



**University of West Georgia  
Business & Finance Division**

**New Employee User Guide for Business and  
Finance**

**Revised August 2016**

**\*\*Disclaimer: This guide is designed to assist faculty and staff with finding the appropriate office to address their concern or question. It is not intended to be an all-inclusive guide for all policies & procedures.**



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## Purpose

The purpose of this manual is to:

- Serve as a guide to understanding the structure of departments within the Business & Finance Division
- Give guidance on locating institutional policies & procedures
- Provide an understanding of the software applications used in the day to day financial operations of the University

## Organizational Structure

The Division of Business & Finance is under the leadership of Mr. Jim Sutherland, Vice President of Business & Finance. Reporting to the Vice President of Business and Finance are the offices of Auxiliary Enterprises, Budget Services, Campus Planning & Facilities, Center for Business Excellence, Controller, Human Resources and University Police.

The departments and managers serving Business & Finance operations of the University consist of:

- [Auxiliary Enterprises](#)  
Phone 678-839-6525      Fax 678-839-5073
  - Auxiliary Services
  - Bookstore
  - Central Warehouse
  - Dine West/Food Services
  - Mail Services
  - Parking & Transportation Services
  - Publications/Printing
  - Summer Conferences and Events
- [Budget Services](#)  
Phone 678-839-6406
  - Budget
    - Academic Affairs
    - Auxiliaries, Office of the Provost, Student Activity, Student Affairs, University Advancement and Revenue Analysis
    - Business & Finance, Offices of the President
    - Capital Projects & Facilities
  - Position Management



- [Campus Planning & Facilities](#)  
Phone 678-839-6385      Fax 678-839-6340
  - Architecture, Engineering & Construction Project Services
  - Facilities & Grounds
  - Risk Management/Environmental Health & Safety
  
- [Center for Business Excellence](#)  
Phone 678-839-4781
  - Training
  
- [Controller](#)  
Phone 678-836-6390      Fax 678-839-6391
  - Accounts Payable
  - Asset Management
  - Bursar
  - General Ledger Accounting
  - General Ledger Reporting
  - Purchasing
  - Travel Office
  
- [Human Resources](#)  
Phone 678-839-6403      Fax 678-839-6425
  - Payroll Administration
  - Benefits Administration
  - Staff Recruitment
  
- [University Police](#)  
Phone 678-839-6000      Fax 678-839-4981
  - Communications & Technology Division
  - Criminal Investigations Division
  - Patrol Division
  - Professional Standards & Training Division
  - Locksmith



## **Business & Finance Websites**

The University utilizes websites for posting important information, policies, procedures, and forms. UWG Business & Finance departments also utilize the Work West Bulletin for communicating important information as well as a special Accounting Listserv for communicating specific information as it relates to accounting information. Websites that are relevant to the Business & Finance operations of the University are listed below:

- [Auxiliary Services](#)
- [Budget Services](#)
- [Campus Planning & Facilities](#)
- [Human Resources](#)
- [Office of the Controller](#)
  - [Asset Management](#)
  - [Bursar](#)
  - [Purchasing](#)
  - [Travel](#)
- [Training](#)
- [University Police](#)

## **Accounting Listserv**

To subscribe to the accounting listserv, send the following message to:

[listserv@westga.edu](mailto:listserv@westga.edu)

sub ACCTNG-L YourFirstName YourLastName

\*\*\*Be sure to delete any signatures or other text in the text box.



## Computer Applications (applies to all sections of this manual)

The University of West Georgia utilizes PeopleSoft Financials as its financial database and computer system.

While most of the work in PeopleSoft Financials is performed by members of the Business & Finance staff, the general campus utilizes the PeopleSoft Financial system for the following:

- Employees entering their own travel and miscellaneous expense reports
- Managers approving travel and miscellaneous expense reports for their staff
- Budget Managers obtaining budget information through reports from the PeopleSoft system
- Requesters entering requisitions for goods and services

All employees that utilize the PeopleSoft Financial system should [register](#) for an account in the PeopleSoft system. Once on the website, click on the “Register for My Account” link. Proceed through the registration questions to set up a USERID and password. It is recommended that the USERID that you establish be consistent with your campus email address account (this is the part of your email address before the @westga.edu).

