Georgia Tech | School of Biology
College of Sciences

Biology Procedures

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Travel **89-97**

Extremely important:

1. For completing a TES for any traveler, please be sure to complete step 4 on page 94. If this step is not completed, the Finance Office will return the expense statement and it must be resubmitted under the initial TAR reference number before it can be processed. Remember, the TAR number and the TES number should always be the same.

2. The Finance Office will no longer receive/process travel receipts. It is the responsibility of the traveler to print off the TES (barcode and associated pages), attach to the receipts and scan to expense@mail.gatech.edu

3. When submitting any receipts to the finance office, please be sure to submit receipts ready to be scanned. They should not be stapled and individual/small receipts should be neatly taped to a sheet of paper (there should not be any receipts taped to the backside of the paper). See additional information below:

   - Pcards- Submit receipts in the order they are listed on the pcard statement.
   - Travel- Submit receipts in the order they are listed on the TES.
   - Reimbursements- Be sure to attach receipts to the Check Request Receipt Form (found in the Finance Office and in the CoS system under the Forms page) and sign that form. If a receipt is for a food expense, an itemized receipt is required for processing.

4. Time Docs are due in the Finance Office in EBB by 4 PM on the Wednesday of the end of the pay period.

Acronyms Key:

- AC: Assistant to the Chair
- AM: Administrative Manager
- FA II or III: Financial Administrator II or III
- FM: Financial Manage
- FSC: Faculty Support Coordinator

Employee Knowledge

Biology Procedure: A-21, ASR, and EWAF

Policy: *(Source: Grants and Contracts, Georgia Institute of Technology)*

The Federal Government's Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR 200) establishes principles for determining costs applicable to grants, contracts, and other agreements between Federal agencies and non-Federal entities (i.e., educational institutions). All Federal agencies that sponsor research and development, training, and other work at educational institutions must apply the provisions of the Uniform Requirements in determining the costs incurred for such work.

As a major research university that manages a large number of sponsored agreements, Georgia Institute of Technology must have financial systems and internal control procedures in place to assure compliance with the terms and conditions of these agreements and State and Federal regulations concerning sponsored programs. One of the most important parts of these procedures involves the documentation and support of the distribution of salary and fringe benefits charges to sponsored programs.

Georgia Institute of Technology policy requires that the preparation of invoices to sponsors be based on the information in the accounting records, including the salary and fringe benefit charges determined by the Plan Confirmation System. In most instances, these billings are issued on a monthly basis. Every invoice must be signed and certified by an Institute financial officer. The signature certifies the accuracy of the charges presented on the invoice for payment in the following ways: they are allowable to the project scope, reasonable and have been incurred within the Period of Performance, and have been incurred according to all Institute accounting policies and procedures.

Unit heads and financial managers (who have been delegated signature authority by unit heads for submission of salary information to the Budget and SPD Systems) are responsible for the accuracy of salary and fringe benefits transactions. This includes confirmation that the salary charges are allowable charges to the designated projects, and that funds are available to support such charges.

Procedures:

1. Each employee is required to view the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR 200) (A-21) "**Personal Services Reporting**" training video which provides training on all associated reporting requirements. To comply with federal funding authorities, all employees must be certified within 30 days of notification from Grants and Contracts so that our good standing with these funding agencies is not affected. If you are working on a project that is subject to this requirement, you will receive an e-mail from Georgia Tech business services indicating that you have been NEWLY identified on GATech's Salary Planning and Distribution System (SPD) and that you must take the "Personal Services Reporting" Training. A link to log-in to the GT Training Registration System to complete this training can be found at **http://grants.gatech.edu/spdPSR_Training.php.**

Instructions:

- Use your GT username and password to log-in to the GT Training system.
- For first time registering for a training course through Georgia Tech, create a profile at the log-in. Since these are free online tutorials, simply enter all 9's where the profile asks for a project #.
- Select "I want to take free online tutorials"
- Search for the "Personal Services Reporting Training" in the box provided

    After completing the tutorial, PRINT AND KEEP A COPY OF THE CERTIFICATE

2. **Electronic Workload Assignment form (EWAF)** – Employees are required to check, print, and keep a copy of your Electronic Workload Assignment form for every month working on a project subject to this system.

- Employees will receive an e-mail with a link to this form every month.
- Check the form to ensure that pay is correct and that employees are being paid from the correct project(s).
- Group's administrative contact or employee's supervisor can assist with identifying the numbers for the   project(s) being worked on.
- If employee identifies any discrepancies, please notify administrative contact or supervisor immediately.
  - Please print and keep a copy of this form <u>every month</u> as in the event of an audit, employee would be required to show a copy of the form for each month

**Please note that employees are ultimately responsible for verifying the accuracy of their EWAF.

3. At the end of July, the employee receives an email notification of their Annual Statement of Reasonableness (ASR) which contains a summary of all of the monthly EWAF statements the employee has received for the fiscal year (July 1st through June 30th).

4. The employee reviews, certifies, signs, and submits for confirmation - which is mandatory.

5. The Financial Manager (FM) reviews all completed and incomplete ASRs for the entire school. FM certifies for those which have been completed.

6. For those which are incomplete, FM continues reminding the employee of the confirmation requirement - deadline for confirmation is the end of August. Failure to complete the confirmation and certification process will result in the termination of employment.

7. For those employees who have left at some point during the year, FM receives a hard copy of the ASR (usually in May). FM reviews and determines appropriate supervisor of the former employee.

8. FM notifies supervisor and requests their signature for confirmation.

9. FM makes a copy of the signed ASR for the school and sends the original to the Office of Grants and Contracts.

Biology Procedure: Auto Use, Accident, and Incident Reporting

1. All employees who have been authorized to use any of Georgia Tech's state vehicles are required to complete the "Process to Authorize Use of a State Vehicle" by taking and passing a State of Georgia driving course, after which the employee will receive confirmation of successful completion.

2. The employee makes a copy of the confirmation and submits to the school's fleet manager who files appropriately.

3. All state vehicles are required to have an identification sticker on the rear of the vehicle which has a vehicle identifier number and a toll free number for others to call regarding inappropriate driving by the driver or inappropriate behavior by the driver or passengers.

4. In order to use the school's vehicle, the employee (driver) submits a request to the fleet manager; the request includes date and time of use, destination, other passengers, and other appropriate information.

5. All Georgia Tech units having vehicles must have a sign-out and sign-in log which documents the driver, time out, destination, and time the vehicle was returned.

