

# Support Staff Personnel Onboarding Process Outline for New Employees

An interactive checklist for new Extension Employees to become familiar with roles, responsibilities, and resources which will be helpful during the first year and throughout a career with Ohio State University Extension.

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## Introduction

Welcome to Ohio State University Extension! We are excited to have you as part of the team! The information which follows is designed to serve as your roadmap for your first year on the job and continue to serve as a resource for years to come. If you have any questions regarding your role, responsibilities, or expectations, consult your supervisor.

## Post Acceptance ~ Prior to Start

Congratulations on your decision to join Ohio State University Extension! Here's what you can expect in the days and weeks prior to your virtual Day 1 Orientation:

- Receive periodic correspondence from Supervisor or HR
- You will receive a welcome message from CFAES HR with information on attending the virtual Day 1 and some items to get started
- Complete W-4 Information for Payroll
- Review [OSU Benefits Options](#)
  - Health, retirement, dental, vision, life, disability
  - [Your Plan for Health](#) Information
- Receive an email from OTDI with instructions to [Activate OSU identity](#)
  - Name.# and set password
- Browse [OSU Extension Websites](#)
  - County Extension Websites are all *countyname.osu.edu*
- Have a conversation with your supervisor regarding schedule with clear expectations for first two weeks.

### ***Supervisor Snapshot:***

*Make sure you communicate schedule expectations for at least the first 2 weeks!*

## Day 1:

To introduce new Ohio State employees to the culture of Ohio State and set them up for success from their first day, all newly hired staff will attend a virtual orientation. [Orientation will be offered every other Monday](#) and create a consistent, unified first day experience.

Extension staff orientation starts at 9 a.m. and will be a two-and-a-half-hour Monday morning Zoom session. Start dates and orientation will be aligned with the start of bi-weekly pay periods.

Prior to starting, new employees will receive information on how to join the virtual orientation, as well as a packet of information about joining Ohio State.

### *Supervisor Snapshot:*

*Touch base on the first day. A well wish is a warm welcome!*

## Day 2:

What an exciting opportunity to meet the team! Here are some items you can expect to accomplish on day 2:

- A unit welcome (e.g., shared meal, small gathering)
- Tour your local office and receive important items
  - Personal workspace
  - Keys to building
  - Security codes (if applicable)
  - Copier codes (if applicable)
  - Parking and Facilities information
  - Technology and Equipment Usage
  - Lunch/Breaks and Break room
  - Office Hours
- Get assistance with university email or any other technology issues, contact the Ohio State IT Service Desk, which offers 24/7 support. Start by visiting: <https://online.osu.edu/tech-support>
- Access to [technology resources and support](#) (my.osu.edu, BuckeyePass/Duo, Institutional Data Policy, wireless, Microsoft 365, Compass)
- Make [benefits selections](#) (between now and your 30th day)
- Manage your [personal information](#) in Workday
- Understand what to expect in the coming weeks
  - Review your job description
  - Highlight primary goals for the first three months
- Familiarize yourself with your office space and supplies
- Meet and connect with colleagues in your office
  - Office policies, norms and expectations
  - Learn office communication management
  - How to answer the phone & route calls
  - How to address walk-ins

