SPES Business Standard Operating Procedures

Team A: Reporting and Financial
Team B: Payment, Purchasing, & Fixed Assets
Team C: Human Resources
Team D: Student and Instructional Services

School of Plant and Environmental Sciences

Table of Contents

Team A: Reporting and Financial
Sabrina Allen, clemson@vt.edu

APPROVALS

Hokiemart

- Approver for Grants PI's – individual designated to electronically review/edit and approve purchase requisitions within the delegated purchasing authority. After verification, the Approver may either reject part/all of the PR or approve the PR. Approval of the PR creates a Purchase Order (PO) that is electronically delivered to the supplier.
- Approvers should receive an automatic email informing them of a pending transaction.
- Approvers must have their email preferences set up to receive the automatic emails. Additional HokieMart material may be found on the Purchasing website: http://www.purch.vt.edu.
  Policies regarding Hokiemart: Policy 3015: University Contract Signature Policy and Procedures, https://www.procurement.vt.edu/hokiemart.html

Fleet Services

- Click on "Make Reservation" from the home page. You will need to select "This vehicle is for me". The next step is to choose if you want a daily rental or a bus rental.
- The "Request Information" page is where you enter your "Schedule Information" which includes the pickup date and time including AM and PM selection. (See policies for reserving vehicles for after-hours use) Below that is "Additional Information," where you will enter the name of your organization and enter the fund to charge (the account number only; no spaces, additional numbers, letters, etc.) You must also enter the destination. Names of additional drivers must be listed in the "comments" section. Anyone who wishes to drive must have a profile registered in Fleet Commander. We ask that drivers' names be entered for your request at least five days prior to the date of pickup.
- The DRIVER'S fund manager will receive an email for travel approval. They must" reply to all" either approving or not approving the request. If approved we will then process. Make sure the request for approval goes to the correct fund manager. If the correct fund manager is not listed in your profile, forward the request confirmation email to the correct fund manager and ask them for approval.   If the request is not approved within five business days we will remove the assigned vehicle.
- Policies regarding Fleet Services: https://parking.vt.edu/fleet-services/policies-procedures.html

Pcards –Signature on the monthly Pcard statements.

- Make sure funds number are correct
- Funds used have enough budget to cover the cost
- Charges are allowed on the grants
- Funds hasn't expired
- Policies regarding Pcards: University Policy 3220

Graduate Students Contracts

- Receive email and click on the Hyperlink:
  https://webapps.es.vt.edu/gradcontract/create/contract/review/show/135538.
- Make sure the fund number used has enough money to cover the Graduate Student
- Check the beginning and end dates
- Make sure grants used will allow graduate students and tuition
- Graduate assistantship policies and procedures have been compiled in a single document and approved as university policy No. 6210 by the Board of Visitors at its August 2019 meeting.

Stipend, Wages and Salary Payroll

- Banner 9. https://apps.es.vt.edu/applicationNavigator/seamless.
- Electronic Approval Summary (NOAAPSM)
- Click on Transaction Information
- Click on Transaction Detail – Make sure fund number used has enough budget to cover employee.
- Check the beginning and end dates
    - Under Approver Action, click on the down arrow and choose action (none, acknowledge, approve, disapprove, more infor, Return/Correction and Void)
    - Hit the SAVE key
- Policies regarding Stipend, Wages and Salary Payroll: https://policies.vt.edu/4082.pdf

Labor Redistribution

- Go to https://banweb.banner.vt.edu/efc_prod/efc-flex/index.html.
- Press tab: labor Redistribution
- Click on approvals on the left side
- Double click on the first person on the list
- Check the funding and make sure it's correct
- Look at the comments to see if this is correct
- Click on the blue approve tab on the bottom right hand side
- Click on the Redistribution Approvals tap on the left side of the screen to go back to the first page. Repeat if you have more employees to approve.
- Policies regarding Labor Redistribution: https://policies.vt.edu/3255.pdf

Monthly reconciliation

- Banner
  Print Monthly Banner Reports
    - Snapshot by Organization
    - Transaction Detail

- Banner – DEPART Reconciliation
    - o Process all Exception Reports
    - o Run DEPART Actual Reconciliation Summary Report by Fund
    - o Balance Banner's Snapshot by Organization Report to the balances on DEPART's Fund by Account Reports (electronically). Balances need to be the same. Encumbrances might be different as DEPART is current where Banner is not. Check the Committed column in DEPART against encumbrances in Banner for large discrepancies. Resolve any differences
- Date and initial the snapshot by org report and the transaction pages to signify the review was done and that the balances have been checked against DEPART's balances
    - o Sign the Snapshot by Org certification page
    - o Submit the completed reconciliation by organization in the following order for the Director signature:
        - ▪ Signed Snapshot by Org Certification
        - ▪ Snapshot by Org Report
        - ▪ University Transaction Pages are on a flash drive
    - o When reconciliation is returned signed by the Director, scan full report and save in corresponding electronic monthly folder so we can have a full reconciliation in the electronic files. File paper reconciliation in paper files.

- DEPART Daily reconciliation:
- Open up DEPART https://depart-prod-1.db.vt.edu/main/index.php.
- Click on Exceptions
    - o Banner Only Exceptions
        - ▪ Press the submit key
        - ▪ If anything is showing, click on accept
    - o Mismatched Exceptions
        - ▪ Press the submit key
        - ▪ If anything is showing, press on the correct key
        - ▪ Make the changes (account code or amount)
        - ▪ Then press the accept key
        - ▪ If it's still showing up, then you will need to correct the amount or account code again

- Add/Edit Activity Classes in DEPART and Banner
    - o Activity classes can be added from the add application items box on the Transactions tab of the navigation bar. Activity classes are specific to a single organization. Once an activity class is created, activity codes can be added underneath it. These codes will all be associated with the same organization as the activity class.
    - o In DEPART go to Transactions
        - ▪ Under the Add Application Items on the right-hand side
        - ▪ Click on Add/Edit Activity Classes
        - ▪ Add Activity Class
        - ▪ Enter in class code

- Enter in Description
- Click on all orgs
- Status: Active
- Submit
  - o Adding Activity Class Codes in Banner
    - New Activity Class Codes are established on FZMACTC in Banner
    - Enter in the Activity Class Code
    - Enter in the Description
    - Enter in the Owner Orgn Code
    - Press the save key

- Add/Edit Activity Codes in DEPART and Banner
  - o Users are able to add activity codes under each activity class that they have created. An activity class should be created first to classify the activity code when it is added. The ability to add activity codes is found on the add application items box on the Transactions tab of the navigation bar.
  - o In DEPART go to Transactions
    - Under Add Application Items on the right-hand side.
    - Click on Add/Edit Activity Codes
    - Add Activity Code
    - Add Description
    - Add Activity Class
    - Add Activity manger
    - Statues will be Active
    - YTD/ITD Status will always be YTD
    - Hit Submit
  - o Adding Activity codes in Banner
    - New Activity Class Codes are established in Banner on FZMACTV
    - Enter in the Activity Code
    - Enter in the Description
    - Enter in the Orgn
    - Enter in the Activity Class
- Policies regarding monthly reconciling: https://policies.vt.edu/3020.pdf

Cost Recovery – Service Centers

- Contact Nancy Ritter (nlritter@vt.edu) at The Controller's office to set up a new Service Center
- FZAISRP banner process gives university departments the ability to process internal charges directly. See attachment D for directions.
- Service centers are process monthly before the end of the month.
- Policies regarding Service Centers: https://policies.vt.edu/3250.pdf

Maintaining SPES Cost Recovery

- 35% of overhead and 50% of OMALS funds provided to SPES by CALS go to faculty generator's program (SPES keeps 65% and 50%, respectively).
- Enter the amounts to each faculty activity codes in DEPART and SPES amount to the SPES activity code
- 8% charge to all residual, field trials, various and foundation funds received (except where legally not allowed).
- Keeping up with all the field trails, various and foundation funds in a spreadsheet
- Make sure each faculty amounts are entering in DEPART under their activity codes and the same with SPES amounts.