Auto Accident:

1. The procedures to be followed in case of an accident in one of the school's vehicles are on a clip board inside each of the vans. The clipboard also includes the insurance information.

2. The driver is instructed of this at the time the van is checked out.

3. In the event of an accident, the driver will conduct the appropriate on-site reporting and compliance requirements.

4. Upon the driver's return to campus, the driver will report and provide documentation on the accident to the Administrative Manager (AM) who will take the appropriate incident reporting procedures.

Auto Incident:

1. An incident report is received by the CoS Dean's Office.

2. CoS provides the AM with the incident report for investigation and response.

3. The AM consults with the fleet manager regarding details of the vehicle check-out (time, date, driver, destination, passengers, etc.).

4. AM informs the Chair of the incident.

5. AM contacts the supervisor and driver to investigate the report details.

6. Depending on specific details of the incident and actions of the driver, the employee may be given a warning or have privileges suspended.

7. In the event of a second incident report, the driver may have their driving privileges revoked.

Biology Procedure: Commencement Scheduling

The volunteer will receive an email from the commencement coordinator (in GT's Special Events office) transmitting the parking permit to be used for parking at the commencement ceremony. (No entry tickets are necessary for volunteers.)

1. Commencement is the annual ceremony where Georgia Tech rewards and recognizes graduating students. Commencement requires faculty volunteers for various commencement day duties (processional, student line-up, etc.). Commencement activities are held on Fridays and Saturdays - Undergraduates have their own ceremony; separate ceremonies are held for the advanced degrees.

2. The CoS Dean's Office selects one school from which faculty volunteers are selected; these volunteers attend one or more of the UG and Graduate ceremonies.

3. The AM coordinates the volunteer assignment process in the school with the assistance of appropriate faculty.

4. The AM submits the volunteer list to the CoS and Event Planning and sends pertinent information to each faculty volunteer.

5. Upon receipt from Event Planning, the AM receives instructions, list of duties, event tickets, and parking passes and distributes to the faculty volunteers. The AM reminds each that, should they not have their own regalia, they must let the AM know so the regalia can be reserved for them.

6. The volunteer will receive an email from the commencement coordinator (in GT's Special Events office) transmitting the parking permit to be used for parking at the commencement ceremony. (No entry tickets are necessary for volunteers.)

7. The AM distributes the regalia to each faculty member shortly before the ceremonies and collects each after.

Biology Procedure: Ethical Behavior Training, Annual Conflict of Interest Training, Right to Know

1. <u>Ethical Behavior Training</u> - Each newly hired GT employee will receive email notification of the mandatory requirement to complete the online BOR ethics training - access this online tutorial through the training link on the Human Resources website (http://www.training.gatech.edu/content/view/page/login).

> Log-in and create a profile in the same manner as indicated in #1 above.

> Once logged-in and select to take the "free online tutorials"

> Search in the box provided for the BOR expectations of Ethical Behavior Training and complete the most recent version available.

> Failure to complete the initial training and annual confirmation will result in employment termination.

2. <u>Georgia Tech Annual Conflict of Interest Training</u> - Employees are required to complete the Georgia Tech Annual Conflict of Interest Training. This must be completed each year.

> Access the Conflict of Interest system at the following URL: https://my.research.gatech.edu/coi/

> Click on Start/Manage Disclosures

> Enter your GT login information (your username is either your initials and a number, e.g., js123, or first initial, last name, followed by a number, e.g., jsmith1)

> Once logged in, click on Start New Annual Disclosure

> Should situations change during the year, employee should document any updates in the system

3. <u>Right to Know Training</u> – Employees must complete (**at a minimum**), the department-wide "Basic Awareness" safety training, and then any other training (links below) as applicable to their group. This training must be completed before access is provided to the lab and must be repeated on an annual basis.

The instructions and links are provided below:

Basic Awareness Training is http://www.usg.edu/ehs/training/rtkbasic/.

RTK Chemical Specific Training: http://www.usg.edu/ehs/training/chemical/

Hazardous Waste Awareness Training: http://www.usg.edu/ehs/training/hazwaste/

DOCUMENTATION: Once the safety training modules are completed, employees will need to do the following:

Once the online module is complete, a certificate will be provided.

Save each (or one) of these certificates as a PDF.

Combine all of the certificates into ONE PDF file.

Email the PDF file containing all of all training certificates to the following address: nena.gray@biology.gatech.edu.

In SUBJECT line, please do the following:

For all Faculty, Research Scientists and Staff, please type the following: RTK2015_Your Last Name. As an example, if George P. Burdell is faculty in the department, he would type in the subject line: RTK2015_Burdell.

For post-doctoral research associates, graduate students and undergraduate students performing research, please type the following: RTK2015_Your last Name, PIs last name. As an example, if George Burdell is doing research with Dr. Terry Snell, he would type in the subject line: RTK2015_Burdell_Snell.

For all first year graduate students that have NOT joined research groups, please type the following: RTK2015_Your Last Name_ First year grad. As an example, if George P. Burdell is a first-year graduate student, he would type in the subject line: RTK2015_Burdell_First year grad.

Please print a hardcopy of the certificates. If employees are in a research lab, these certificates will need to be placed into the GREEN safety binders in their labs. All others should keep a copy of these certificates at their desks.

Biology Procedures: Policy on Flexwork

While the Georgia Institute of Technology's official work hours (hours the Institute is officially open) are from 8:00 am to 5:00 pm (which represents an 8 hour work period and a 1 hour lunch period), Georgia Tech can provide a variety of flexible working arrangements, at the discretion of department, to enable employees to serve customers, meet Institute and departmental goals, and balance personal and professional responsibilities. Participating in a flexible working arrangement is a privilege and not a right. Flexwork should be reserved for those employees who show mastery in their job competencies. It is neither automatic nor transferable; therefore, it is not guaranteed.

Policy

Flexible working arrangements are optional work arrangements that may be discontinued at any time. After consultation with the employee, managers determine the employee's work schedule and the employee must maintain the agreed upon schedule. The employee and / or the department may end the arrangement by providing written notice a minimum of 14 calendar days in advance.

Flexible Working Agreements should be reviewed on an annual basis, and telecommuting agreements shall be limited to periods of no more than 12 months, and after review, may be extended annually in 12-month increments.

Flexible schedules should not cause a non-exempt employee to work overtime or cause any employee to work on existing holidays or conflict with leave allocation practices. Exceptions should be approved in advance by the Chief Human Resources Officer. Occasionally, an adjustment in an employee's work schedule may be required on a short term basis and such adjustments would not be apart of the Flexible Working Agreement.