- Discuss expectations of colleagues in the office and division of responsibilities
- Locate resources (FAQ's list of how to address common inquiries)
- Communication of Schedules (Outlook Calendar Sharing or Other Methods)
- Emergency contact information, how to report an absence, etc.
- Familiarize yourself with the basics of your computer system – and get the appropriate access to shared drives (OneDrive, Teams, Skype) etc.
- Create [your email signature](#)
- Get on appropriate email listservs
  - New employees are automatically added to the **all-Extension** and **Extension-misc** listserv
  - **4-H Professionals** ([4HProfessionals@lists.osu.edu](mailto:4HProfessionals@lists.osu.edu) contact Sarah Longo, [longo.79@osu.edu](mailto:longo.79@osu.edu))
  - **Community Development** (Contact Sarah Mays, [mays.201@osu.edu](mailto:mays.201@osu.edu) for Outlook group if needed)
  - **FCS**
    - **FCS-Prof** is for everyone associated with FCS (program assistants, educators, support staff, etc.) ([FCS-Prof@lists.service.ohio-state.edu](mailto:FCS-Prof@lists.service.ohio-state.edu))
    - FCS-Educators is for field specialists, program specialists, state specialists, and educators ([FCS-Educators@lists.service.ohio-state.edu](mailto:FCS-Educators@lists.service.ohio-state.edu))
    - FCS-PAT is for field specialists, program specialists, state specialists, and FCS admin ([FCS-PAT@lists.service.ohio-state.edu](mailto:FCS-PAT@lists.service.ohio-state.edu))
    - Contact for above listservs is Thallia Blight [blight.3@osu.edu](mailto:blight.3@osu.edu)
  - **AGNR**
    - Contact Teresa Funk [funk.67@osu.edu](mailto:funk.67@osu.edu) [all-agnr@lists.osu.edu](mailto:all-agnr@lists.osu.edu)
    - Also, the ENLT Team listserv: [enlt-team@lists.service.ohio-state.edu](mailto:enlt-team@lists.service.ohio-state.edu), which is geared toward members of the team, but sometimes it is used to reach out to a member of the team.
    - <http://u.osu.edu/agnr/home/> our webpage for OSUE ANR Team Members & internal folks that need to find info.
  - **Snap-ED & EFNEP**
    - SNAP-Ed's list serv is for all SNAP-Ed related positions, (PA's, Coordinators, Directors, and Etc.) [SNAP-Ed@lists.osu.edu](mailto:SNAP-Ed@lists.osu.edu)
    - EFNEP (Expanded Food Nutrition Education Program) (PA's, Coordinators, Directors, and Etc.) [efnepstaff@lists.osu.edu](mailto:efnepstaff@lists.osu.edu)
    - Contacts: Alaina Niebauer, [niebauer.6@osu.edu](mailto:niebauer.6@osu.edu) PC for EFNEP and SNAP-Ed are in charge for maintaining these lists.
- Request to be added to the OSU Extension Support Staff Team. (Microsoft Teams/Join or create team/Search teams/OSU Extension Support Staff Team)
- Understand the funding situation of Extension in relation to your unit
  - Funding sources
  - Expectations (e.g., need to generate cost recovery vs. availability of funds)

### ***Supervisor Snapshot:***

- *Review job description*
- *Highlight primary goals for the first few months*
- *Provide an FAQ list of common inquiries regard office policies*
- *Review Funding Sources & Expectations*
- *Review Parking options for local & campus parking*

### **First Week:**

During your first week, you should meet with your Area Leader to build knowledge of internal processes and performance expectations. This is also a great time to engage with your new team members. Also, continue to work on the onboarding items assigned to you in [Workday](#).

In addition to Day 1 Orientation you will have the opportunity to participate in O.N.E. Extension (Onboard.Network.Excel). Sample agenda of topics covered include:

- Introduction and Real Colors
- Ohio State University Extension Culture
- Networking and Relationship Building
- Operations and Responsibilities
- Policies and Procedures
- Curriculum and Teaching Tools
- Unconscious Bias
- Fiscal
- CFAES Support Units
- Community Needs Assessment, Program Design Evaluation, and Reporting

Contact Jared Morrison.332 or Amanda Rysz.4 for more information, this orientation is offered every six months.

MINE Program (Mentor.Impact.Network.Excel)

Learning and Organizational Development (LOD) offers this program which provides opportunities to connect with experienced mentors, peers, and resources within the university. Mentors will guide mentees through discussion and reflection, while equipping them with the tools and characteristics to be successful and happy in OSU Extension. [Mine program mentoring overview](#).

Contact Jared Morrison.332 or Amanda Rysz.4 to be assigned a mentor.