Fiscal Support

- Give faculty monthly reports of all of their E&G funds, field trail funds, overhead funds, extension funds, teaching funds, on-line master funds, royalty funds, residual funds, start-up funds and other activity code funding
- Prepare Journal entry that are needed to move money around
- Network Infrastructure and Service monthly phone charges. Make sure they are charged to the correct fund numbers and have activity codes if needed
- Fleet management billing report monthly. Make sure charges are charged to the correct vehicles and fund numbers
- Prepare and enter in budget transfers

Study Abroad

- Go to https://www.engage.vt.edu/faculty_engagement/international_approvals.html, if you want to submit a Study Abroad. This needs to be done several months in advance
- Request for new accounts receivable detail code on each new study abroad
- Bill the students in Banner (TSAMASS)
- Reconciled monthly and make sure students are paying. If not, let the faculty know
- Policies regarding Study Abroad: https://policies.vt.edu/1070.pdf

Equipment Trust Fund

- Enter in equipment list before August 31st of each year
- Submit equipment list to SCHEV for review and approval
- Make sure all equipment has been entered in Hokiemart, before March 31st
- Make sure all invoices have been submitted to Controller's Office for payment
- Policies regarding Equipment Trust Fund: https://policies.vt.edu/3951.pdf

Team A: Reporting and Financial
Lek Jackson, tujackso@vt.edu

GRANTS

- Salaries and fringes are encumbered on grants in DEPART for Research Extended Appointments, Research Faculty, Salaried staff, P-14s and Summer salary. PI is responsible for providing fund number personnel are to be paid on and length of time to be covered. Graduate students and hourly wage personnel are not encumbered in DEPART so PI is responsible for making sure funds are available.
- PI is responsible for notifying bookkeeper if cost-sharing is required on a grant. Provides name and dollar amount along with time frame if salary. If tuition provides student name and semester cost-sharing is required.   Same for equipment, etc.
- If percent of faculty salary or personnel working for him is to be charged to an actual grant then he is to notify bookkeeper of name, percent, length of time and dollar amount.
- If new grant is received late we only have 60 days to process the transfers.
- While reviewing active grants and discovering personnel, supplies, travel, etc are charged to wrong fund there is a 90 day time limit to make the changes. Need to provide "REASON" why the change is needed since this is required by Sponsored Programs. Please note 90 days is the limit but Sponsored Programs prefers as quick as possible.
- If you need help identifying encumbrances let me know. Since the merge we have discovered some very old ones.
- You can go to the following site and run reports at anytime. P.I. Portal – https://pip.research.vt.edu/pages/PiFundList.php
- You will receive a summary report on your grants from me by email. If I have questions I will ask in the email. I also list reminders especially about grants ending soon with personnel being charged to them, grants with remaining funds, or grants that are overspent.
- If more than one person is going in on a piece of equipment, someone's salary, etc. please send the information in an email showing that both of you agree and what fund number and % or dollar amount you want charged.
- Contact person for Sponsored Programs when they have questions concerning grant expenditures or encumbrances, needing copies of paperwork, etc.

Some information you might find helpful.

Sponsored Program site https://osp.vt.edu/. This site has tabs where you can click on what you are interested in. There are tabs for:

OSP Home where you can find the following:

Finding your Award Administrator. Click on and enter your fund number. Your administrator's name comes up along with their email address and phone number.

Institutional Data has Application Organization, Authorized Officials (all proposals and awards), Payments (payable to Treasurer, Virginia Tech), Chairs of University Committees, and Various information (among these are Budget Costs and Rates and Cost & Estimating Procedures)

Frequently Asked Questions from "How do I route a proposal" to "Can computers be charged to a Federal grant". Effort Reporting information which relates to PARS.

Common Resources for PIs has your Principal Investigator Guidelines which explains what is a PI.

About the Office of Sponsored Programs has the following:

Information on personnel such as Pre Award, Contracts, Post Award, Compliance, Processors, Administration, Operations and Quality Control.

Office Location.

Team Responsibilities by Associate includes Pre Award Distribution-Department, Center, or Institute. Post Award-Sponsor: Federal, State, Local or Industrial. Post Award Associate Lookup Tool by Banner Fund.

For Researchers:

Information on Award Life Cycle, Find Funding, Compliance and Training.

For Industry:

Center for Advancing Industry Partnerships, Non-Funded Agreements, Material Transfer Agreements, Information Exchange Agreements and Industrial Affiliates Programs.

Resources:

Institutional Data.

Rates (Indirect costs, salary, wage and tuition rates escalation, Direct Costs, Fringe Benefits and Graduate Stipends.

Forms: Form B-Cost Accounting Exception Request: you need to fill this out if you wish to ship samples on a Federal grant. This one among other forms.

Policies and Procedures has Extramural Funding Related University Policies (Policy Number and Title), Office of Sponsored Programs Procedures (Procedure Number and Title), OSP Guidelines and Manuals (Titles), Uniform Guidance or old Office of Management and Budget Circulars.

Rate Agreements Archive has information on fringe benefit rates.

Frequently asked questions.

Principal Investigator Resources

Proposal Development Resources

RECORDS COORDINATOR

- Notify me if you have files you would like to have destroyed, their date range and quantity. If I am not familiar with the type of files you need help with I will contact you by email for more information.
- I will go on line and fill out the form requesting permission to destroy the files. The files should be kept in a locked room.
- Once permission to dispose of is received I will let you know. Depending on the type of files as to whether they can be discarded or shredded.
- Once disposed of I will sign the form and mail back to Records Management.

BACK UP

- PARS personnel activity reports for Crystal
- REEport Financial Report for Crystal
- Provide balance review for faculty on hard funds for Sabrina
- Reconciling of non-grant funds for Sabrina

Team A: Reporting and Financial
Crystal Wall, cdwall@vt.edu

Foundation Exceptions

- Foundation exceptions are tracked through DEPART
- Must check Banner Only exceptions and Mismatch Exceptions under View VTF Exceptions Report
- Clear any outstanding items
- Print copies of new reports if any changes are needed under Mismatch Exceptions and file with original paperwork for reconciling

Foundation Reports

- Foundation reports are sent monthly to faculty members
- Reports should be printed from Legacy Web Reports (found on the Controller website) and Fund Summary by Account (found in DEPART)
- Pair each report together with matching fund numbers and set aside (some will not have 2 reports)
- Make notes if applicable on reports
- E-mail reports to faculty members

Personal Activity Reports (PAR's)

- PAR's are sent out both monthly and quarterly from the Office of Sponsored Programs (OSP)
- PAR's are activity reports showing the effort certification charged to a grant by either the faculty member or a graduate student working for a faculty member
  - More information explaining effort certification can be found in *Policy 3105 Effort Certification* found on the OSP website under Policies and Procedures
- Faculty member should be informed that they have a PAR to sign, once they have verified the effort certification you will e-mail PAR back to OSP (pars@vt.edu)
- Very important to send back in by the due date
- Instructions for completing can be found on the OSP website under Policies and Procedures

Payroll Reconciliation

- Receive reports from Department Payroll Coordinator (Judy Fielder)
- Wait to receive Payroll Reconciliation reports by e-mail from Payroll
- Compare totals from Payroll Coordinator and e-mailed payroll reports to ensure totals match
  - If there is a discrepancy inform Payroll or the Department Payroll Coordinator
- File reports in filing cabinet
- Refer to Policy 4298 for further instructions

Hatch Project Verification

- Work with the Administrative Research Programs Assistant (Laura Rasnick) to verify that all faculty with a 20% appointment have an active hatch or multi-state hatch project.
    - Administrative Research Programs Assistant will work with you to verify the amounts and fund numbers that each faculty member should be paid on
    - Work with Administrative Research Programs Assistant on expiring hatch projects and inform faculty members that hatch projects are expiring with a minimum of 4-6 months' notice so they can start new proposals for hatch projects

Banner and Labor Redistributions

- From time to time funding changes in Banner and labor redistributions may be needed
- Log into Banner, enter employees' credentials to pull up employee you need to enter the funding change for
- Log into Hokie Spa, click on Labor Redistributions under the Hokie Team tab, enter employees ID number, either WA or SA depending on their pay scale, Fiscal Year and Pay Period
    - Enter funding change for past pay period needed
    - Make sure to add comments
- Refer to Policy 3255

Faculty and Staff salary budget monitoring

- When FY budget is released from CALS budget office I verify faculty and staff percentages match the budget letter that is released
- Throughout the year small changes may be made either due to Hatch projects running out, cost shares, or other unforeseen circumstances, I monitor the NSF report through MicroStrategy (provided by Beth Ebel) to ensure categories stay in the black, if for any reason they are negative I must find what monies should be adjusted.
- I also monitor when monies are taken due to Faculty members retiring or being added due to hiring new Faculty members.
- Staff salary is also monitored when an employee leaves or retires to ensure funds are still available to hire new employees

Provide backup to other team members on Team A

Team B – Payment, Purchasing, Operations, & Fixed Assets
Teresa Dickerson, teresa1@vt.edu

Travel
- ALL travelers must submit a Travel Pre-Approval form before travel takes place (per College policy) – Pre-Approval for international travel needs to be submitted at least 1 month in advance and are required per university policy.
- Once the travel has taken place travelers should promptly complete a Travel Reimbursement form and turn in receipts for reimbursable items.
    o Can Scan or take picture of receipts but original receipts should be turned into the main office as soon as possible.
- To avoid completing multiple Pre-Approval forms when traveling to the same destination(s), the traveler can complete the SPES Blanket Pre-Approval form. Statewide routine travel is a good use of this form.
- Foundation travel (travel reimbursed by foundation funds) is mostly the same process except NO travel authorization is required EXCEPT for International travel where $1.00 will need to be encumbered in the Chrome River travel program.
    o The international $1.00 encumbrance is a university policy and is used by the international travel office so they can send you international travel information such as insurance info. and warnings regarding the area you plan to travel to.
- University contact: General travel e-mail travelvt@vt.edu, they can escalate to their supervisor Lynn Meadows if they can't answer your question.