- For detailed instructions on the registration process, please visit the [Financials Self Service Setup](#) Instructions page.

URL's for the PeopleSoft system:

- Employee [Self Service](#) is the link for entering or approving travel and miscellaneous expense reports. All employees can gain access to this site by registering for a PeopleSoft account.
- [PeopleSoft Financials](#) database is the link for obtaining budget reports and financial information from the PeopleSoft system. Users must attend training and be granted access to this link.

The University of West Georgia uses ADP as its payroll system. All employees should register for an ADP account.

URL's for the ADP system:

- [ADP eTime](#) is the URL for recording hours worked or leave time taken. All employees should register for an account. A registration guide and other



user guides can be found [here](#). Employees may also request training on the ADP system by contacting the Center for Business Excellence.

The University of West Georgia [Center for Business Excellence](#) can assist you with the registration process and the utilization of the PeopleSoft or ADP system.

## **Auxiliary Services**

Auxiliary Services is responsible for the following areas:

- Auxiliary Services
- Bookstore
- Central Warehouse
- Dine West/Food Services
- Events
- Mail Services
- Parking & Transportation Services
- Publications & Printing
- Summer Conferences

You will interact with Auxiliary Services for the following:

- Obtaining a University of West Georgia ID card
- Purchasing goods for the Central Warehouse
- Mailing official university letters and packages
- Obtaining a parking decal
- Catering and dining needs
- Obtaining printed goods from Publications & Printing
- Purchasing goods for official University business from the UWG Bookstore
- Summer Conferences
- Events

### **Auxiliary Services**

Auxiliary Services offers many services to our campus. Auxiliary Services manages the Wolves Card Office where all ID cards are made, where students can find information about their HigherOne cards and refunds, and where students, faculty, and staff can reserve many campus venues. Auxiliary Services is also responsible for trademark licensing, campus dining services and meal plans, snack, beverage, and laundry vending, and the coordination of summer conferences programs.





*Frequently Asked Questions regarding Auxiliary Services:*

- ***How do I obtain a University of West Georgia ID card (Wolves Card) and for what can I use it?***

An official University of West Georgia ID can be obtained by visiting the Wolves Card Headquarters located on the third floor of the University Community Center (UCC). The Wolves Card Headquarters is open Monday – Friday, 8am – 5pm. Your university ID card can be used to check out books at the library, for free or discounted prices to campus plays, sporting events, and concerts, and for Wolf Bucks. After purchasing a meal plan, the ID card becomes a student’s meal ticket. Door access to certain buildings, such as residence halls or classrooms, can also be added to your ID card if needed.

- ***What are Wolf Bucks and how can I use them?***

Wolf Bucks are monies that you place on your ID card to be used around campus. They give you access to on-campus purchases without having to carry cash. Wolf Bucks are accepted at all food venues, the UWG Bookstore, vending machines around campus, and at UWG printing labs. Wolf Bucks deposits can be made through the Online Card Office, at any of five VTS machines, or in person at the Wolves Card Headquarters, Monday – Friday, 8am – 4:30pm.

- ***What is a HigherOne Card?***

The HigherOne card is a “student” debit card tied to an online checking account. Since the HigherOne account is designed to handle all university refunds, each student will be sent a HigherOne card upon enrolling at UWG. Students have two choices of refund preferences when they activate their account—the Easy Refund method which allows them to use the HigherOne account as a checking account and to use their debit card anywhere Master Card is accepted, or an ACH transfer which directly deposits their refunds into another checking account. Should a student have questions about or need assistance with the HigherOne card, they can call the Auxiliary Services office at 678-839-6525 or go by the office on the third floor of the UCC, Monday – Friday, 8am – 5pm.

- ***How can I reserve facilities on campus?***

The Wolves Card Office manages reservations for most of the outdoor space on campus, as well as Z-6 (including the private dining areas), Kennedy Chapel, and meeting rooms in the UCC. To reserve one of these spaces, simply call the office at 678-839-6525 and one of the staff members would be happy to assist you with your request.