As you move through the rest of your first week, the list below will serve as a good checklist of things to do, places to go, questions to ask, and information to find:

- Discuss office culture, informal rules, and norms with your Area Leader
  - Observe others in your office (if applicable)
- Understand Worktags/FDM info (Cost Center, Balancing Unit, Fund, etc.) and how and when to use them

- Learn work processes related to:
  - Travel <https://busfin.osu.edu/buy-schedule-travel/travel>
    - <https://extops.cfaes.ohio-state.edu/extension-finance/job-aids>
  - Paid leave (sick & vacation) Workday- Absence
  - Purchasing in Workday <https://busfin.osu.edu/purchasing>
  - Timesheets in Workday-[Time](#)
  - Get to know the [Operations Team](#) and the contact person in your [Area](#) for all your [Fiscal questions/job aids](#) and [Administrative questions/and job aids](#)
  - [Buckeye Learn](#) for Fiscal and Annual required trainings
  - [Administrative Resource Center](#) (ARC) a complete library of all available guides for Workday, OneDrive, Teams, etc.
  - Funding structure of Extension (Federal, State, County, and grants)
- Review guidelines for [using personal devices for work](#)
- Discuss with your supervisor if business cards are applicable
- Become familiar with your geographical area
  - Locate places like banks, shopping, important offices/facilities (i.e. – camp, fairgrounds, community resources)
- Learn about your community
  - [Census](#) Stats (US Census Bureau, and Census of Agriculture)
  - County tour with colleagues or community members
  - Encouraged to attend community events when possible
- Social media management for office
  - Gain access to platform(s) Facebook, Twitter, etc. (If applicable)
  - Schedule/Participate in appropriate trainings (i.e.: [Drupal Training for website](#))
  - Review Ohio State and CFAES social media guidelines at <https://brand.cfaes.ohio-state.edu/guidelines/social-media-guidelines/guidelines>
- Become familiar with office procedures and practices
  - Work hours/overtime
  - Emergency management plan
  - Shared appliances/office equipment
- Discuss [performance management process](#) with your supervisor
- Read about the OSU Extension [Impact Areas](#)
- Read about the OSU Extension [Keys](#)

### ***Supervisor Snapshot:***

- *Show work processes online (Workday, Teams, OneDrive, Skype)*
- *Connect new employee to a local experienced office support professional and other helpful resources to get started.*
- *Order Business Cards (if applicable)*
- *Discuss Performance Management Process*

## First Month:

The first month will be filled with all sorts of tasks, trainings, events, opportunities, and meetings. Be sure to save time to check these items off your list of things to do:

- DON'T FORGET: Make [benefits selections](#) (between 1<sup>st</sup> and 30<sup>th</sup> day)
  - Review [Additional Benefits](#) too, which includes a variety of employee discounts
  - [Employee Assistance Program](#)
  - [Your Plan for Health](#)
- Obtain [University ID – BUCKID](#)
- Order Name Tag (for nametag replacement, contact Dawnn Brown, brown.1283)
- Review and understand [Extension 14 Core Competencies](#)
- Knowledge of [branding usage & templates](#). You can learn more about The Ohio State University's brand philosophy and guidelines at <https://brand.osu.edu/our-brand>, and the College of Food, Agricultural, and Environmental Sciences brand overview at <https://brand.cfaes.ohio-state.edu/our-brand>. This includes a short video by CFAES Dean Cathann A. Kress
- Inquire about obtaining appropriately branded shirt(s)
  - As of fall 2021, the university, CFAES, and Extension do not have an online store for individual purchase of branded shirts. County offices and other units have the option to design and purchase apparel for employees. There are several processes that must be followed to purchase appropriately branded shirts and other others. Review the *Merchandise Guidelines* at <https://brand.cfaes.ohio-state.edu/guidelines/brand-guidelines/merchandise>
- Personalize your work computer
  - Bookmark important sites
- Create a calendar of important tasks, events, & deadlines (electronic or hard copy)
- Locate important local program documents and review (i.e. – program calendar, newsletters, files, etc.)
- Connect with your mentor & colleagues (Area Leader and other office support staff)
  - Visit another office to observe organization practices
- Learn about opportunities with professional associations
  - Learn about [Chi Epsilon Sigma](#)
  - [Learn about TERSSA](#)
  - [Staff Advisory Council](#)
- Understand the expectations of the Educators and Staff in your county office
- What will you be helping with in the different project areas (i.e., newsletters, flyers, reporting in 4-H online, etc.)
- Strategies for efficiently keeping track of daily office business and events
- Meet local stakeholders. You are the first person community members will meet when coming to the Extension office. You are the first impression.
  - Commissioners, volunteers, advisory committees, board members
  - Walk in traffic from public, volunteers, and members
- Explore the technology tools available to you to use in your work, e.g.

