either a rental or loan basis for personal use (Board of Regents Minutes, 1949-50, p.109) (Policy Manual Board of Regents, Sec. 914.02).

S. MOVING EQUIPMENT

All college equipment and furnishings are purchased for use in designated locations. Decal numbers are assigned to all items of equipment/furnishings before they are delivered to a division. They are also assigned to specific rooms, buildings, and to divisions at this time. Each Division Chair is responsible for all equipment/furnishings assigned to his/her area and should assure that all equipment remains in the area to which it was assigned. If situations arise where it is necessary for items to be relocated, an Equipment Transfer Request Form (see Appendix A-27) should be picked up in the Business Office. This is a request form and does not permit moving of equipment/furnishings until approved by the Division Chair and the Vice President for Business Affairs.

T. SCHEDULING EVENTS ON CAMPUS

All activities (excluding only academic classes and committee meetings held in conference rooms) must be cleared for scheduling and listed on the College Calendar before commitments are made for time or space, inside or outside college buildings.

The sponsor or contact person must complete the Scheduling Facilities Form (see Appendix A-26) and forward it to the Office of Development and Community Services at least five working days prior to the scheduled event.

The sponsor is responsible for making arrangements with the Library for audio-visual equipment and for providing basic news copy to the Office of Development and Community Services, if media support is desired. If a photograph of the activity is desired, please make a request to Office of Development and Community Services.

U. STUDENT WORKERS

The College encourages the use of students to assist with work in the various divisions. Your division may have funds budgeted to employ student workers or funds may be available through the College Work Study Program. However, students may not be hired or begin work until proper approval is received from the division chairs, Student Records, Student Financial Aid, and the Personnel Office. Procedures and forms to be completed are in Appendix A-28a-c.