Key Control
- For Smyth, Saunders & Price Hall
- Keys are kept in locked cabinets for security.
- If a key is requested the requestor must fill out and sign a key request form saying that they take responsibility for the keys they are requesting until they are returned to the main office.
    o Students should list who they are working for and a timeframe of how long they will keep the key (semester/year) so I can keep up with when I should expect them to be returned so that I can remind them to return them or see if they need to be kept longer
- An electronic spreadsheet is also kept and updated with all the keys that are out and is updated to show when a key is returned as well.
- An inventory of all keys is taken yearly.

FedEx/UPS Shipments
- SPES has accounts set up for both FedEx and UPS that faculty and staff can use to send out and receive packages as needed for business use.
- When preparing a shipment please include a fund number to reference to charge your individual shipping charges to.
    o Packages need to be fully prepared to be sent out, to the point where they are sealed up and all that is needed is a shipping label.
- Packages can be delivered directly to the person's office if they choose or they can have their packages delivered to the SPES Business Office (Smyth 330) to ensure that someone is around to receive packages.
    o When a package is received in the SPES Business Office the faculty/staff will be notified by e-mail that they have a package available to be picked up.

Fixed Assets/Surplus
- Receive and review monthly reports from the fixed assets team of equipment that has moved in and out of org 001300.
- Keep Banner inventory database up to date of any equipment being moved in/out of the org.
    o Update needed if moving equipment from one org to another org.
    o Update needed if changing the custodian or location of equipment within org.
    o Remind Controller (Fixed Assets) to come and tag equipment if they forget.
- Inventory audit of all equipment with a VT barcode is done every 2 years.
- Help direct faculty/staff when items need to be sent to surplus.
- University Contact: Becky Saylors – saylorsb@vt.edu

Team B: Payment, purchasing, Operations, & Fixed Assets
Tetyana Early, etetyana@vt.edu

1) **VT FOUNDATION Payments & Reimbursements:**
   - Request for Payment Form needs to be completed in DEPART:
     https://www.vtf.org/media/forms/payment_request.pdf
   - The form must include: Foundation fund number to be charged; Signature of an Authorized fund User; Vendor name/ Address and Tax Identification number if for an individual; Business Purpose; Departmental contact and phone number.
   - Following is a list of information concerning payment requests (State or federal law regulations require most of this information):   https://www.vtf.org/content/request-payment
   - **Mail to:** VT Foundation Accounting Office, 902 Prices Fork Road, Suite 4500, MC 0354.
   - Questions regarding this form should be directed to the Foundation Accounting staff at 231-2858.

2) **Establishing a New HOKIEMART Users:**
   - Fill out HokieMart Access Request Form: https://www.procurement.vt.edu/hokiemart/forms.html
   - How to gain access to HokieMart and sign up for HokieMart Training:
     https://www.procurement.vt.edu/content/dam/procurement_vt_edu/hokiemart/GainAccess.pdf
   - **Return completed form to:**   Cammie Tucker, The Controller's Office, MC 0312.
   - Notify new HokieMart Users about available HokieMart Trainings (Requestor, Receiver, and Approver).   Visit the UOPD website to register at http://uopd.vt.edu/.
     Please note: **The same employee cannot be assigned as Approver and Receiver functions due to segregation of duties.**

3) **HOKIEMART Purchasing:**
   Requestor's User Guide could be found here:
   https://www.procurement.vt.edu/content/dam/procurement_vt_edu/hokiemart/userguides/requestor.pdf
   - Department Purchasing Delegation has been raised Up to and including $10,000, effective July 23, 2018:
     https://www.procurement.vt.edu/deptdelegationFAQ.html
   - Raised Purchasing Delegation for Campus Departments to $10k.
   - Punch-out Vendors/ Suppliers:
     - The Punch-out contract suppliers are linked to HokieMart through direct access to their websites.
     - These suppliers are familiar and have been preferred suppliers in the past. Punch-out suppliers should be used whenever possible (with the exception of University Forms)
     - The purchasing authority has been capped at $20,000 for computer technology suppliers.
     - Computer orders equal to or over $20,000 will be directed to and processed by Computer Purchasing. For more information related to this topic see: http://www2.ita.vt.edu/purchasing/index.html
   - List of Vendors that do not accept Hokiemart orders:
     https://www.procurement.vt.edu/hokiemart/xvendors.html
   - HokieMart Contact/ Help Desk Information:
        Email: hokiemart@vt.edu
        Phone: (540) 231-2020

4) HOKIEMART Payments & Reimbursements:

- **Adding a New Vendor/ Supplier:**
  https://www.procurement.vt.edu/content/dam/procurement_vt_edu/hokiemart/quickguides/QG%20Adding%20a%20New%20Vendor%20or%20Supplier%2001.15.2014.pdf
  Please note: **A new vendor/supplier can be an individual or a corporate entity.**

HOKIEMART forms of payments:

- *Reimbursement Request:*
  o The Reimbursement Request form is used to reimburse Virginia Tech faculty/ employees/ students for non-travel items/services up to $2,000.
  o To reimburse an individual not affiliated with Virginia Tech, use the Non-Catalog form.
  o Entertainment and recruitment expenses in the Blacksburg area or other official station may also be processed on the Reimbursement Request form.
  o The original Reimbursement Request form must be printed, signed and sent to the Controller's Office, MC (0312) for payment.
  o Please see instructions below for additional requirements:
  https://www.procurement.vt.edu/content/dam/procurement_vt_edu/hokiemart/quickguides/QG%20Reimbursement%20Request%2001.15.14.pdf

- *Non-Catalog Item:*
  o The Non-Catalog Item form allows users to purchase items that cannot be handled through the Hosted Catalog, Punch-outs, Direct Pay or Reimbursement Request form:
  https://www.procurement.vt.edu/content/dam/procurement_vt_edu/hokiemart/quickguides/QG%20Non%20Catalog%20Item%2001.15.14.pdf

- *Direct pay:*
  o Direct Pay is used only for item(s) explicitly listed on the **Direct Pay Policy - University Policy 3220:**
  https://policies.vt.edu/3220.pdf
  o **Controller's Office Procedure 20310a: Business Meals and Refreshments:**
  https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/accountspayable/20310a.pdf
  o **Policy 3006: Catering Policy:** https://policies.vt.edu/3006.pdf
  o Honoraria, fees for speakers, lecturers, writers, and artists. For honoraria payments over $500, the faculty sponsor should submit a note of justification. No honoraria, speaker fees or other payments can be made under this provision to any Virginia Tech employee in any amount.
  o Questions concerning the use of Direct Pay Form and payment categories: Bettina Simerly at bbsimer@vt.edu, 540-231-8616.

- *ISR (Interdepartmental Service Request):*
  o *ISR form* is used to process orders to all university suppliers and Service Centers listed on the drop-down menu of the form. Service Centers/Suppliers are added on a continuous basis:
  https://www.procurement.vt.edu/content/dam/procurement_vt_edu/hokiemart/Internal_Vendor_Listing.pdf
  o When entering ISRs for suppliers in HokieMart who are official University Service Centers, the account code on all transactions must always be **1244R.**
  o For Departmental Software Purchases, please follow instructions how to purchase software:
  https://itpals.vt.edu/softwarelicensingcenter/deptsoftware/howtopurchase.html

- o Departmental Software List & University Account Codes listed here: https://itpals.vt.edu/softwarelicensingcenter/deptsoftware/deptswind.html
- o If you have questions, please contact Stacy King at 231-8624 or at kings@vt.edu
- o **CALS Extension Distribution Center**- Poster printing is available for University faculty, staff and students. Orders should be processed as an ISR in HokieMart. Please allow **2-5 business days** for completion. Posters can be picked up from the distribution center, located at 3120 Commerce St, Blacksburg. Business hours are Monday-Friday, 8 am-5 pm (closed noon-1 pm). Please call in advance to make sure your poster is ready to pick up. https://it.cals.vt.edu/CALS_Poster_Printing.html

- o **Hokie Print-** Squires Student Center, Ste. 125, staffed M-F 8am-5pm, offer lLarge format printing of interior and exterior banners and signs up to 64 inches wide. Initiate through ISR in HokieMart, must be paid first. Questions – call Russ at 231-2758 if you have questions. His E-mail is hokieprint@vt.edu https://www.printing.vt.edu/hokie-print.html Private shops – only go here if you have permission from Print Services.