Resources:

- [OTDI – Software Request](#)
- URL shortening at [go.osu.edu](https://go.osu.edu)

Survey platforms:

- [Qualtrics](#)
  - Need to request upgrade to publish survey (Debby Lewis.205)
  - Qualtrics/Nelnet Support in Teams

Communications:

- [BuckeyeLearn](#)
- [u.osu.edu](#)
- [Zoom](#)

- Explore and learn communication content delivery opportunities (online/social)
  - Gain access to office web platform (website maintenance training - [Drupal Training for website](#))
  - Media Contacts (newspaper, radio, TV, schools, and others to include in a distribution list)
  - Participate in related training(s)
- Review [university policies](#) related to:
  - [Sexual misconduct](#)
  - [Workplace violence](#)
  - [Policy 1.50](#)
- Discuss with your supervisor procedures to deal with disgruntled clientele or employees
- Discussion with peers, mentors, and supervisor about informal rules and norms in Extension
  - Expectations related to [balance of professional & personal lives](#)
  - Historical perspective on how prior programs were developed and delivered
- Leaders of committees/groups you might be interested in
- Locate/explore important resources & understand how they can assist you: Review and file for future use.
  - [OSU Leadership Center](#)
  - [OhioLine](#)
  - Personnel Directory ([OSU Find People](#) & [Extension directory](#))
  - [OSU Library](#)
  - Explore professional ethics as an Extension professional
- [Reward and Recognition](#) gifts to the employee
- Connect with colleagues outside your office as opportunities are presented. Including:
  - State/regional level administrators,
  - State/regional personnel, and
  - Personnel in supporting units (i.e. Operations, Learning & Organization Development (LOD))
  - County personnel regardless of program focus
  - County personnel with the same program focus
- [History & philosophy of the land grant system](#)
- [OSUE mission, vision, & strategy](#)
- What it means to be an [Extension Professional](#)
- [Supervisory and Organizational structure in OSUE](#)



## First 3 Months

By now, you may have established the beginnings of a day-to-day routine and become familiar with some colleagues who may be a good resource to you in your new role. Below you will find additional tasks to finish out your first 3 months:

- Basic overview of the scope, focus, and philosophy of programming in Extension
  - Program area & Signature programs
  - Develop an understanding of the work your colleagues do
  - Gain understanding to help you promote yourself and the organization
- Participate in trainings targeted to the program you are working in
  - trainings relevant to your role including those online
    - [Administrative Resource Center](#) (ARC) - Workday
    - [BuckeyeLearn](#)
    - [PCard](#)
    - [Drupal](#) (website)
    - 4-H Online, etc. (contact Sarah Carpenter [carpenter.955@osu.edu](mailto:carpenter.955@osu.edu))
- Set up your [Ask Extension ID](#)
  - Use as a resource for now
- Review the [County Stewardship Plan of Work](#) and consider what roles/duties would best match your skills and what you would like to volunteer for. These are reviewed annually.
- Discuss and identify personal [performance goals](#) for the first year
- Work with your supervisor to create an individual professional development and growth plan
  - Use results from self-assessment as a starting point
- Participate in course or trainings to develop or refresh skills
- Become familiar with [Extension Volunteer policies](#) and the role they play in all aspects of Extension
  - Importance of and significance across all program areas
  - [Risk management policies](#) (safety, insurance, liability, injuries)
- Complete the [CITI training](#) & [Conflict of Interest form](#) for participating in research (if applicable)