Policy Terms

Compressed Workweek

A compressed workweek is the scheduling of a traditional 40-hour week into fewer than five full days by adjusting the number of hours worked per day. Two examples of compressed schedules are working four ten-hour days with one full day off each week or working 80 hours in nine days with one full day off during a two-week period.

Flextime

A work schedule with variable arrival, departure and / or lunch times. It is typically designed to enable employees to come in earlier or leave later than the organization's normal hours of operation. This approach enables the department to ensure necessary office coverage, customer service and staff interactions are maintained during the core hours.

Job Sharing

When multiple people share the responsibilities of one regular full-time position within a unit by each working part time.

Telecommuting

The performance of normal work duties at a location away from the conventional or main office. This off-site location is most often the employee's home, but can also be a satellite office or, if traveling, a virtual office. Telecommuting is a privilege and not a right for employees and should be reserved for those with proven expertise. (see separate Telecommuting policy)

Procedures:

For any flexwork arrangement:

1. The employee should first schedule a time to meet with his / her supervisor to discuss the feasibility of a Flexible Working Arrangement.

2. Based on the outcome of the discussion, the employee must complete the Flexible Working Arrangements Agreement and submit it to their supervisor. If the flexible working arrangement being requested is telecommuting, the employee must also complete the Telecommuting Agreement. The department's Human Resources Representative (HR Rep) is available for questions or to provide assistance in preparing the form(s).

3. The supervisor, in consultation with the department's HR Rep, may approve or deny the Flexible Working Arrangements Agreement and, if applicable, the Telecommuting Agreement proposed by the employee, or may recommend an alternate flexible working arrangement. In determining whether to approve or deny the proposed arrangement, the supervisor must consider the organization's goals and should approve the Agreement(s) only if the arrangement permits those goals to be achieved. If the employee and the supervisor do not agree on a flexible working arrangement, the employee will continue to work standard hours.

4. If an arrangement is agreed upon, the supervisor must submit the completed and signed Flexible Working Arrangements Agreement form and, if applicable, the Telecommuting Agreement, to the unit head for final approval. The unit head approving the agreement(s) may wish to consult with the department's HR Rep before making the final decision. Again, if a flexible working arrangement is not approved, the employee will continue to work standard hours.

5. If the arrangement is approved, the supervisor must send the completed and signed Flexible Working Arrangements Agreement form and, if applicable, the Telecommuting Agreement, to the department's HR Rep who will retain the original. The supervisor and the employee should retain copies.

FLEXIBLE WORKING ARRANGEMENTS AGREEMENT FORM

EMPLOYEE NAME (last, first, MI): _____

EMPLOYEE ID: _____ **DEPARTMENT:** _____

EMPLOYEE TITLE: _____

SUPERVISOR NAME: _____

START DATE: _____

END DATE: _____

TYPES OF FLEXIBLE WORKING ARRANGEMENTS

☐ **Compressed workweek**	
<u>Step 1:</u> Indicate type of compressed workweek	<u>Step 2:</u> Indicate your schedule

☐ 10-hour work day for 4 days with one day off per week
 	
☐ 9-hour work day:
 	
   ☐ ½ day off once a week
 	
   ☐ full day off every other week
	What hours will you work?
	
	_____
	
	What is your off day?
	
	☐ M ☐ T ☐ W ☐ TH ☐ F
	
	☐ SAT ☐ SUN

☐ **Flextime**

☐ Flexible start/end times for 8-hour work day:
 	
  Start time: _____ am/pm   End time: _____ am/pm
 	
☐ Flexible Lunch Period
 	
  ☐ 30 minute lunch   ☐ 45 minute lunch

☐ **Job sharing**
Please note that additional approval and documentation may be required for this option. What days and hours will you work? ☐ Monday - Hours _____   ☐ Wednesday - Hours _____   ☐ Friday - Hours _____   ☐ Saturday - Hours _____ ☐ Tuesday - Hours _____   ☐ Thursday - Hours _____   ☐ Sunday- Hours _____ Sharing the job (Employee Name and ID): ____

☐ **Telecommuting**
Please note that the Telecommuting Agreement Form is also required for this option.

1. This document confirms that the Flexible Working Arrangements Agreement between the department and the employee is consistent with Institute policy. Terms of Employment. The employee understands that this Flexible Working Arrangements Agreement is not a contract of employment between the Institute and the employee and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee's supervisor must approve overtime requests (for non-exempt employees) and use of leave time (for all employees).Length of Commitment & Revocability. This Flexible Working Arrangements Agreement will begin and end on the dates indicated above, unless terminated sooner by the employee or employer. Should the employee or employer wish to terminate the agreement before the Flexible Working Arrangements end date indicated above, 14 calendar days advance notice is required. Employees / employers wishing to terminate the agreement in advance should complete a new Flexible Working Arrangements Agreement. Continuation of this agreement is subject to termination at any time if Institute or departmental goals are not being met. Exceptions to the 14 day cancellation may be approved on a case by case basis by the AVP of Human Resources. Availability. Employee agrees to structure his or her time to ensure availability at required meetings or in order to perform assignments as designated by the supervisor that may conflict with the established Flexible Working Arrangements schedule. A department may require that the employee convert back to a 5 days/40 hours schedule during the week(s) they are to be available at required meetings or in order to perform assignments. Holiday Schedule Considerations (while working Compressed Workweeks). Institute holidays are based on an 8-hour day. For this reason, when an official Georgia Tech holiday falls on an employee's 9- or 10-hour workday, only 8 of those hours can be charged as holiday. The remaining hour(s) must be taken as vacation or worked on another day during that workweek. Therefore, as a general rule – employees on a 4-day/10-hour schedule should revert to a 5-day/8-hour schedule for the holiday workweek only. For employees working a compressed schedule of 80 hours in a two-week period, if the holiday falls on one of their 9-hour workdays, they may either use one hour of vacation, work the hour on another day during that workweek or adjust their schedule (revert to a 5-day/8-hour schedule) for the two-week period. Vacation / Sick Leave Considerations (while working Compressed Workweeks). Standard daily work hours (within a compressed work week schedule) will be charged when taking accrued vacation and sick leave. For example, an employee working 4 ten hours days, and having vacation or sick time falling within the compressed work week, will be charged 10 hours.