5) **HOKIEMART Receiving:**

The Receiver verifies receipt of goods/services. All or part of the order may be received depending on delivery (backorders, damaged goods, etc.). After the electronic receipt process is completed, the Controller's Office will complete the payment process. **Receiver's User Guide** could be found here: https://www.procurement.vt.edu/content/dam/procurement_vt_edu/hokiemart/userguides/receiver.pdf

- Before performing a receiving action, check the PO History to verify that the PO has not been received already.
- **Prepayments/ Reimbursements do not need** a receiving action. However, paperwork must be sent to the Controller's Office. This will prompt the Controller's Office to process the payment.
- Prepayments, Interdepartmental Service Requests (ISRs), Interdepartmental Print Requests (IPRs), and Travel Agency Authorizations (TAAs), **do not require** a receiving action. The service provider processes the charge electronically in Banner or forward electronic charge file to the Controller's Office.

6) **SPES Copiers (Supplies, Issues, General Operating Help):**

- *Smyth & Price Hall:* The copiers are managed by Virginia Tech's own Copier Management team, and the equipment is provided by Ricoh, USA. Ricoh is a leading provider of digital office equipment with over 40 percent of all higher education institutions in the United States.
  - o For General Inquiries, please e-mail Copier Management Team at: cmp@vt.edu or call: 540–231–1622. Brett Bolinsky, Manager: bolinsky@vt.edu or 540-231-3815.
- *Saunders Hall:* Konica Minolta Printer is managed by Virginia Business Systems. Edwards/Virginia Business Systems has been in business for over 60 years, making it one of the oldest independent dealers in the country. Customer Support: 1-800-282-7326. To report issues, e-mail: dispatch@edwardsbusiness.com

7) **SPES Mail:**

- o Mail carriers drop off and pick up mail at Smyth Hall before 11AM each day; 2PM at Saunders & Price Hall.
- o Each piece of mail sent to the Department Mail Office without a mail code should have a completed transaction card attached to expedite processing: https://mailservices.vt.edu/content/dam/mailservices_vt_edu/usps-transaction-card.pdf
- o Once printed, type or print your organization name (SPES), organization number (001300), and index or Banner fund number on the appropriate lines.
- o Transaction cards are used to identify and charge for services required by departments. Transaction cards should be completed for all mail requiring postage.
- o Virginia Tech interdepartmental on-campus mail does not require postage.
- o For questions concerning a Departmental Mail Services, call 540-231-6909 or e-mail: mailservices@vt.edu

Team B: Payment, Purchasing, Operations, & Fixed Assets
Meagan Sparks, mnsparks@vt.edu

P-Cards

- Faculty and staff can request a University Issued p-card through the main office.
- Applicant must successfully pass the p-card test; complete the P-Card Employee Agreement form and return the form to the main office. A p-card will be issued in 2-3 weeks.
    o P-card receipts can be scanned or a picture of the receipt can be taken. Original receipts should be turned into the main office as soon as possible.
- P-cards statement must be reconciled and in the Controller's Office by the 10th of each month.
- University contact: Debra Reed (dbales@vt.edu or 231-8548).
- P-card information can be found at https://www.procurement.vt.edu/departments/pcard.html.

HokieMart Receiving

- Notify main office as soon as possible when line items are received on HokieMart POs. Ways of notifying the main office are listed below.
    o Bring packing slips (include the receipt date) to the main office.
    o Add a comment on the PO and copy the main office.
    o Email main office with PO number and receipt date.
    o Notify main office if line items are returned (include the PO number, line item being returned and return date).
- University contact: HokieMart (hokiemart@vt.edu or 231-2020).
- HokieMart information can be found at https://www.procurement.vt.edu/hokiemart.html.

Checks

- Field Testing checks should be mailed to the main office with the Funding Information Form.
    o If the Principal Investigator receives a check, the check and supporting documentation should be delivered to the main office as soon as possible.
    o College contact for field testing checks: Lesley Mitchell (lesleyg@vt.edu or 231-6986).
- Gift Accounting checks should be delivered to the main office as soon as possible.
    o Contact for gift accounting checks: Meagan Graham (mgraham1@vt.edu or 231-2851).

Team C: Human Resources
Judy Fielder, jfielder@vt.edu

Hourly Wage/Payroll (student wage, work study, em hire, sporadic hire), 1,500 hourly wage [once completed by Laura]

All new hourly wage employees must complete the Employee Hiring Packet which includes – P117, P-12W, Instructions for Online I9 submission, List of Acceptable Documents for completion of the Online I9, Online Tax Forms, Direct Deposit, Selective Service, Proper Use of State Vehicle, Department Checklist.
Former hourly wage will only need to complete bits and pieces of the Employee Hiring Packet if less than a year worked.
Before start of hourly wage job, individual must meet with Fielder to go over the Timeclock Instructions.
Email reminders are sent to supervisors for timeclock approvals for each payroll period. An email is also sent to hourly wage to make sure all hours in timeclock have been submitted for respective work period.
Confirm Timecard entry verification to Payroll Summary and make note of any incorrect hours and/or accounts being charged after final export to payroll.

Leave reporting (CY appointment, AY appointment [LP6 and LP12], Staff appointment

Send monthly reminders on the 10th for submission of leave reporting. Website for submission of leave reporting – https://webapps.es.vt.edu/leave/
Submission deadline is the 16th of the month. Emails will be sent to respective individuals on delinquent submissions.

Room reservations – requests received by email and list on the electronic calendars

Price Hall – 407 and 420
Saunders Hall – 301A and 403
Smyth Hall – 246 and 337

Accident reporting

Accident must be reported as soon as the accident happens. Accident report form is accessed via https://froi.yorkrsg.com once meeting with Fielder is complete.
Additional accident contacts are Teresa Lyons (tlyons@vt.edu) and Donna Kelly (dlkelly@vt.ed) as well as Robin Miller (rmmiller@vt.edu)

Mobile Communication Device Requests

As of December 2019 – the MCD requests do not require renewal. Changes are only needed – i.e. account to charge, phone plan, or if a NEW request is needed.

Team C, Human Resources, snorman@vt.edu
& Administrative Assistant to the Director
Sheila Young

SPES Employees: All employees are welcome to contact me to gain access to the Director.   In addition, don't hesitate to contact me for additional explanation of any of the duties listed in this SOP.

- Executive Assistance
    o Main goal is to lighten the load for the Director
    o Meet regularly with the Director to determine how to best assist. Maintain confidentiality.
    o Gather any information relevant to the issue at hand in order to help problem solve.
    o Work to implement the Director's vision.
    o Act as a liaison to carry out various administrative functions promptly and professionally.
    o Determine the appropriate course of action, referral, or response. Maintain electronic records that can be retrieved when needed.
    o Schedule meetings using Doodle or other software and ensure meetings are accurately posted. Provide a gateway and gatekeeper role, creating win-win situations for access to the Director's time and office.
    o Accurately maintain the Directors calendar using Outlook
    o Clearly communicate on behalf of the Director to the School personnel via E-mail, phone txt, or in person.
    o Write documents, correspondence, complete forms, and sign on behalf of the Director as needed. Draft documents as assigned for review.
    o Handle travel plans for the Director.
    o Promotion and Tenure.   Responsible for Section II. Work with Director and SPES P&T Chair
    o Executive Assistant Contacts*:* Dr. Michael Evans, Director; Dr. Wade Thomason, Associate Director, Extension (wthomaso@vt.edu); Dr. Ben Tracy, Associate Director, Undergraduate Programs (bftracy@vt.edu); Dr. Eric Beers, Associate Director, Graduate Programs; Ms. Crystal Tawney, Executive Assistant to the Dean (cdtawney@vt.edu); Mr. Steve Kleiber, Assistant Dean of Finance and Administration (kleiber@vt.edu); Ms. Stephanie Brown – Director of HR CALS (brown2sl@vt.edu); Ms. Beth Ebel, Director of Finance (eebel@vt.edu); Ms. Karen Barnhart, Human Resources Transaction Coordinator (karend@vt.edu); Scott Shetrone, Infrastructure and Support Services Manager (scott.shetrone@vt.edu); Tom Pridgen, Latham Manager (tpridgen@vt.edu)
    o University Policies – https://policies.vt.edu
    o Departmental Business Management Guide - https://cafm.vt.edu/businesspractices/conductstand/dbmg.html