- ***How do I report a problem with a vending machine?***

Auxiliary Services handles all drink, snack, and laundry machines on campus. If you have a problem with one of these machines, call the office at 678-839-6525 to report the machine and then come to the office on the third floor of the UCC Monday through Friday, 8am - 5pm, to obtain a refund if necessary.

### Bookstore

The University of West Georgia Bookstore sells textbooks, supplies and gear to our students, faculty and staff.

- **How can I make a departmental purchase from the University Bookstore?**

The Bookstore and the Office of the Controller have an on-campus internal charge procedure in place to allow departments to purchase necessary and allowable goods and services from the Bookstore. Applicable purchasing rules must be adhered to when making purchases from the University Bookstore.

### Central Warehouse

The Central Warehouse is our central receiving point for goods and services coming into the University. It also serves as our Central Stores for goods used by the campus (i.e. paper, custodial and facilities supplies, etc).

*Frequently Asked Questions regarding Central Warehouse:*

- ***How do I request goods (i.e. copy paper, batteries, etc) from the Central Warehouse/Stores?***

Visit the [Central Warehouse website](#) and complete a Warehouse Order Application to search for goods and place an on-line order. Your goods will be delivered to your office and your department will be charged through an on-campus charge process.

### Dine West/Food Services

Dine West manages the dining and food services on the UWG campus. This includes the East Commons Dining Hall, Z6 Dining Hall, Campus Markets, Java City, Starbucks, Market Fresh and the Wolves Den Food Court.

### Mail Services

Mail Services is responsible for processing all outgoing mail and receiving/delivering incoming mail to the campus.

#### *Frequently Asked Questions regarding Mail Services:*

- **How do I mail documents to other departments on campus?**  
Documents that need to be mailed to another department on campus do not need postage. Place the documents into an interoffice envelope and clearly indicate the recipient's name and department. The University postal carrier will pick up your envelope and deliver it to the appropriate department on campus.
- **How do I mail documents to off-campus addresses?**  
Documents that need to be mailed off-campus will require a completed mail authorization form attached to it so that the appropriate postage cost can be charged back to your department.
- **Can I purchase stamps at the Campus Post Office?**  
Yes, stamps and postage for other packages can be purchased at the campus post office with cash or check only.

Please contact Campus Mail Services at 678-839-6522 if you need any further assistance.

### Parking & Transportation Services

Parking & Transportation Services offers many services including on campus shuttle service, off campus shuttle, transportation to special events and enforcement of the Parking Code.

#### *Frequently Asked Questions regarding Parking & Transportation Services:*

- **Where do I get my parking decal?**  
Parking decals for faculty and staff can be purchased in Row Hall. Please visit the [Parking & Transportation Services website](#) for office hours and parking fees.
- **Why are the curbs painted different colors and where can I park?**  
The curbs are painted different colors to designate the appropriate faculty/staff or student parking in the area. Please consult the parking code on the Parking & Transportation Services website for specific information as to available parking.



- **Can I ride the buses?**

Yes, the buses are available for your use. Please consult the Parking & Transportation Services website for bus routes and hours of operation.

### Publications & Printing

Publications & Printing offers color and black and white copying, full service printing, laminating, signs, banners, promotional items, brochures, fliers, and large format posters, as well as books, newsletters, academic journals, printing consultations and publications design.

- **How can I procure printed goods for my department from Publications & Printing?**

Contact Publications & Printing directly at 678-839-6483 for assistance or to place an order. Copies, business cards, letterhead, and envelopes can be ordered online at [www.westga.edu/pubprint](http://www.westga.edu/pubprint). Files can be sent by email attachment to [pubprint@westga.edu](mailto:pubprint@westga.edu).