By signing this agreement, the employee certifies that he / she has reviewed, understands and agrees to abide by the Institute's Flexible Working Arrangements policy, including, but not limited to, specific provisions addressing: (a) work hours and accessibility; (b) performance expectations; (c) revocability of the agreement.

ACKNOWLEDGEMENT
Employee
Date

APPROVAL
Supervisor
Date

Department Head
Date

ACKNOWLEDGEMENT OF APPROVAL

HR Representative/HR Contact

Date

Original: HR Rep/HR Contact

Biology Procedure: Optional Practical Training (OPT)

1. OPT is for potential employees who have completed their program of study and who have been on an F-1 visa.

2. Potential employee applies for OPT at the institution granting their PhD and should apply approximately 6 months before graduating. (The responsibility of the individual, independent of their Institution, to apply for their Employee Authorization Document - EAD.)

3. OPT initially granted for 12 months.

(**Note:** A STEM extension is available for an additional 17 months if the scholar's area of study is on the DoS STEM list at: http://www.ice.gov/sevis/stemlist.htm. It is the scholar's sole responsibility to apply for any type of extension.)

4. When the scholar receives their EAD, they must bring the original to the Administrative Manager/FSC so that a copy can be made for the scholar's personnel folder.

EMPLOYEE NAME (last, first, MI):	

START DATE: _____

END DATE: _____

PLEASE INDICATE TELECOMMUTING DAYS: ☐ M   ☐ T   ☐ W   ☐ TH   ☐ F   ☐ S   ☐ SUN

INDICATE TELECOMMUTING HOURS: _____

<u>Note</u>: Telecommuting agreements shall be limited to periods of no more than 12 months and after review, may be extended annually in 12-month increments.

Employees and units entering into a Telecommuting agreement must agree to adhere to the guidelines and policies below.

Pay and Attendance: All pay, leave, and travel entitlement will be based on the employee's approved remote work location and employee's time and attendance will be recorded as performing official duties at the approved remote work location.

Leave: Employees must obtain supervisory approval before taking leave in accordance with Georgia Tech policy and the established campus unit and office procedures.

Overtime: If the employee works overtime that has been scheduled and approved in advance, he/she will be compensated in accordance with applicable law and rules. Overtime work **will not** be compensated without prior supervisor approval. Failure to obtain advance approval for overtime may subject the employee to disciplinary action. By signing this agreement, the employee acknowledges that failure to obtain proper approval for overtime may result in the termination of the telecommuting arrangement and / or other appropriate action.

Personal Activities: The employee agrees that any time spent on personal responsibilities while telecommuting will not conflict with the hours spent preparing work assignments. The employee acknowledges that their supervisor will monitor work productivity standards and may terminate this agreement if such standards are not maintained.

Standards of Conduct: The employee acknowledges that he/she is still subject to Georgia Tech's standards of conduct and other established state laws, department policies, procedures and acceptable practices and understands that failure to do so may subject the employee to disciplinary action.

State Owned Equipment: In order to effectively perform their assigned tasks, employees may use Georgia Tech equipment at their telecommuting location with the approval of their supervisor. The equipment must be protected against damage and unauthorized use and Institute owned equipment will be serviced and maintained by Georgia Tech. The employee must not use Georgia Tech equipment for personal purposes.
- **Equipment Loan Agreement Form:** This form must be completed and approved prior to removal of state property from the regular work site. Failure to complete the <u>Equipment Loan Agreement Form</u> will result in the personal liability of the employee in the event the property is damaged, lost or stolen.

Equipment provided by the employee will be at no cost to Georgia Tech, and will be maintained by the employee.

GT System: The employee agrees to abide by the <u>Institute Computer & Network Usage and Security Policy</u> while telecommuting. The policy addresses employee behavior requirements for the protection of Institute information technology resources.

Liability: Georgia Tech will not be liable for damages to the employee's property or for visitor or family injuries at the work site resulting from participation in the telecommuting arrangement.

Reimbursement: Georgia Tech will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) associated with the use of the employee's remote work location. This does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the State, as provided by statute and implementing regulations.

Telecommuting Site Safety and Workers Compensation: The employee must maintain a safe and ergonomically correct workstation. The employee may be covered by workers' compensation for job-related injuries that occur in the course and scope of his/her employment while telecommuting. The employee is responsible for reporting work related injuries to his/her supervisor/manager within 24 hours in compliance with Institute policy. The employee understands that verified negligence or failure in this regard may subject the employee to disciplinary action and/or revocation of telecommuting privileges.

Work Assignment: The employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor according to guidelines and standards stated in the employee's performance plan.

Evaluation: The evaluation of the employee's job performance will be based on norms or other criteria consistent with these guidelines. For those assignments without precedence or without standards, regular and required progress reporting by the employee will be used by the supervisor to rate job performance and established standards. The employee's most recent performance appraisal must indicate satisfactory performance in order to receive approval for participation or maintain participation in the telecommuting arrangement.

Records: Work performed in accordance with this agreement is considered official State business and the employee will apply approved safeguards to protect State/Georgia Tech records from unauthorized disclosure or damage and will comply with the public record requirements. All records, papers, and correspondence must be safeguarded for return to the official location. Release or destruction of any records should be done at the official location according to statute and regulation. Computerized files are considered official records and should be similarly protected.

TELECOMMUTING INFORMATION

Telecommuting Site: Address _____

City _____ State _____ Zip _____

Methods of communication on telecommuting days:

☐ Phone _____

☐ Email address _____

What system access will you need?

☐ Email ☐ PeopleSoft
☐ Database ☐ Banner
☐ Virtual Private Network (VPN) ☐ TechWorks
☐ Other

Duties & assignments to be performed at alternate worksite:

_____
_____
_____
_____
_____
_____

Methods of evaluating performance:

_____
_____
_____
_____
_____
_____

What equipment & supplies will be needed?

Type	Supplied by Department	Supplied by Employee	Not Needed
Computer	☐	☐	☐
Software	☐	☐	☐
List of Software:			
Printer	☐	☐	☐
Modem	☐	☐	☐
DSL/Cable/Other	☐	☐	☐
Add'l Phone Line	☐	☐	☐
Desk	☐	☐	☐
Lockable File Cabinet	☐	☐	☐
Cell Phone	☐	☐	☐
Voicemail	☐	☐	☐
Other			

Technical Support: Who is responsible for setting up the employee's technology and systems?