- Maintain listservs
    o Using Google Groups, maintain each of the following listservs as employees are hired and terminated. Other than tenure-track/collegiate, work with HR Team to determine the employee's status. Maintain the following work groups:
        ▪ spes-instructors-g@vt.edu (only those with instructor title)

- - - spes-off-campus-faculty-spes---tenure-home-g@vt.edu
- - - spes-p14-g@vt.edu
- - - spes-research-Faculty-listserv-g@vt.edu
- - - spes-staff-employees-g@vt.edu
- - - spes-ap-faculty-g@vt.edu (all AP faculty)
- - - spesallsalaried-g@vt.edu (all salaried on and off campus)
- - - Spes-facultymeeting-vote-g@vt.edu (all are REGULAR not restricted faculty and instructors)
- - - spes-business-office-g@vt.edu (13 business office employees)
- - - Spes-tenuredtenure-track-faculty-g@vt.edu (tenured and tenure track faculty)
- Communication:
  - I use the following listservs as needed, but they are maintained by others
  - o ensc-undergrads-g@vt.edu (Jen Stewart)
  - o hort-undergrads-g@vt.edu (Jen Stewart)
  - o Css-ugrads-g@vt.edu (Jen Stewart)
  - o Spes-grad-g@vt.edu (Cris Thompson)
- How to Create a Google Group

  Sign **in** to **Google** Groups.
  Near **the** top left, click **Create** group.
  Enter info and choose **settings** for **the** group.
  Click **Create**.

  Create a group & choose group settings - Google Groups Help
  https://support.google.com/groups/answer/2464926?hl=en

- Create Polls using Qualtrics
  - o Use for voting, to retrieve other information. Ensure integrity of the poll.
- Use Google sheets and other methods to gather data for projects

- Human Resources
  - o I hire Tenure Track or Collegiate Faculty, other employees as needed; Steps listed at the Resource Guide; Transaction Support; Application Support
    - (access must be given from CALS HR) Handle all aspects of interviews and agendas.
  - o Moving & Relocation
    - https://www.controller.vt.edu/content/dam/controller_vt_edu/ledger/2018/September.pdf
  - o International Support Services (visas etc.)
    - https://iss.vt.edu/   I compile and submit paperwork for various visa types for tenure track and collegiate faculty
  - o Online I-9
    - https://www.controller.vt.edu/resources/payroll/onlinei9.html

- o PageUp (must log in and 2-factor)

  hokies.dc4.pageuppeople.com/HiringManagerDashboard?

  o Labor Redistributions (used to change retroactive funding; mainly used occasionally for salary savings in this position.
    - https://www.controller.vt.edu/resources/payroll/laborredistributions.html
  o Banner 9 (large university database)
    - https//www.banner.vt.edu
  o Legacy Web reports (used for HR and some finance)
    https://webapps.es.vt.edu/webreport/submit
- Online systems to have a working knowledge of
  o Chrome River
    - https://www.controller.vt.edu/resources/travel/chrome-river.html
  o Hokiemart
    - https://www.procurement.vt.edu/hokiemart.html
  o Timeclock
    - https://www.controller.vt.edu/resources/payroll/timeclock.html
  o Other Important Links
    - Account Code Listing
      o https://www.controller.vt.edu/accountcodes.html
    - Protecting Sensitive Data
      o https://security.vt.edu/resources/sensitiveinfo.html
    - Payroll
      o https://www.controller.vt.edu/resources/payroll.html
    - Travel
      o https://www.controller.vt.edu/resources/travel.html
    - Procurement
      o https://www.procurement.vt.edu/
    - Office of Sponsored Programs (especially for rates/fringe)
      o https://osp.vt.edu/resources/rates/fringe-benefits.html
  o Facilities – allocate office space and maintain a database.
  o Contact Lists – Using Legacy Reports or Microstrategy, create, maintain, and regularly distribute to SPES contact lists of all faculty and staff
- Events
  o Plan, coordinate, and carry out the following events and others as assigned.
    - Donut Tuesdays
      - Purchase needed supplies and food, line up speakers/presenters, send reminders as needed.
      - Fall and Spring Receptions/Picnics. Plan the picnic and coordinate with Social and Awards Committees. Purchase retirement gifts, etc. as needed.
      - Help coordinate birthday celebrations among business staff to promote positive work environment
      - Any other event as assigned.

- Salary Savings
    - Calculate savings from a PI's grant to use in place of the state salary dollars. Funds must be changed in Banner to make this happen. Savings are kept within SPES. It is the responsibility of the PI to let me know when the PAN arrives in order to make this happen.
- Continual Training
    - Participate in all trainings and look for new ways to work smarter instead of harder.
        - https://nli.tlos.vt.edu/programs/Lynda.html

Team C: Human Resources
Patty Mitchell, pmitchel@vt.edu

HIRING RESEARCH FACULTY AND STAFF

1. Submit an email to a SPES Human Resources staff member to request a new hire or to fill a vacancy. Include the following information:
   - job title and list of each job responsibility, including the percentage of time for each responsibility. Note: the percentage of effort for the responsibilities will need to be 100% even if the position is less than full-time.
   - proposed initial salary range
   - fund number(s) (if the funding is split, provide the percentage for each fund number)
   - proposed start date
   - is the appointment restricted?
   - is the appointment for a calendar or an academic year?
   - is the job ad to be restricted to only internal candidates?
   - is a driving conviction check required? (A criminal conviction check is mandatory.)
   - provide a list of names/contact information for search committee member

   Websites and helpful references:

   Types of faculty, staff, hourly and student wage positions and descriptions as well as employment terms are listed at https://www.hr.vt.edu/jobs/prospective-employees/position-types.html.

   Descriptions of official Research faculty ranks - https://www.research.vt.edu/hr/research-faculty/faqs.html

   Initial Proposed Salary Range. The initial proposed salary range may be adjusted after review by CALS HR or the Virginia Tech Office for Equity and Accessibility to ensure hiring equity. https://faculty.vt.edu/faculty-handbook/chapter02.html

   For all staff and non-student wage positions, Commonwealth of Virginia's Classification and Pay Structure https://www.hr.vt.edu/compensation-performance-management/classification.html.

   Calculating Fringe Benefits (FICA, workers compensation, unemployment compensation, medical insurance, group life insurance, retirement, fee waivers, and educational leave). https://osp.vt.edu/resources/rates/fringe-benefits.html. Part-time employees may receive fringe benefits if their work effort is at least 80%.

Search Committee Appointments: to be eligible to serve on a search committee, an employee must have completed the Search Committee Charge Workshop within the last two years and have authorization to use Page-Up software. To register for the charge workshop, contact Melissa Thomas via phone at 540-231-5368. (To verify whether your last workshop training is still valid, log into Hokie Spa, select "Hokie Team," and view the "Employment Information" page. The completion and expiration dates are listed under "Training Dates" at the bottom of that page.) To obtain authorization to use PageUp for search committee members, contact the Office of the Director of SPES. Once authorization is approved, PageUp can be accessed at okies.dc4.pageuppeople.com. After providing the username and password and the duo authentication, the dashboard for PageUp will populate. Instructions on how to proceed to rate the applicants, etc. is provided in PageUp under the Search Committee link.

2. Approval Process for Position Request: Once all of the information is provided to a SPES HR member, it will be entered into Page-Up and routed through the appropriate channels for approvals. When the Search Committee has decided on a candidate to recommend for hire, a recommendation is made by the Search Committee Chair to the Dean's Office via Page-Up.

A note on International Hires –

International hires require an approved visa and since there are many different types of study/work visas with various requirements and restrictions, no verbal or written offers should be made to an international hire until the SPES Human Resources Office is contacted and allowed to review the requirements for the individual's visa.

3. Job Offer - After the Office of the Dean approves a candidate to be hired, the chair of the search committee can make a verbal offer to the candidate. When the candidate has accepted a verbal offer, inform the SPES HR staff member.
4. The SPES HR staff member will initiate the Terms of Faculty Offer Letter and the onboarding process which includes a conviction check and a driving check if necessary for the position. A link will be sent to the new hire's email address for onboarding processes.