### ***Supervisor Snapshot:***

*Serve as a resource to connect to others in OSU Extension and the Community*

*Check-in weekly during the first month*

## First 6 Months

You are quickly approaching half a year with Extension! Let's continue the list of items to complete on this new career journey:

- Continue connecting with colleagues outside your office as opportunities are presented. Including:
  - State/regional level administrators
  - Personnel in supporting units (i.e., Operations, Learning & Organization Development (LOD))
  - County personnel regardless of program focus
- Learn how to effectively communicate the value of the work you do
- Learn how to effectively work with advisory committees

## First Year

Hard to believe you are completing your first year with Extension! But you've almost reached your 1<sup>st</sup> Anniversary!

- Check-in with yourself and your mentor on managing [life/work balance](#)
- Gain exposure to career advancement options in OSUE
- Participate in workshops/sessions for professional development
  - Determine areas of need based upon earlier conversation with Supervisor to identify professional development goals
- Participate in trainings to develop/enhance skills related to core competencies
- Participate in a regional/statewide/national training focused on the functions of your role
- Set-up your [Ask Extension](#) account

## On-Going Learning

- [Organizational acronyms & jargon](#)
- Working with local, regional, & state advisory committees
- Technical Training new software applications or upgrades
- Trainings/workshops related to:
  - Interpersonal skills ~develop/enhance
  - Communication skills ~develop/enhance
  - Customer service skills ~develop/enhance
  - How to work with difficult clientele and co-workers
  - How to conduct a needs assessment
  - Conflict Management/Conflict Resolution

### ***Supervisor Snapshot:***

*Work with new employee to discuss performance goals.*

## Fiscal Guidance

**Accounting Functions:** Most fiscal employees when they start at the University will find they are required to do a certain number of accounting functions. Below you will find a basic outline of those functions.

**Roles:** Every office is different, so it is important to establish who does what in your office when starting a new position. Meet with your Area Leader and review your stewardship roles. Learn what they are and where to find them.