☐ Department ☐ Employee

By signing this agreement, I certify that I have reviewed, understand and agree to abide by the Institute's Telecommuting Arrangement, including, but not limited to:

2. work hours and accessibility
3. performance expectations
4. revocability of the agreement

ACKNOWLEDGEMENT

Employee _____ Date _____

APPROVAL

Supervisor _____ Date _____

Department Head _____ Date _____

ACKNOWLEDGEMENT OF APPROVAL

HR Representative/HR
Contact _____ Date _____

Original: HR Rep/HR Contact
Copies: Supervisor and Employee

Biology Procedure: Policy on Telecommuting

Telecommuting is one of a number of flexible work arrangements that the School of Biology may establish to assist our staff with their duties and responsibilities; however, our priority is to provide all services necessary for our business, academic, administrative, IT, facilities, and any other operational needs.

1. Supervisors are urged to carefully review both advantages and disadvantages before setting up new telecommuting agreements, to explore the wide variety of arrangements possible, and to address potential problem areas. What will work well for one position or person might not work for another. Success depends on both the nature of the work and the nature of the worker.

2. All employees agree that any time spent on personal responsibilities (to include other jobs) while telecommuting will not conflict with the hours spent preparing work assignments.

3. All employees who wish to telecommute must complete and get their supervisor's approval of the Georgia Tech "Telecommuting Agreement" which provides specific Georgia Tech policy details. (attached)

4. The department and staff member must agree in advance on a specific work schedule, including work days and hours.

5. Employees must be on-site at their department as necessary to attend meetings, training sessions, or similar events, and must maintain a standard workload.

6. Employees who telecommute and are unable to work because of illness must use sick leave and must report their absence to their supervisor. Employees who telecommute and wish to be relieved of responsibility for work on a particular day or days must use vacation.

7. The employee will meet with their supervisor to receive assignments and to review completed work as necessary or appropriate. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor according to guidelines and standards stated in the employee's performance plan.

It is understood that not all off-campus work-related activities can be routinely scheduled; however, it is the employee's responsibility to make their supervisor aware of their work status. Completion of the Telecommuting Agreement will serve as an acknowledgement of required off-campus work.

Hiring

Biology Procedure: Affiliate Appointments

1. PI approves initiation of appointment process and advises of a proposed start date

2. FSC (Faculty Support Coordinator) sends the applicant an e-mail to inform of the process; collects CV and the Personal Data form from prospective Affiliate.

3. FSC confirms the start/end date with the applicant - subject to change with PI approval

4. A Background Check is not mandatory; however, if PI wishes to do so, one can be requested. (If so, refer to **Procedures: Background Checks**

5. FSC submits all paperwork to the AM

6. AM completes and submits the PSF

7. When appointment approval obtained, AM e-mails applicant (with copy to FSC) and includes a copy of the PSF

8. If the applicant needs or requests a letter of appointment (for obtaining housing, etc.), FSC sends pre-offer letter as substitute until official approval received

Biology Procedure: Appointing - Affiliates/Visiting Research Scholars (Unpaid, J1 Visa)

(Note: This type of appointment involves two tracks: (1) the __appointment__ request process and (2) the __J-1 visa__ request process. Each is separate from the other, but both may use some of the same documents to complete the two different requests.)

1. PI contacts FSC (and copies the AM) with their intent to appoint an Affiliate/Research Scientist. PI approves the initiation of the appointment process and advises the FSC of the person's name, email, and proposed start date. The PI may send their CV.

2. FSC sends the applicant an e-mail to inform of the hiring process and the documents/documentation that will be needed for approval which includes a CV, Personal Data form, copy of the first page of their passport, J1 (template) information sheet, and the Export Section A for the applicant to complete (the FSC completes the top portion of the Export Control form). FSC also confirms the start date with the applicant - subject to change with PI approval.

3. The Background Check is completed through the J-1 process; the School does not have to complete any Background Check forms; however, if the visitor has never been in the U.S., a letter of waiver will need to be submitted to OHR. (**Refer to: Procedures: Background Checks**)

(**Refer to: Procedures - J-1 Visa**)

4. If the visitor needs email access and/or access to the Library or Biology, FSC will use the Personal Data form to request a GT ID for the applicant and complete a PSF.

5. When documentation received, FSC submits to AM

6. AM submits appointment packet via http://testgtapps.gatech.edu/gttracs

7. AM receives approval of the appointment and transmits the approval to the FSC; FSC sends the visitor the approval information and any other which may be helpful.

8. On new visitor's first day, FSC does the following:
   - Escort new visitor to the AM's office for in-processing
   - Show where department mailroom is
   - Introduce to Assistant to the Chair (AC)
   - Provide AC with name, position for employee's mailbox (to be added once a month)
   - Provide maps/instructions on how to get to OHR (if email and building access are required)
   - Advise new visitor to report back to FSC's office after receiving BuzzCard

9. The following will be accomplished at HR:
   - Confirm appointment PSF
   - Buzzcard picture taken
   - E-mail address established with GT username and temporary password

10. When back at office (before new visitor reports to the lab), the FSC facilitates the following: (and provides the Facilities Coordinator - FC - with the new employee's name and GTID in order to provide the employee with building access; FC will grant access when employee shows up in BuzzCard database)

Email IT support personnel, provide name/GTID

IT activates employee's GT e-mail address

IT adds new visitor to appropriate departmental list serves

Add new visitor's e-mail address to appropriate group list serve

PI/Lab Mgr advises visitor of group policies and procedures prior to reporting to lab

PI/Lab Mgr ensures visitor completes any required group training (may include: reading and
 signing a computer usage security policy, signing of confidentiality agreements,
 completion of online (or other format) of group safety training, lab training,
 and/or other research project specific training)

Biology Procedure: Appointing - Affiliates/Visiting Research Scholars (Unpaid, No Visa)

1. PI contacts FSC (and copies the AM) with their intent to appoint an Affiliate/Research Scientist. PI approves the initiation of the appointment process and advises the FSC of the person's name, email, and proposed start date. The PI may send their CV.

2. FSC sends the applicant an e-mail to inform of the appointment process and requests their CV, and a Personal Data form. FSC also confirms the start date with the applicant - subject to change with PI approval.

3. The Background Check is not mandatory; however, if PI wishes to do so, one can be requested. If so, FSC sends the prospective visitor the Background Education Information and Background Disclosure Authorization Forms. (Refer to: **Procedures: Background Checks**)

4. If the visitor needs email access and/or access to the Library or Biology, FSC will use the Personal Data form; this will provide information for the FSC to request a GT ID for the applicant and complete a PSF.