Additional references for faculty or staff appointments can be found in the faculty or staff handbook
https://www.provost.vt.edu/content/dam/provost_vt_edu/faculty_handbook/faculty_handbook_pdf_14-15.pdf

https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html

EXTENDED APPOINTMENTS AND EXTENSIONS OF EXTENDED APPOINTMENTS

Faculty members on an academic year appointment can extended their base 9-month contract to a 10-, 11-, or 12-month contract as described in university policy 6200.

       For the initial change of an appointment contract, complete the Request for Research-Extended Appointment form and submit to SPES Human Resources.

       To renew or modify an existing research extended appointment, complete the Request for Extension of a Research Extended Appointment and submit to SPES Human Resources.

       The faculty member must sign the form at the bottom and bring it to the SPES HR office for the form to be submitted on their behalf. The SPES Finance Office will verify and encumber the available funds prior to the P3A being completed by SPES HR and obtaining university signatures of approval.

RESEARCH FACULTY RE-APPOINTMENTS

The procedure for faculty reappointments is outlined at: https://www.hr.vt.edu/hiring-employee-transactions/transactions/reappointment.html

The supervisor will receive an email from SPES Human Resources when the continuation of employment or reappointment of a research faculty member needs to be reviewed.

RESEARCH FACULTY PERFORMANCE REVIEWS

An email with procedures, forms, and deadline information is sent to all faculty under performance review. Reminders of the due date are sent periodically prior to the deadline, and questions about the procedure for performance reviews are responded to in a timely manner.

Virginia Tech uses an electronic faculty activity data system (EFARS) for performance management. The system is used to collect and manage information about research and scholarship, creative works, teaching, extension, outreach, and service activities. This system automates the production of annual faculty activity reports, promotion and tenure dossiers, and CVs, as well as department, college, and university level reports.

The University issues guidelines on the amount of merit increases and ranges annually. https://www.research.vt.edu/hr/research-faculty/salary-adjustment-guidelines.html

PAYMENT FOR WINTER SESSION – (P-14)

Faculty participating in study abroad or on-line programs during Winter session are compensated following guidelines issued by the university annually. If insufficient enrollment is achieved, the

course will be dropped from Winter Session offering. https://winter.vt.edu/courses/winter-dates.html

VISAS

SPES HR works closely and directly with the Virginia Tech International Support Services (ISS) office to adhere to all regulations regarding obtaining, extending, or transferring visas. Requests for visas that will be sponsored by SPES, and all the associated paperwork, will be processed and submitted directly by the SPES HR office staff by faculty. General information about visa types can be found at: https://iss.vt.edu/AboutISS.html, however, any specific requests about visas or for processing paperwork, will be brought directly by SPES faculty and staff to the SPES HR office for coordination.

Team C: Human Resources
Sally Shupe, sashupe@vt.edu

Checking out Vehicles
Admin Office Representative: Sally Shupe
-   ALL drivers must have a valid driving license and submit a signed FS-2 form (Proper Use of State Vehicles) form before travel takes place. Drivers must be employed by the university or receive specific authorization to use a state vehicle (e.g. Students, Grad students, visiting scholars as authorized by their supervisors).
-   Smoking in a state vehicle is prohibited.
-   Cell phones, blackberries, smartphones, or other electronic devices must be operated via a hands-free device. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion. Use of two-way radios and related mission-essential equipment for emergency response vehicles will be governed by departmental operating procedures.
-   SPES has 4 departmental Vehicles
    o   2010 Chevrolet Impala Sedan (kept at Glad Road Research Facility)
    o   2004 Ford Expedition SUV (Kept at Price Hall Lot)
    o   2017 Toyota Tacoma Truck with covered bed (kept at Glad Road Research Facility)
    o   1998 GMC Sierra Truck with covered bed (Kept at Price Hall Lot)
-   To place a reservation, email the following information to the Admin Office Representative:
    o   *Dates requested*
    o   *Specific vehicle requested or type of vehicle needed &*
    o   *Intended destination/s*
    Admin Office Representative will make Outlook Calendar reservation and email a confirmation.

-   Keys may be checked out from the business office in 332 Smyth.
-   There is a petrol log in each vehicle. Make sure to record mileage and all petrol refuels in this log.
    o   Per department policy, petrol must be paid for by the driver and reimbursed through Chrome River travel system. Be sure to keep all petrol receipts for reimbursement through Chrome River travel system.
    o   Vehicles should have full tank when returned. If you check out a vehicle with a less-than-full tank or if any damage is observed, please let the Admin Office Representative know.
-   Please let the Admin Office Representative know if oil change or any other maintenance is needed.
-   In case of vehicle accident or damage, call the state or campus police first. Then check in the glove box for the vehicle accident report (also found at
    https://risk.controller.vt.edu/content/dam/risk_controller_vt_edu/forms/Auto_Accident_Report_Form.pdf) .
    Please fill out the form completely, sign it, and send it to the Admin Office Representative and to the Office of Risk Management (MC 0310)
    o   Accidents or damage to state vehicles shall be reported as required under the Risk Management procedures at http://risk.controller.vt.edu/vi/vehicles.html.
-   Policy 5500

Reporting for State Vehicles used for Farm/Lab
Admin Office Representative: Sally Shupe

- Federal and state requirements mandate that all university vehicles must have their mileage, fuel, and maintenance reported annually. Vehicles without current information entered prior to the deadline will be considered in violation of University Policy No. 5500.
- Departments must demonstrate a need for their state vehicles by achieving a minimum number of miles annually or risk having to dispose of the vehicle.
- Minimum Mileage Requirement:
    o Passenger vehicles need to travel a minimum of 10,000 miles annually.
    o Non-passenger vehicles need to travel a minimum of 1,000 miles annually.
- Policy 5500

Hiring P-14 (Part Time Faculty Wage)
Admin Office Representative: Sally Shupe
The Adjunct and Wage Faculty Payment Process (P14) is typically used to compensate faculty members and staff employees, when hired as wage faculty, for professional services performed in support of instruction or research on a part-time, temporary basis. A stipend amount is paid on a per pay period basis over the course of the work or as a one-time payment, as appropriate. Wage faculty payments are only appropriate for the types of work that would qualify as exempt executive, administrative, or professional duties under the Fair Labor Standards Act (FLSA) and are not duties normally performed by staff employees.
- Conviction and/or driving checks - University policy 4060 requires conviction and/or driving checks based on job duties or departmental requirements. Check with your senior management or the Department of Human Resources to determine if a conviction/driving check is required. The results of the check must be completed and reviewed by the Department of Human Resources before the adjunct faculty begins work.
- Max workload on a P14 appointment is 0.725 FTE or approximately 29 hours or less per week. Appointment in excess of 29 hours per week may result in the employee becoming full-time and eligible for health care benefits under the Affordable Care Act.
- The hiring faculty member is responsible for writing a formal offer letter identifying job responsibilities, pay per hour or per project, and anticipated end date based on performance, continuing need, and budget.
- The Employee must sign a P12 (Wage Employee Biographical Information Form), W4 (federal tax form), VA4 (state tax form), and must submit a copy of their social security card for payroll, and set up direct deposit through Hokie Spa. The Employee must also complete the I-9 employment verification with the Admin Office Representative. Male employees must complete a Selective Service form.
- Policy 4296

Hiring Advertised Wage Employees
- Any member of the search committee must have completed a Charge Workshop prior to participating in the search process. This certification is valid for 2 years.
- You will need to obtain approval from the director and verify funding for the position before it can be posted.