**Process:** Type in the Workday SEARCH field the key words below from the Processing System column.

**Timing Standards:** Learn when things are due for several accounting functions.

<b>Accounting Functions</b>		
<b>Fiscal</b>	<b>Processing System</b>	<b>Job Aid</b>
<b>Purchasing</b>		
<b>Buckeye Buy</b> (Internal orders for contracted vendors for supplies and materials) <ul style="list-style-type: none"> <li>• Buckeye Buy</li> <li>• Staples Stores Order</li> <li>• UniPrint</li> </ul>	<b>Workday</b> – Type: Create Requisition (Requisition Type: Buckeye Buy)	<a href="#">Buckeye Buy</a> <a href="#">Staples Order</a> <a href="#">UniPrint</a>
<b>Non-Catalog Request</b> (purchase order request with non-contracted vendors.) <ul style="list-style-type: none"> <li>• Needing contracts signed</li> <li>• Comm Media Distribution <b>OSUE Publications</b></li> </ul> Vendors outside of Buckeye Buy	<b>Workday</b> – Type: Create Requisition (Requisition Type: Non-Catalog) If new vendor/payee – Vendor Set Up Form *OPERS form for sole proprietor or individual.	<a href="#">Non-Catalog</a> <a href="#">Contract Signed</a> <a href="#">OSUE Publications</a> <a href="#">Vendor Set Up Form</a>
<b>Miscellaneous Payment</b> <ul style="list-style-type: none"> <li>• Stipend</li> <li>• Student Awards</li> </ul>	<b>Workday</b> – Type: Create Miscellaneous Payment Request If new vendor/payee – Create Miscellaneous Payee <b>Find</b> Misc. Payment/Payee	<a href="#">Create Misc. Payee/Payment</a>
<b>BCI Background Check Reimbursement</b>	<b>Workday Type:</b> Create Expense Report for Non-Worker	<a href="#">BCI Link</a>
<b>Supplier Invoice</b> <ul style="list-style-type: none"> <li>• Extension Youth Scholarships</li> <li>• Utilities for owned buildings</li> </ul>	<b>Workday</b> – Type: Create Supplier Invoice Request	<a href="#">Education Scholarships Supplier Invoice Request (SIR)</a>
<b>PCard</b> <ul style="list-style-type: none"> <li>• Non-Travel Purchases</li> <li>• Travel Purchases</li> </ul>	<b>Workday</b> – Type: Create Expense Report <a href="#">Reassigning Expense Credit Card Transactions</a>	<b>Non-Travel:</b> <a href="#">PCard - News Articles</a> <b>Travel:</b> <a href="#">ARC Link</a>
<b>OTDI (Office of Technology and Digital Innovation) <a href="#">IT Services</a></b>		<a href="#">Service Desk</a> <a href="#">OTDI IT Purchasing</a>
<b>Camp Payments</b>	Affiliated Camp list in news article	<a href="#">Camp and Camp Deposit Payments</a>

<b>Checking Account</b> See <a href="#">restriction form</a> on OPS website	Each county has their own method. <ul style="list-style-type: none"> <li>• Peg board</li> <li>• QuickBooks/Excel</li> </ul>	Xero postponed
<b>Accounts Payable</b>		
<b>Invoices on purchase orders</b> <ul style="list-style-type: none"> <li>• Invoice follow up</li> <li>• Note: Additional approvals for invoices over \$3,000 required</li> <li>• Review the vendor’s default payment terms and payment method. (EFT net 60, Check net 90 for payment)</li> <li>• Make sure the invoice does not say duplicate, if it does make sure to have the original sent with corrections to <a href="mailto:APCustomerservice@osu.edu">APCustomerservice@osu.edu</a>.</li> </ul>	<b>Email to <a href="mailto:apinvoices@osu.edu">apinvoices@osu.edu</a></b> Be sure the invoice includes: <ul style="list-style-type: none"> <li>• Typed on correct Fiscal Year PO number</li> <li>• Correct format for Purchase Order Number in <b>PO-xxxxxxx</b> only as the software that reads it must have the (-).</li> <li>• Invoice date</li> <li>• Invoice number</li> <li>• Clearly stated remittance address</li> <li>• Invoice must match the PO lines</li> </ul> *If invoice is only paying for one line in a multiple line PO, please indicate which line the invoice is requesting payment for.	<a href="#">Invoice Submission Requirements</a>
<b>Accounts Receivable</b>		
<b>Nelnet</b> – *Preferred method to accept credit card payment. Each county is set up with an individual Nelnet account. <b>CVent</b> – Please see your OPS Fiscal Liaison.	<a href="#">Reporting and Refunds</a>	<a href="#">Nelnet Job Aid</a>
<b>Travel</b>		
<b>Monthly Mileage Travel</b> – Traveler’s responsibility	<a href="#">Travel Expense Report Log</a>	<a href="#">Monthly Mileage Job Aid</a>  <a href="#">Travel News</a>
<b>Overnight Travel</b> – Traveler’s responsibility	<b>Workday</b> – Type: Create Spend Authorization	<a href="#">Overnight Travel</a>
<b>Records</b>		
<b>Equipment Inventory</b> – Asset Management	Yearly Asset Management spreadsheets will be distributed by OPS Fiscal Liaison. <ul style="list-style-type: none"> <li>• Workday trackable assets will include both capital and non-capital assets.</li> <li>• Non-trackable assets are to be tracked in house.</li> </ul>	<a href="#">Asset Management</a>
<b>Records Retention</b>		<a href="#">Records Retention Schedule</a>  <a href="#">Transfers to Archives</a>
<b>Checking Account</b>		
<ul style="list-style-type: none"> <li>• Monthly reconciles checking account.</li> <li>• Makes correcting entries on checking account.</li> <li>• Process payments through the checking account.</li> <li>• Records cash/checks received.</li> </ul> Deposit cash/checks received.	Varies by county	
<ul style="list-style-type: none"> <li>• <b>Ordering Checking Account Supplies</b></li> </ul>	<b>Checks</b> – Can order through bank, other check companies, and Safeguard.	<a href="#">Safeguard</a>