5. When documentation received, FSC submits to AM

6. AM submits appointment packet via http://testgtapps.gatech.edu/gttracs

7. AM receives approval of the appointment and transmits the approval to the FSC; FSC sends the visitor the approval information and any other which may be helpful.

8. On new visitor's first day, FSC does the following:
   - Escort new visitor to the AM's office for in-processing
   - Show where department mailroom is
   - Introduce to Assistant to the Chair (AC)
   - Provide AC with name, position for employee's mailbox (to be added once a month)
   - Provide maps/instructions on how to get to OHR (if email and building access are required)
   - Advise new visitor to report back to FSC's office after receiving BuzzCard

9. The following will be accomplished at HR:
   - Confirm appointment PSF
   - Buzzcard picture taken
   - E-mail address established with GT username and temporary password

10. When back at office (before new visitor reports to the lab), the FSC facilitates the following: (and provides the Facilities Coordinator - FC - with the new employee's name and GTID in order to provide the employee with building access; FC will grant access when employee shows up in BuzzCard database)

   Email IT support personnel, provide name/GTID

   IT activates employee's GT e-mail address

IT adds new visitor to appropriate departmental list serves

Add new visitor's e-mail address to appropriate group list serve

PI/Lab Mgr advises visitor of group policies and procedures prior to reporting to lab

PI/Lab Mgr ensures visitor completes any required group training (may include: reading and signing a computer usage security policy, signing of confidentiality agreements, completion of online (or other format) of group safety training, lab training, and/or other research project specific training)

Biology Procedure: Background Checks (for all employees, but not students)

1. For Research Faculty and Postdocs, the FSC (Faculty Support Coordinator) sends prospective employee the Background Education Information and Background Disclosure Authorization Forms; The Administrative Manager (AM) does this for all Tech Temps, academic faculty, and classified staff.

2. Employee completes and faxes to the OHR-Recruiting Coordinator (OHR-RC). Due to security concerns, these forms must be faxed and not emailed.

3. FSC completes the Background Check Request form for the Administrative Manager (AM), signs for the AM, and initials the signature; AM completes this form for those the AM processing.

4. FSC attaches the request form to an email, copies the AM, and sends to the OHR-RC

5. FSC/AM follows up with the employee and/or OHR to insure these forms have been submitted and provides the Finance Office with a copy.

6. OHR-RC completes the background check and sends the result to the AM; AM provides copy to the FSC

7. If the employee passes the background check, FSC places copy of the background check result in the hiring packet which will be forwarded to the AM upon completion

8. If the employee does not pass the background check, FSC notifies hiring faculty, may consult with AM

Biology Procedure: Hiring - Classified Staff - Existing Position

1. After approval from the Chair and/or Associate Chairs and confirmation from the FM that position funding exists, AM determines if the position title, grade, and salary range are still appropriate; consults with the Dean's Office - Director for Administration and HR (DAHR); reviews for upgrades, etc.

2. AM assembles position's duties and responsibilities; for research scientists/technicians, PI consults with AM.

3. AM creates the job requisition using TALEO; submits electronically; DAHR reviews, approves, and electronically submits to OHR-Talent Acquisition which will electronically post the position.

4. AM periodically reviews applicants with DAHR during the period of posting, selects the most qualified candidates, and schedules the following:

     - Schedules and conducts phone interviews with applicants and DAHR (if appropriate/available)
     - If candidate does well in phone interview, an in-person interview is scheduled
     - If candidate does well in the in-person interview, a committee interview may be conducted
     - After Chair/committee/AM discussion regarding the finalists, a decision is reached

5. Final candidate is contacted and is told they are the final candidate; AM <u>unofficially</u> discusses position, salary, and start date and submits the contingent offer to candidate via Taleo

6. HR reviews and notifies AM of HR approval of the position offer.

7. AM sends a contingent offer letter to the selected candidate.

8. If the candidate accepts the contingent offer, AM enters appropriate information in Taleo, and OHR initiates the background check process

9. AM sends background check request to OHR screenings@OHR.gatech and awaits background check approval or responds to further OHR requests

10. If the background check is successfully completed, AM is notified by OHR and Talent Acquisition is sent the formal offer letter with start date.

11. If the Background check is not successful, AM will receive notification from DAHR that the candidate is in review. OHR will work directly with the candidate to identify and address the problem; if the problem cannot be fixed, DAHR **may** request an exception. If no exception is granted, the position can be reopened or candidate #2 can be considered.

Biology Procedure: Hiring - Classified Staff - New Position

1. After approval from the Chair and/or Associate Chairs and confirmation from the FM that position funding exists, AM determines what the position title, grade, and salary range are appropriate for the work to be done; and consults with the Dean's Office - Director for Administration and HR (DAHR)

2. AM assembles position's duties and responsibilities (for research scientists/technicians, PI consults with AM). AM completes a Change/Add form and a Position Request form and submits to _____

3. After the position request is approved and position number received, AM creates the job requisition using TALEO; submits electronically; DAHR reviews, approves, and electronically submits to OHR-Talent Acquisition which will electronically post the position.

4. AM periodically reviews applicants with DAHR during the period of posting, selects the most qualified candidates, and schedules the following:

   - Schedules and conducts phone interviews with applicants and DAHR (if appropriate/available)
   - If candidate does well in phone interview, an in-person interview is scheduled
   - If candidate does well in the in-person interview, a committee interview may be conducted
   - After Chair/committee/AM discussion regarding the finalists, a decision is reached

5. Final candidate is contacted and is told they are the final candidate; AM <u>unofficially</u> discusses position, salary, and start date and submits the contingent offer to candidate via Taleo

6. HR reviews and notifies AM of HR approval of the position offer.

7. AM sends a contingent offer letter to the selected candidate.

8. If the candidate accepts the contingent offer, AM enters appropriate information in Taleo, and OHR initiates the background check process

9. AM sends background check request to OHR screenings@OHR.gatech and awaits background check approval or responds to further OHR requests

10. If the background check is successfully completed, AM is notified by OHR and Talent Acquisition is sent the formal offer letter with start date.

11. If the Background check is not successful, AM will receive notification from DAHR that the candidate is in review. OHR will work directly with the candidate to identify and address the problem; if the problem cannot be fixed, DAHR **may** request an exception. If no exception is granted, the position can be reopened or candidate #2 can be considered.

Biology Procedure: Consultants (*source: Office of Legal Affairs)*

Often Biology must bring onboard a number of different types of personnel for various program needs and requirements. The following should provide clarification on the category of "**consultants**":

1. A consultant or contractor is a firm or an individual offering professional or specialized services for a fixed rate or fee. The Institute only controls the direction of the consultant's work with respect to work objectives and desired results and not the methodology for achieving the results. Firms and corporations that are clearly in the business to offer and sell their services to the public are independent contractors.