- The position description must be updated before the job can be posted- this can take up to two weeks.
- The candidate pool must be approved before candidates are invited to interview.
- The search committee chair is responsible for completing a screening matrix on all candidates.
- The job offer and pay amount must be approved by SPES HR and CALS HR prior to the offer being made to a candidate.
- This hiring process can take as much as 50 days in total and consists of:
    o Advertising and Sourcing Candidates
    o Screening Candidates
    o Phone Screening/Interviews
    o Reference Checking and offer
    o Conviction check and acceptance.
- The Employee must sign a P12 (Wage Employee Biographical Information Form), W4 (federal tax form), VA4 (state tax form), and must submit a copy of their social security card for payroll, and set up direct deposit through Hokie Spa. The Employee must also complete the I-9 employment verification with the Admin Office Representative. Male employees must complete a Selective Service form.
- Policy 4000

Volunteers
Admin Office Representative: Sally Shupe
- The supervising faculty member is responsible for writing a volunteer invitation letter identifying job duties, and length of volunteer period, special requirements, supervisor, and any other information relevant to the volunteer. The volunteer and sponsor should both sign this letter.
- Volunteers must work with SPES HR to request a sponsored PID. This process may take up to a month. IT and SPES HR will then contact the volunteer with a temporary password and further instructions on gaining Lab-specific computer and network access.
- Policy 4330

Visiting Scholars J-1 Category
Admin Office Representative: Sally Shupe
University Contact: Belinda Pauley, International Support Services
- The faculty member should submit the following to the Admin Office Representative
    o Color copy of Scholar's passport biographical page (and any dependents traveling with scholar)
    o Scholar's email address
    o Scholar's curriculum vitae
    o Proposed dates of visit
    o Disclose scholar's source of funding, and letter of funding in English
        ▪ If funded by any VT source, faculty member must draft employment offer letter (see P-14 process)
    o Formal invitation letter from faculty member to scholar stating their dates of visit and duties while at VT
    o Previous DS-2019s if the visiting scholar has visited the US previously
- Faculty member submits OESRC Export Compliance Review by going to https://www.research.vt.edu/oesrc/international-visitors.html and clicking on "Log into our webform"

- A conviction check must be completed for all visiting scholars
- English Language Proficiency requirements must be met for all scholars from countries whose official language is not English.
    - o Usual method is Skype Interview with Language & Culture Institute
    - o See https://lci.vt.edu/testing/j-1.html for more Info
    - o Contact person: Eric Moore
- A $100 processing fee must be paid per visiting scholar and for each Dependent (J-2) visa.
    - o The department will cover the fee for ONE J-1 visa fee per faculty member.
    - o The fee must be paid from either Overhead or E&G funds.
- The faculty member must then sign the completed ISS visa request form.
- Upon arrival, the scholar must check in with Belinda Pauley at ISS and the Admin Office Representative to complete paperwork associated with visit.
- The entire process takes a minimum of 4 months before start date
- Total allowable length of stay:
    - o Student Intern: Maximum 12 Months
    - o Short Term Scholar: Maximum 6 months
    - o Research Scholar: Maximum 5 years
    - o Visiting Professor: Maximum 5 years
- See https://iss.vt.edu/VT-Host/VT-Host-J-1.html for further details

Summer Salary Payments
Admin Office Representative: Sally Shupe
- Faculty will receive emails in the spring regarding summer session calculation procedures and deadlines.
    - o Pay dates for Summer Teaching Sessions are fixed
    - o For research, there are 6 pay periods during summer, faculty can be paid semi-monthly or at the end of their summer appointment.
        - ▪ The faculty member should indicate which pay periods they will be working in.
- The faculty member should also indicate the fund name, fund number and amount to be paid per pay period
    - o Summer Session per pay amounts cannot exceed the academic year per pay amount.
- Policy 2496 3.4

Team D: Student and Instructional Services
Patrick Cornett-McKee, pmckee99@vt.edu

Manage SPES magazine by soliciting information from the School for articles and content for the newsletter by sending out an email asking for content and giving a deadline to submit information. I use publisher software to prepare the newsletter to a pdf file that is then emailed to the School and the Dean's suite and off campus. The newsletter is sent out on the 1st and 16th of the month. Policy is for submission of information from faculty, staff and research to use the word document provided via email from me with instructions for each of the categories of news, publications, grants 10k or more, graduates, and seminars. I give a two weeks' notice deadline date and time I want the information submitted by so I can meet the submission deadline of the newsletter on the 1st and 16th of the month.

Manage SPES website collect information in a word doc format from each disciplinary to give to Alaina Coppa our web designer to prepare our webpage.

Manage SPES TV – pull images from faculty, staff, students, and add our logo with a caption for each photo to display on various TV's in the buildings of Smyth, Saunders and Price Hall using Power Point. Material is downloaded to a jump drive to insert in a display unit connected to the television.

Schedule appointments with faculty to video tape performing their research in the lab and out in the field. Use a software Camtasia to edit the video footage.

Manage SPES social media (Facebook, Twitter, Instagram) accounts (coordinates with information from newsletter) obtain information from faculty, staff, students, and VT News to post regarding our School promoting a good reputable image of what we represent from my desktop or my cellphone.

Manage SPES promotional information in building signage, posters and photos in display cases.

Develop SPES promotional print materials – handouts, flyers, booklets with information regarding our undergraduate and graduate degree programs, clubs, extension, etc. using PowerPoint or Adobe software to design for printing.

Manage door name plates – update and create new door nameplates in the building with our School logo using a Word template.

Other duties assigned by the Director.

Team D: Student and Instructional Services
Karen Drake-Whitney

Grade Change
If you need to make a grade change after grades have been submitted, please email Karen Drake-Whitney at kdrake@vt.edu – include in your email:

- Term class was taught
- ID of student(s) needing the grade change
- What grade to change it to

FERPA
FERPA training is required of every Virginia Tech faculty, staff, wage, and student employee who has access to student data and must be renewed every two years. Online on-demand training is available through CANVAS. Obtaining a 100% score on both modules is required in order to be considered complete. This training is available to everyone; however, users must join the site prior to having access. In order to join the site you must:

1. Go to CANVAS and log in with your Virginia Tech PID and password.
2. Join the FERPA training course by searching for "FERPA" in the course listing.

If you experience problems in joining or accessing the course please contact David Green.

Syllabi
University policy requires units to maintain a current file of syllabi of courses being taught each year. Each semester you will be sent an email requesting to send your syllabus – Jen Stewart maintains them.

Course and Room Scheduling – Timetable
In November/December (for the following fall semester) and June/July (for the following spring semester) of every year you will need to view the recycle report from the year before and make sure the class(es) you teach are listed correctly including title, capacity, day, time, and semester taught. Jen Stewart manages the timetable and will be sending out the email requesting this information. If you have a new class that has been approved please make sure to notify Jen so she can add it to the timetable. If you need to cancel a class, please send that information to Jen.

Force Adding a Student to your Class
If a student asks you to be force added to a class and you approve and capacity allows, please send the student's ID number, initials, and the CRN of your class to Jen Stewart and she will force add the student.

Textbook Orders
Jen Stewart will send an email requesting textbook orders in September and March of each year. Please respond to the email with textbook order information requested for your class.

Student Advising
Jen Stewart does the majority of academic advising for undergraduate students in SPES. If you have a student who needs assistance with advising, please have them contact Jen Stewart at jen2@vt.edu.

Job/Internship postings
If you want to hire a student or you have been sent a job or internship posting from an employer or alum, please send that information to Karen Drake-Whitney (kdrake@vt.edu) and she will send the posting to the student list serv.

SPOTS evaluations
Karen Drake-Whitney manages SPOTS evaluations – if you have a question regarding SPOTS, please start with Jen (kdrake@vt.edu).

Undergraduate Recruiting
Karen Drake-Whitney manages Undergraduate Recruiting. If you would like to participate in recruiting events such as Open House, Hokie Preview, Majors Fair – please contact Karen. If you have a student or parent contact you about SPES majors or wanting to visit campus, please connect them to Karen.

Students wanting to change into major in SPES
If a student asks about changing their major to one in SPES, please connect them with Karen Drake-Whitney. She will go over the major and how courses they have previously taken will count towards the new major.

Student wanting to do Undergraduate Research or Independent Study with you
If you have a student that wants to receive credit for doing undergraduate research or independent study with you, the two of you must fill out the following form: https://www.cals.vt.edu/content/dam/cals_vt_edu/academic-programs/Student-Forms-2019/Undergraduate-Research-Independent-Study.pdf and submit it to Karen Drake-Whitney a few days before the semester starts.

Reserving a room for review sessions – outside of SPES managed rooms
If you want to use a room outside of the ones managed by SPES for a review session or other event, please contact Karen Drake-Whitney and let her know the day, times, and capacity needed and what the reservation is for and she will reserve the room.

Team D: Student and Instructional Services
Sally Shupe, Program Coordinator sashupe@vt.edu

The School of Plant and Environmental Sciences confers master's and doctoral degrees in three program areas of (1) Crop, Soil and Environmental Sciences, (2) Horticulture, and (3) Plant Pathology, Physiology, and Weed Science. The combined graduate program includes more than 77 faculty and averages approximately 110 enrolled graduate students. Graduate program faculty and students are based on the main campus in Blacksburg, as well as the following Virginia Tech Agriculture Research and Extension Centers: Alson H. Smith, Eastern Shore, Hampton Roads, Southern Piedmont, and Tidewater.