## Office of Budget Services

The Office of Budget Services is responsible for the following areas:

- Budget Analysis
- Budget Development & Amendments
- Position Management
- Revenue Projections & Analysis

You will interact with the Office of Budget Services for the following:

- Development of annual budgets
- Recognizing changes to revenue accounts that impact spending authority
- Information regarding positions and associated budgets for personal services
- Processing personnel paperwork for updating Position Management system
- Amending your budget to establish or edit spending authority

### Budget Analysis

The Office of Budget Services provides many analyses of the University's budget throughout the year. These requests come from internal as well as State, Board of Regents and other external constituents. Any request for budget information should be directed to the Office of Budget Services.



### Budget Development & Amendments

Each year, the Office of Budget Services in conjunction with campus departments prepares the annual budget for the University. This annual budget preparation is done in the spring for the new budget year which begins July 1.

After the start of the year, changes to a budget are processed using a Budget Amendment form. The amendments are submitted by campus departments when

1. spending authority needs to be transferred from one department to another,
2. spending authority needs to be moved from one type of expenditure (account code) to another, or
3. when revenue is earned and the corresponding budgets need to be updated.

The Office of Budget Services website can be found at [www.westga.edu/budget](http://www.westga.edu/budget).

### *Frequently Asked Questions regarding Budget Services*

- ***What is the difference between budget, funding, and spending authority?***

The terms are interchangeable. Because the term “funding” may be confused with “fund” in higher education accounting, the terms “budget” or “spending authority” are preferable.

The **budget** or **spending authority** identifies the maximum amount of resources that may be used for a category or type of expenditure (personnel, supplies, travel, etc) within a specific time period. Spending authority is further segregated by the source of funds (state, tuition, fees, etc)

- ***How do I run a report to see the status of my budget?***  
Budget reports can be run through the PeopleSoft Financial system. Access to run budget reports is granted upon completion of training utilizing the budget report system. Please contact the Center for Business Excellence at 678-839-6392 for training on this topic.
- ***How do I verify revenue earned for my department?***  
Revenue reports can be run through the PeopleSoft Financial system. Access to run revenue reports is granted upon completion of training utilizing the budget report system. Please contact the Center for Business Excellence at 678-839-6392 for training on this topic.
- ***Who do I call if I need help reconciling my budget?***  
You should first contact the primary Budget Manager for your College, Division or Section. Refer to the department chartstring listing located on



the Budget Services website to determine your Department Budget Manager. You can also refer to the “Who to Contact” link on the Budget Services staff page to determine which Budget Analyst assists with your area.

- **What do I do if I need spending authority added to my budget?**  
Spending authority is set at the beginning of each year during the budget development process. If additional spending authority is needed, contact your immediate supervisor. Spending authority will need to be moved from an existing department. Please submit a budget amendment. The form and instructions may be found on the Budget Services website under Forms.
- **What if I need to look up a department’s chart string (coding structure)?**  
A listing of all department [chartstrings](#) may be accessed on the Office of Budget Services [website](#). The chart strings are segregated by fund code.

### Position Management

Position management manages the various faculty and staff positions on campus to ensure those positions are budgeted and approved for hire or transfer to another department.

### Approval of Financial Transactions

All financial transactions initiated at the University must be approved by the person with fiscal responsibility for a particular departmental budget. To identify the appropriate approval for a particular department, please visit the [Authorized Approval list](#) on the Office of the Controller website.

For specific guidelines regarding the approval process please review the [Authorized Approval Guidelines](#).

## **Campus Planning & Facilities**

The department of Campus Planning & Facilities is responsible for the following areas:

- Architecture, Engineering & Construction Project Services
- Facilities & Grounds
- Risk Management – Environmental Health & Safety



You will interact with the Office of Campus Planning & Facilities for the following:

- Maintenance & repair requests
- Custodial services requests
- Moves/set-ups

### Architecture, Engineering & Construction Project Services

The Architecture, Engineering & Construction Project Services department provides architectural, engineering, and project management services to our Campus Community.

### Facilities & Grounds

Facilities & Grounds is comprised of the Work Information Center, Maintenance, Motor Pool, Custodial Services, Moves/Set-ups, Paint Shop, Construction and Landscaping & Grounds Maintenance.