2. When the University is required to make payments to individuals, the rules and regulations of a number of governmental regulatory bodies must be considered. A determination is to be made to ensure that payments to individuals for services (instructors or consultants) clearly meet the IRS definition of Independent Contractor and that the regulations of the Internal Revenue Service and Immigration and Naturalization Service with respect to Non-Resident Aliens have been followed. Any individual who performs services for the Institute is presumed to be an employee unless the relationship satisfies the IRS standards for Independent Contractor (see Classification of Independent Contractors versus Employees below). A consultant should be used only when the services are not readily available from existing employees or where the services cannot be performed more economically or satisfactorily through the Institute employment process.

(**Note**: To determine whether a person is considered an employee or an independent consultant, the person must complete the "CHECKLIST FOR DETERMINING INDEPENDENT CONTRACTOR OR EMPLOYEE" form.

The form can be found at http://www.procurement.gatech.edu/purchasing/empl-contractor
Go to the bottom of the page and click on Georgia Tech Checklist for Determining Independent Contractor or Employee.

The completed list is then submitted to the Administrative Manager who will determine, based on the answers submitted on the form, whether or not the person is considered an employee or independent contractor.)

Reimbursement for Those Considered "Employees"

1. Employees will be hired as Tech Temps for payment of services provided.

2. Refer to the "Hiring Tech Temps" procedure for details.

Reimbursement for Those Considered "Independent Contractors"

1. Once it is determined that a person is a "non-employee" - Independent Contractor - the person is informed (by the PI or FSC) to complete an online "Vendor Profile" form located at:
http://www.procurement.gatech.edu/vendor/registration

2. The PI completes the "Consultant Agreement" form and submits the completed form to their FSC

3. The FSC completes a requisition. The FSC then uploads the completed requisition, consulting agreement, and the checklist determining the non-employee status and submits to Purchasing.

4. Purchasing assigns a PO and sends to the Vendor and requests an invoice from the Vendor. The Vendor should send this invoice directly to Purchasing upon completion.

5. If the vendor sends the invoice to the Finance Office, the FO scans the invoice into BuzzMart which generates a PO. After the PO is received, the PO is written on the invoice, scanned, and sent to Accounts Payable (AP). (**Note**: If the amount of the invoice is greater than $2500, AP will put into WebNow or BuzzMart and will await approval from the FO.)

6. The invoice submitted should result in the approval for WebNow or BuzzMart.

7. FO approves payment after PI confirmation.

Biology Procedure: H-1B Visa *(Processing time ~180 days)*

1. PI consults with the Chair regarding a request for an H-1B and to determine funding.

2. After meeting with the Chair, the PI forwards via email the Chair's approval (with funding decision) to the FSC.

3. FSC reviews eligibility criteria:
   - Position is: Academic faculty, Research faculty, Postdoc
   - Position is: Full time, paid through GT

4. AS/FSC sends J-1 template (which contains the same information needed for the H-1B) and the Export Control (EC) information form to the PI. FSC sends EC Part A to the H-1B candidate and EC Part B to the PI for completion and submission back to the FSC. FSC submits the completed EC to the Chair for signature approval. When signed, FSC receives, scans, and submits to ask.legal@legal.gatech.edu   When approved, OLA emails approval to FSC.

5. FSC submits H-1 responses from PI and any accompanying information to AM.

6. AM enters information into iStart to begin application process:
   - AM completes the Process Authorization Form via I-start, based on J-1 template questions/responses
   - AM submits a letter of support for the H-1B petition directly to Global OHR

7. AM submits check requests for application fees to bio-financial@listserve ($325 application fee, $500 fraud fee and the $1225 expedition fee (if the H-1B request is to be expedited). The Finance Office submits the checks directly to Accounts Payable (AP). AP submits checks directly to Global OHR.

8. Global OHR reviews the petition, determines eligibility - following appropriate guidelines; Global OHR also addresses Labor Certification and Prevailing wage for the Department of Labor (DOL).

9. DoL reviews prevailing wage to determine whether the proposed salary meets market standards. This process c*ould take approximately 60 days.*

10. Upon acceptance of the prevailing wage results by the department, the H-1B petition is submitted and a receipt is issued by USCIS (US Citizenship and Immigration Services).

Biology Procedure: J1 Research Scholar

1. Via email, the PI notifies the Administrative Manager (AM), and copies their FSC, of their intent to bring an international research scholar to Georgia Tech.

2. The FSC sends an email to the scholar requesting the following information:

- CV
- Personal Data Form (attached)
- Funding letter from international sponsor or source (unless the PI will be paying the scholar)
- If the PI is paying the scholar, request the project number and salary amount, beginning and ending dates of the visit
- Copy of passport (first page with picture)
- "Part A: Visiting Foreign National Information" form (attached)

(The Office of Legal Affairs must review this form before the scholar appointment can be approved or visa issued.)

3. When the FSC has collected all of the required documentation from the scholar and PI, FSC will request a GT ID #.

4. The FSC sends an email to the GT host (PI) requesting they initiate the export review by going to:

http://researchintegrity.gatech.edu/about-export/foreign-visitors/

The PI will complete "Part B: Research Program Review," sign, and submit to the FSC for the Chair's signature.

5. When the FSC receives both Part A (from the scholar) and Part B (from the PI), AM or FSC will forward these forms and a copy of the scholar's CV to the Office of Legal Affairs (OLA).

6. OLA will complete the export compliance review and provide verification to the FSC or AM; FSC will forward all documentation to AM. AM will then complete the Export Control Verification in iStart which will allow the Office of International Education (OIE) to proceed with the visa request.

7. While OLA is reviewing the export control status, the AM will continue with the J-1 visa request and the Visiting Research Scholar appointment packet.

8. AM will request a background check or will send OHR a background check waiver request if the scholar has never been to the U.S. The resulting approval from OHR will become part of the Visiting Research Scholar appointment packet.

9. When all documentation has been received for the visa and hiring packet, the AM will log into iStart to begin the J-1 visa request which requires the AM to "Add a New Person" using the GTID#. After doing so, the AM selects "J Scholar Initial Application for DS-2019" and completes the required fields.

NOTE: The scholar is responsible for paying for any required fees, if applicable.