## Timing Standards for Counties

Item	Forms Required	Frequency	Action Required
Fiscal Year End Close		County budgets are developed per calendar year, fiscal year runs from July 1 – June 30.	All expenses for the year need to be in by June 30 <sup>th</sup> .
Sales Tax	Sales Tax Reporting <a href="#">Form</a>  Note: Check the Office of <a href="#">Business and Finance</a> for the most up-to-date form.	Sales tax is to be recorded at the time of the deposit.	Sales tax is to be reported monthly (the 15 <sup>th</sup> of each month) to the OSU Tax Office.
County Appropriation Billing	<a href="#">County Appropriation Billing Form</a>	Budget Steward: Gathers information once County Commissioner approves.	Responsibility of the Budget Steward.
OTDI Billing	Excel file uploaded to Teams	Quarterly	Communicate with the Budget Steward for role specific information.
Purchase Orders	<a href="#">Workday</a>	One time purchase orders as needed.  Blanket Purchase Orders due 1st of June for next fiscal year.	<ul style="list-style-type: none"> <li>Blanket Purchase Orders are for recurring monthly/quarterly expenses. Ex: Water Delivery Service, Postage Meter</li> </ul>
PCards	Itemized receipts and list of participants for food, items/gifts.	<b><i>All expense reports for PCard transactions must be processed within seven (7) business days from the transaction date.</i></b>	<ul style="list-style-type: none"> <li>PCard Manager is responsible for expensing non-travel purchases within 7 business days.</li> <li>Reassign travel purchases to the traveler.</li> </ul>
Timesheet/Leave Request	<a href="#">Workday</a>	<p><b>Timesheet:</b> Preferably on Friday at the end of the day.</p> <p><b>Leave Request:</b> Preferable as soon as we request the time off. <i>*Speak with Area Leader about their preference.</i></p>	<ul style="list-style-type: none"> <li>Inform your co-workers to make sure there is adequate coverage through the “Calendar Communications” steward.</li> <li>Seek approval from your Area Leader.</li> </ul>
Checking Account Bank Statement	Each unit must have a ledger or record of all incoming cash and checks. That ledger or record must be maintained as the incoming money is received.	Upload bank statements by 3 <sup>rd</sup> Monday of every month to One Drive. Complete the <a href="#">Webform</a>  If IRS form 1099-INT is received for interest earned on checking, contact Jesse Buxton.	<ul style="list-style-type: none"> <li>Checks received should be endorsed “For Deposit Only” immediately upon receipt.</li> </ul>
Local Checking Deposit to Columbus <i>(To reduce checking account balances)</i>	Deposit Transmittal <a href="#">Form</a>	Every six months as needed.	<ul style="list-style-type: none"> <li>The maximum amount allowable to be maintained on average in the checking account is \$20,000 annually.</li> </ul>
Local Bank Deposits	Cash/Checks and Deposit Slips	Additionally, checks and cash should be deposited within <b>three</b> business days or when <b>\$1,000</b> is reached, whichever comes <b>first</b> .	<ul style="list-style-type: none"> <li>Two people need to be involved in the transaction. If you are the person collecting the money as it comes in the door you should not be the one making the deposit.</li> </ul>