*Frequently Asked Questions regarding Facilities & Grounds:*

- **How do I place a minor repair or maintenance request (i.e. I need something hung on a wall or a light bulb replaced?)**

The Work Information Center (WIC) is responsible for receiving and entering requests for work into a computerized maintenance management system and forwarding this information to appropriate shops. You may submit a request online by selecting Service Request on the Facilities & Grounds webpage or you may email your request to [wic@westga.edu](mailto:wic@westga.edu) or you can telephone WIC at 678-839-6311. After the request is entered, you will receive a Work Request Number. Please save this request number and use it to get immediate feedback regarding the status of your work request.

- **How do I obtain a motor pool fleet vehicle to travel for official, university business?**

Employees requesting to use a motor pool fleet vehicle for official, university travel must become an authorized driver and complete a Vehicle Request and Trip Ticket Form. This form should be submitted to the Department of Facilities & Grounds. You will receive notification via email if your request is not available. The Motor Pool offers four-passenger cars and eight-passenger vans. Your department will receive a charge for the rental fee of the vehicle plus a cost per mile rental fee.

### Risk Management – Environmental Health & Safety

Risk Management works to protect our students, visitors, faculty and staff through training, education, risk assessment and mitigation.



## **Center for Business Excellence**

The Center for Business Excellence was created to support the Division of Business and Finance focus on enhancing efficiency, effectiveness and economy.

The Center for Business Excellence is responsible for the following areas:

- Benchmarking applications
- Continuous improvement methodologies
- Customer service training
- Enterprise risk management guidance
- Other training opportunities associated with or related to the Division of Business and Finance

### **Training**

Our training unit conducts a variety of classes regarding Business & Finance computer applications as well as training on institutional policies and procedures. The [training website](#) has an updated training schedule and a description of all available courses.

#### *Frequently Asked Questions regarding training*

- ***How do I know what training is available and what I might need to attend?***

The University of West Georgia Center for Business Excellence offers training on a variety of topics including PeopleSoft, ADP, travel policy, account reconciliation, cash handling, etc. A complete list of all training sessions can be found on the Center for Business Excellence webpage under [Training](#).

## **Office of the Controller**

The Office of the Controller is responsible for the following areas:

- Accounts Payable
- Asset Management
- Bursar & Cashiers
- General Ledger Accounting & Reporting
- Purchasing
- Travel & Expense Reimbursements



You will interact with the Office of the Controller for the following:

- Journal entries or expenditure transfers
- Information regarding financial data
- Payment of an invoice to a vendor
- Reimbursement to an employee
- Purchasing all goods and services
- Transferring equipment or furniture from one department to another
- Surplusing unused equipment or furniture
- Requesting and using a purchasing card
- Initiating a contract for goods or services
- Depositing money collected by the department
- Student account concerns or issues

### Accounts Payable

The accounts payable office is responsible for processing invoices for payment.

*Frequently Asked Questions regarding Accounts Payable:*

- **How do I request payment of an invoice where there was no purchase order?**

Generally no purchase should be made without an official, approved University purchase order. However, occasionally, departments may have the need to request payments for memberships, subscriptions, etc. that do not require a purchase order. To request payment of an invoice where there was no purchase order, submit an approved check request along with the original invoice to the Office of the Controller.

### Asset Management

[Asset Management](#) is responsible for tagging and recording all capitalized equipment for the University. This department also performs regular departmental inventory of equipment within each department. Asset Management is also responsible for surplus property.

*Frequently Asked Questions regarding Asset Management*

- **How do I surplus equipment or furniture that I no longer need?**

Occasionally, departments have equipment or furniture that they no longer need in their department. Equipment, furniture and other small value property should not be discarded but should be transferred to surplus property for proper disposal. To request the transfer or surplus of equipment, furniture or other small value property, please complete the [Transfer of Equipment Report](#) that is found on the Asset Management webpage.



### Bursar

The [Bursar's office](#) is responsible for management of our student accounts and providing oversight of the cashiering function at the University.