Graduate Admissions
Recruiting
- Active **off campus graduate recruiting** (graduate and career fairs, industry, events, conferences) for the upcoming academic year are primarily held September – November of each year.
- Faculty should notify graduate director as early as possible in the current academic year of anticipated lab/program openings in order for director and recruiter to provide assistance in actively seeking out qualified candidates.
- Limited budget **resources are available** to faculty who wish to invite candidates to campus for direct recruitment into their programs. Depending on available resources, meals, lodging, and travel may be supported through the graduate program. Invited candidates must have a completed application on file before request can be considered. Recruitment support requests should be sent to SPES graduate program director (GPD).

Admissions
- **Application fee waivers** may be issued to highly sought candidates ($75 value). Faculty may either pay for the cost through their program resources or request support though the SPES graduate recruitment budget. Waiver requests should be sent to graduate program coordinator (GPC) for review and GPD approval.
    - For select candidates (i.e. McNair Scholar, LSAMP, Peace Corps, Veteran, etc.) the Graduate School offers a **complimentary fee waiver** at no cost to student or program.
- All SPES doctoral and master's programs consider applicants on **rolling admissions**, however interested applicants are encouraged to apply by 12/1 for fall and 10/1 for spring to ensure maximum eligibility. Further information on official Graduate School admissions deadlines for US residents and international applicants may be found here.
    - Applicants must provide within their **application**:(1) CV/resume (2) pdf copies of official transcripts (3) letter of interest (4) email contact information for 3 references (5) GRE scores (no minimum score required, but 300 combined minimum recommended)
    - **International admissions** require same as above, but also require either TOEFL or IELTS with a non-negotiable minimum score.
- Faculty **seeking new graduate students** are strongly encouraged to log in and browse the current applicant pool for potential candidates. If a candidate is identified for program consideration, faculty member must contact graduate program director to request an admissions review conducted by the graduate committee. At the time of the request, faculty must be prepared to provide verification of funds to GPD which provide sufficient stipend and tuition support for the term of the student's enrollment.

Admission Offers
- In addition to the official offer of admission issued by the Graduate School, the program also issues a **SPES level offer letter** detailing program expectations and assistantship details. Prior to delivery, funding details must be verified with GPD. Template letter available by contacting GPC.
- Although there is no set **deadline for acceptance decisions** for candidates interested in Spring enrollment, Virginia Tech abides by the CGS policy allowing for fall candidates to be able to withhold offer acceptance decisions until April 15.

Graduate Assistantships & Funding

- Individual assistantship terms are as follows:
  - Fall: 8/10-12/24
  - Spring: 12/25 – 5/9
  - Summer: 5/10-8/9
- In order to avoid potential breaks in pay or benefits (insurance, comp fee payroll deduction, etc.) faculty are encouraged to extend either academic or calendar year (preferred) contracts to graduate students. Blacksburg supported **assistantship contracts** are executed through GPC's office and approved by SPES budget management. Contract processing follows the timeline below:
  - Fall / academic year / calendar year: June- July
  - Spring: October – November
  - Summer: April

General Eligibility
- Full-time **assistantship eligibility** and tuition support requires a minimum enrollment of 12 hours per semester and 20 hours per week of employment.
- Student must be in good academic standing.
- Students accepted for fall admission must be employed as wage in the summer prior and are not eligible for assistantship as they are not yet enrolled students.

Funding Verifications
- During contract processing term, faculty are expected to provide stipend rates, length of contract, and fund numbers supporting stipend and tuition/fee payment. If student is not enrolled in a SPES degree program, student contact information must also be provided (full legal name and email address). When budgeting, faculty may access the current AY monthly stipend table here. Questions related to fringe and other expenses beyond the stipend rate should be directed to SPES finance office or OSP post-award designate.

Tuition Awards and Remissions
- **Requests for tuition remissions** (TR) must be submitted to School director prior to start of the academic year. Calls for TR needs are issued by the director in late spring-early summer. Faculty are strongly encouraged to communicate requests and provide documentation supporting the requests as early as possible. Tuition remission requests are only requests; they are not guaranteed.

- In state tuition remission awards **must be in proportion to the assistantship FTE** for fall and spring semesters. For example, if a student is funded by multiple sources, the tuition must also be proportionately paid from these sources if tuition is allowed.
- Programs are expected to provide coverage for $**375 ag supplemental fee** as part of the tuition remission award package (for students beginning fall 2018 and later)
- **SPES/CALS Tuition Remissions**
    - May only be used to support assistantships in which **grant explicitly does not provide tuition coverage.** If student is only on the grant for partial term then moved to funds which allow tuition expenditures, the SPES/CALS issued tuition remission will be proportionately adjusted. Faculty with questions regarding grants/funds and tuition remission eligibility may contact GPC or Graduate School Dean of Finance Emilee Hillman emilee@vt.edu.
    - Tuition remissions **cannot be awarded if** students are paid on accounts such as various, field trials, royalties, overhead, or operating funds. If stipends are paid from these accounts, it is expected that tuition awards will be drawn from these as well.
    - **Defending Student Status (DSS) fees:** If paid from a grant, the student must have been previously employed on the grant. Faculty member must contact OSP post award for temporary authorization to award DSS tuition.
        - SPES/CALS tuition remissions cannot be used to offset this cost, however faculty may use various, foundation, or other unrestricted funds to pay this fee if no grant monies are available.

Early Termination of Assistantships
- Students who **terminate assistantship contracts** prior to the end of the enrolled semester are obligated to pay proportional tuition for the term of enrollment not employed by an assistantship agreement. Students may reference signed assistantship contracts for detailed breakdown of student and program financial obligations.

Graduate Teaching Assistantships
- Teaching assistantship assignments **are issued through the GPD office**. Faculty seeking GTA's to support their instruction should contact graduate director with information as early as possible. Requests will be matched with qualified students in available GTA pool in early August for upcoming academic year.
- Graduate students are expected to enroll in the **graduate teaching workshop** prior to or during the term of their teaching assignment. Students cannot enroll themselves and must send an email request to the GPC who will submit registration on their behalf. More information...

Enrollment and Progress

Below is a summary of enrollment and progress policies common to all graduate degree programs within SPES. Faculty and graduate students are encouraged to reference graduate handbooks specific to their degree area for detailed degree related information. Handbooks may be downloaded via the SPES Graduate Student Canvas site.

- In order to maintain **full-time assistantship eligibility**, students must be enrolled in no fewer than 12 hours.
- For graduate students not on 100% assistantships, full-time enrollment is considered 9 hours.

- Enrollment and tuition scales can be found on the [Bursar's website.](#)

Graduate Student Orientation
- [Graduate School orientation](#) is offered twice annually just before fall and spring semesters. Session overview includes expectations in graduate study, available resources, and opportunities for involvement in campus life.
- Due to the varied expectations and requirements among the three program areas (HORT, CSES, and PPWS), SPES group orientation schedules are not held. New students are encouraged to contact GPD and arrange an **individualized orientation meeting** upon arrival during the week prior to the start of classes.

Annual Evaluations
- All students, new and continuing, are expected to organized committee meetings and submit a signed annual performance evaluation to coordinator by May 9. Evaluation forms may be downloaded from SPES Canvas site. Questions regarding evaluations should be directed to the GPD.

Plans of Study
- Plans of study for all degree programs may be downloaded from the SPES Canvas Site. Degree requirements vary depending on program area. Students are encouraged to reference graduate handbook for requisite coursework. Faculty are also encouraged to familiarize themselves with degree requirements.   Signed plans of study should be emailed to GPC. Paper copies are discouraged. Questions may be directed to advisor or GPC.
  - Masters students: Due no later than upon completion of 24 credit hours
  - Doctoral students: Due no later than the end of the second full-time semester of enrollment. For part-time – upon completion of 24 credit hours.

Listserv and Announcements

- Due to the breadth and diversity of SPES graduate areas, the program seeks to keep announcements sent through the SPES graduate listserv to a minimum. However, occasionally the program understands that announcements related to new course offerings, employment opportunities, or similar may be of value to the larger SPES graduate student body. Faculty wishing to share announcements through the SPES graduate listserv are invited to send announcements to the GPD or GPC for distribution.

Important Links

[Management of Graduate Assistantship and Tuition Remission Policy No. 6210](#)

[Graduate Stipend Rate Table](#)

[Information for Departments Managing Assistantships](#)

[Performance/Resignation/Termination of Assistantship](#)

Comprehensive Fee Waivers for Off Campus / AREC Students

Graduate School Contacts

Academic Calendar