### General Ledger Accounting & Reporting

The general ledger accounting office is responsible for processing transactions into the financial system and for generating various reports throughout the year including the University's Annual Financial Report. The Office of the Controller adheres to the University System of Georgia Business Procedures Manual but has also issued other [Institutional Guidelines and Procedures](#).

### Travel & Expense Reimbursements

The [travel office](#) is responsible for processing travel and miscellaneous expense reports for payment. The travel office also provides guidance to the interpretation of the Statewide Travel Regulations. There is specific travel information including the Statewide Travel Regulations and Institutional Specific Guidelines and Requirements available on our [website](#).

#### *Frequently Asked Questions regarding Travel*

- ***How do I request authorization to travel?***  
Authorization to travel must be obtained and approved prior to a trip. A Travel Authorization Form, an optional form, can be found on the Travel Services website. Once approved, the authorization should be held by the traveler's home department.
- ***How do I request authorization to do ongoing travel?***  
A Standing Travel Authorization may be completed to obtain authorization for frequent, in-state trips that do not require overnight lodging. Once approved the authorization should be held in the traveler's home department. No standing travel authorizations are permitted for out-of-state ongoing travel.
- ***How do I request a cash advance?***  
Cash advances may be issued for travel with an anticipated cost of more than \$200 and are available for employees whose current annual salary is \$50,000 or less. To request an advance, complete the Travel Cash Advance Request and submit it for approval by the departmental approver(s) for the account(s) funding the request. The traveler should also provide as supporting documentation, a travel authorization, itinerary, and any other documents needed to substantiate the estimated cost of the travel. Cash Advance Requests must be received

in the Office of the Controller five (5) business days prior to the first day of travel. Cash advances must be reconciled within ten (10) business days from the final date of travel. The complete cash advance policy may be viewed on the travel website.

- ***Can a registration fee be prepaid by the University?***

A registration fee for a conference can be prepaid by the University prior to the trip if the conference is within the same fiscal year or within the first quarter of following fiscal year. The traveler or department should submit a check request, approved travel authorization and supporting registration form to the Office of the Controller. The Office of the Controller will process the request and issue a check to the conference vendor.

- ***Can an airfare be prepaid by the University?***

The University has a contract with a local travel agency (West Georgia Travel) to assist travelers in booking airfare for official University business that is to be prepaid by the University. The traveler should submit a copy of the approved travel authorization to the travel agency. The travel agency will work with the traveler to book the appropriate flight and will issue an invoice to the University. The University will pay approved invoices and record the airfare to a prepaid account.

- ***Can lodging be prepaid by the University?***

The University does not prepay lodging expenses. Those expenses must be paid by the traveler and a reimbursement request submitted after the completion of the trip.

- ***How do I request reimbursement for my travel expenses?***

The University of West Georgia follows the Board of Regents and the State of Georgia Statewide Travel Regulations regarding reimbursement policies. A link to this policy can be found on the [Travel Services webpage](#). Additionally, the University utilizes the PeopleSoft Financial Travel & Expense module as the mechanism for reimbursement of approved travel expenses. The URL to the PeopleSoft system can be found [here](#). Employees must register for a PeopleSoft account in order to gain access to the data entry system. Instructions for registering can be found [here](#). Upon completion of the electronic report, the traveler is required to submit a printed and signed copy of the expense report with all receipts. The paper documentation should be submitted to the Office of the Controller. The University of West Georgia also offers training on the utilization of the PeopleSoft

system. Please contact the Center for Business Excellence for assistance.

- ***How often do I need to submit a reimbursement request?***

All travel expense reimbursement requests must be submitted for approval within 45 days after the trip is completed. Failure to submit within the 45 day period will require the completion of a [45 Day Reasonable Exception Request Form](#) for consideration of reimbursement. All travel expense reimbursement requests involving a cash advance must be submitted for approval within 10 days after the trip is completed.

- ***I have lost a receipt, can I be reimbursed?***

As a general rule, the University requires that all original, paid receipts be presented for reimbursement. However, in the event a receipt is lost, the University utilizes a [Missing Receipt Form](#) which can be completed and submitted for consideration of reimbursement.

- ***I am an approver for Travel & Expenses, how do I approve these transactions?***

All PeopleSoft Travel & Expense reports require electronic approval by the person identified as having fiscal authority for the funding account. This determination is made by the Office of the Controller and the appropriate approver is established in the system. Please contact the Center for Business Excellence for assistance with approving transactions.

## Purchasing

The [Office of Purchasing Services](#) is responsible for determining or approving the source selections for all non-public works goods and services for the university and for processing purchase orders to order goods and services or encumber funds for goods and services delivered in accordance with university contracts. The Purchasing office also administers the purchasing card (P-Card) and oversees institutional contracts. Purchasing policies and procedures can be found [here](#) on their website.

### *Frequently Asked Questions regarding Purchasing*

- ***How do I purchase goods or services?***

A purchase order should be utilized to purchase any goods or services. To initiate a purchase order, the requesting department should submit a requisition in ePro. The Purchasing Department will review the request and if approved, will process a purchase order for the goods or services and submit the order to the vendor. The University of West Georgia

does utilize statewide contracts and all purchases over \$5,000 do require competitive bidding or a justification for not soliciting competitive bids. All purchases over \$25,000 require formal competitive bids posted on the Georgia Procurement Registry (GPR). It is recommended that you consult the Purchasing webpage or contact Purchasing Services for guidance on purchasing goods or services.

- ***How do I request reimbursement for a purchase made with personal funds?***

Occasionally, faculty or staff may have the need to make small dollar departmental purchases with personal funds and then request reimbursement for those purchases. A petty cash reimbursement may be utilized for purchases less than \$100. The [petty cash form](#) should be completed, approved and presented to the Cashier's window in Aycock Hall for reimbursement.

For purchases with personal funds over \$100, the PeopleSoft Travel and Expense module should be used to enter the request. The request must contain a justification for not using a PCard or requisition to make the purchase.

- ***How do I obtain a purchasing card?***

The University of West Georgia Purchasing Card Manual must be read in its entirety by the proposed cardholder before application for a purchasing card can be made. Additional forms that should be completed in order to request a card can be found on the Purchasing Services webpage.

- ***Who can approve or sign University contracts?***

Very few individuals are authorized to enter into contracts for the university. Please see the [Delegation of Authority Matrix](#) for who has the authorization.

### *Approval of Financial Transactions*

All financial transactions initiated at the University must be approved by the person with fiscal responsibility for a particular departmental budget. To identify the appropriate approval for a particular department, please visit the [Authorized Approval list](#) on the Office of the Controller website.

For specific guidelines regarding the approval process please review the [Authorized Approval Guidelines](#).



## **Human Resources**

The [Office of Human Resources](#) is responsible for the following areas:

- Benefits Administration
- Payroll Administration
- Staff Recruitment

You will interact with the Office of Human Resources for the following:

- Posting positions and hiring guidelines
- Enrolling and changing benefit elections
- Payroll issues including questions regarding ADP

### **Benefits Administration**

The benefits administration office assists new employees with benefit selection and also provides consultation during the annual open enrollment period for current employees to make changes to current elections. Our open enrollment period is held in the fall of each year.

### **Payroll Administration**

[ADP](#) (Automatic Data Processing) processes the payroll for University System of Georgia employees. At the University of West Georgia, non-exempt employees (hourly) are paid bi-weekly and exempt employees are paid monthly. All employees utilize the ADP eTime system to enter hours worked or leave time taken.

Non-exempt employees are required to enter the actual number of hours worked into the ADP eTime system. Timecards are due every other Friday at 3:00 pm unless indicated otherwise by the Office of Human Resources.

All timecards must be electronically approved by the employee and their supervisor prior to the timecard deadline.

Exempt employees are required to enter any exception time in the ADP eTime system. These leave reports are due no later than the 10<sup>th</sup> of the following month unless indicated otherwise by the Office of Human Resources. All leave reports must be electronically approved by the employee and their supervisor prior to the timecard deadline.



The Employee Portal is a helpful tool for employees to utilize to make adjustments and changes to their payroll information. The employee portal is accessed through the ADP URL and can be utilized to update contact information, direct deposit information and for viewing your pay statement.

### Staff Recruitment

Our staff recruitment office can assist you with information and guidelines on posting positions, preparing annual performance evaluations and other changes regarding employees.

Our staff recruitment office utilizes PeopleAdmin for positing open positions. Departments can utilize this system to review applications and resumes.

### Frequently Asked Questions regarding Payroll

- ***How do I complete a timecard for hours worked?***

The University of West Georgia utilizes ADP for its payroll and timekeeping system. All employees must register for an ADP account. Hourly (non-exempt) employees must report number of hours worked. User manuals regarding the ADP system can be found on the Human Resources website under User Guides. The University of West Georgia also offers training on the utilization of the ADP system. Please contact the Center for Business Excellence for assistance.

- ***How do I enter leave time for vacation/sick leave?***

The University of West Georgia utilizes ADP for its payroll and timekeeping system. All employees must register for an ADP account. Monthly (exempt) employees must report, on a monthly basis, any vacation and sick leave taken during the current month. User manuals regarding the ADP system can be found on the Human Resources website under User Guides. The University of West Georgia also offers training on the utilization of the ADP system. Please contact the Center for Business Excellence for assistance.

- ***As a supervisor, how do I approve my employee's timecard?***

All timecards and leave reports require electronic approval by the appropriate supervisor of the employee. This determination has been made by Human Resources and the appropriate approver has been established in the ADP system. Please contact the Center for Business Excellence for assistance with approving timecards and leave reports.



## **University Police**

The [University Police](#) are responsible for the following areas:

- Communications & Technology Division
- Criminal Investigations Division
- Locksmith
- Patrol Division
- Professional Standards & Training Division

You will interact with the University Police for the following:

- Reporting any incidents or crimes on campus
- Have been threatened or in danger
- Need emergency medical services
- Request as escort
- Need a car battery jumped or keys locked in your car
- Install an alarm system, CCTV or access control
- Requesting changes in locks or requesting additional keys

### **Communications & Technology Division**

The Communications & Technology Division monitors the emergency phone lines and University information line. They also supervise the alarm and access control systems around campus. The campus maintains 34 Emergency Call Phones located in strategic locations on the campus for easy access to emergency assistance.

### **Criminal Investigations Division**

This division is responsible for investigating all crimes on campus, conducting background investigations of applicants, and completing internal investigations.

### **Locksmith**

Locksmith Services maintains the locking systems in the University Community.

### **Patrol Division**

This division is responsible for maintaining a safe environment for the Universities property, students, staff and visitors to the campus. This division maintains an around the clock, year-round presence.



### Professional Standards & Training Division

This division develops and maintains the department's certification programs. Furthermore, this division also develops and conducts programs to train police department employees on the department's Written Directive System and other topics as ordered by the Chief of Police. The division also coordinates the Rape Aggression Defense (RAD) Program, and other programming about campus safety and security for the university community.

#### *Frequently Asked Questions regarding University Police:*

- **Who do I contact in case of emergency?**  
The 24 hour emergency phone # is 678-839-6000.
  
- **How can I be notified of emergencies on campus?**  
The University of West Georgia has contracted with Schoolcast to provide emergency notification ([Wolf Alert](#)) services to our campus. This service allows you to be notified in the event of an emergency via your cell phone, text message, landline or e-mail. For more information on registering for Wolf Alert notifications please visit the [University Police website](#).
  
- **How do I register my phone as a panic button?**  
The University has contracted with RAVE Guardian to provide emergency panic ([Wolf Guardian](#)) services to our campus. This service allows you to register and program your cell phone to be used as a campus panic button. In the event of an emergency, pushing one speed dial button on your cell phone will contact the University Police and your profile will appear on their computer. You decide the information on your profile but can contain medical information, threats against your safety and class schedule. All information is kept confidential and cannot be viewed until you call.
  
- **How can I request a lock change or key request?**  
Complete a [key request or key issue control form](#) with the Locksmith.