10. AM waits for the scholar and GT Host to complete their sections in iStart. As each completes their section, the AM will be sent a message from the iStart system instructing the AM to log into iStart, if necessary, to check and/or complete the process. When the scholar and GT Host have completed and submitted everything in iStart, the AM can then complete the "Department Compliance Certification."

11. After submittal, OIE will review the application which usually takes about five days.

12. After approval, OIE will send the AM a message requesting the DS-2019 be picked up from OIE.

13. FSC then sends the original of the DS-2019, along with the letter of invitation, (keeping copies for their records) by UPS to the student.

14. The AM will complete, save, and print the PSF for the J1 appointment.

15. During these processes, the AM is also putting together the Visiting Research Scholar appointment packet. The following documents should be completed and included:

Visiting Research Scholar routing sheet
PSF
Proposed Offer Letter
Background check approval or waiver
Funding letter from sponsor

16. The appointment packet is sent via campus mail to the Dean's Office for approval; the Dean's Office will forward to HR/Research Faculty office for approval. Final approval is given by the Provost.

17. Approximately a week before the student arrives, the AM will submit the electronically saved PSF.

18. 24-48 hours prior to arrival, the FSC will request a login from bio it@lisit.gatech.edu - login will be used for iStart check in.

19. Upon arrival, the AM will complete the Customs Border Patrol (CBP) check-in and the iStart with the incoming scholar. For check-in, the scholar will need to provide the DS2019 signed, passport with entry stamp, visa, and proof of health insurance, and evacuation and reparation insurance.

Biology Procedure: Hiring - Regular Research Scientists (No Visa)

1. PI contacts FSC (and copies the AM) with their intent to hire a Regular Research Scientist. PI approves the initiation of the hiring process and advises of a proposed start date. The PI may also send letters of recommendation directly to the FSC.

2. FSC sends all details, including whether or not the PI has a candidate who he/she wants to be considered, to the AM.

3. FSC and AM (with input from the PI) decide how long the position will be posted, determining a deadline for applications.

4. AM requests a Position Vacancy Announcement (PVA) number from the CoS Dean's Office.

5. AM completes the PVA and sends it to OHR for posting in both the Clearinghouse (state agency HR posting authority) and on GT's Careers@Tech website.

6. Applicants may respond by viewing the posting in the Clearinghouse, apply online at the GT site, or send their CV directly to the AM.

7. If the PI has no applicant in mind for the position, the AM sends all CVs received to the PI for the evaluation, review, and interview process. If the PI has an applicant in mind and already has the applicant's CV, the AM will periodically check with the FSC and PI to make sure the applicant is the most qualified of all those who have applied.

8. When the deadline arrives, the AM will confirm with the FSC and PI which applicant will be hired.

9. FSC sends the applicant an e-mail to inform of the hiring process and the documents/documentation that will be needed for approval (see #10 below). FSC also confirms the start date with the applicant - subject to change with PI approval.

10. FSC requests the following information from the PI: (if not already provided by PI or applicant)
   - Letters of recommendation
   - Salary rate
   - PI should provide project number from which applicant will be paid and percent time (if applicant is bringing their own funding, an official funding letter is required)
   - Description of job responsibilities for the new hire (brief and concise)
   - Confirms project# from which the new hire's salary will be paid

11. FSC requests a GT ID # for the applicant

12. Applicant completes/submits the following documents to the FSC (electronic format is acceptable for obtaining hiring approval; original documents should e mailed directly to the FSC):

   - Copy of CV
   - Georgia Tech Faculty Application
   - Background Education Information and Background Disclosure Authorization forms (if applicant has been in the U.S.) (see **Procedures: Background Checks**)
   - Official Transcripts**:**

Temporary Placeholder Letter: If the applicant's transcript does not reflect degree completion, it is acceptable to submit a letter from the applicant's home institution's Registrar's Office indicating the applicant has completed all of the requirements for obtainment of the degree or will receive his/her PhD in "said month/year." This letter must be e-mailed or mailed directly from the applicant's university Registrars Office to the FSC.

Official Transcript: An original, official final transcripts must be sent from the Registrar's Office of the applicant's home university - reflecting completion of the degree - are required and must be submitted to the dept/HR before the new hire can begin working. Note: If the transcript is in a foreign language, the applicant must have the university send an English translation along with the original language document directly to the AM. The AM will begin the Foreign Credential Evaluation process.

13. When hiring documentation is received, FSC submits all documents received to AM.

14. Before submitting the completed hiring packet, the AM requests a Clearinghouse summary from the CoS Dean's Office (Director of Administration and Human Resources).

15. AM then completes all four Affirmative Action forms, including the PVA, all of which will be included in the hiring packet. (The summary form requires information of all applicants by sex and race. The summary should include all applicants listed on the Clearinghouse summary, all applicants who applied on the GT site, and all applicants who forwarded their CV directly to the AM/FSC/PI)

16. AM submits hiring packet via http://testgtapps.gatech.edu/gttracs

17. AM receives approval of hiring and transmits hiring approval to the applicant (with a copy to FSC); FSC also sends the applicant a link to the pre-employment paperwork to be completed and brought to GT.

18. If the applicant needs an offer letter prior to the final hiring approval (for obtaining housing, etc.), FSC sends pre-offer letter as substitute until official approval received.

19. On new hire's first day, FSC does the following:
   - Escort new employee to the AM's office to receive a copy of the hiring PSF
   - Show where department mailroom is
   - Introduce to Assistant to the Chair (AC)
   - Provide AC with name, position for employee's mailbox (updates done on a monthly basis)
   - New hire will be instructed to visit HR with their pre-employment paperwork with copy of PSF
   - Provide maps/instructions on how to get to HR
   - Advise new hire to return to FSC

20. The following will be accomplished at HR:
   - Processing hiring paperwork (I-9, W-4, etc.)
   - Buzzcard picture taken
   - E-mail address established with GT username and temporary password

- HR/Benefits Orientation scheduled

21. The FSC facilitates the following: (and provides the Facilities Coordinator with the new employee's name and GTID in order to provide the employee with building access)

- FC will grant access when employee shows up in BuzzCard database
- Email IT support personnel, provide name/GTID
- IT activates employee's GT e-mail address
- IT adds new hire to appropriate departmental list serves

22. PI/Lab Mgr advises visitor of group policies and procedures prior to reporting to the lab.

23. PI/Lab Mgr ensures visitor completes any required group training (may include: reading and signing a computer usage security policy; signing of confidentiality agreements; completion of online (or other forms) of group safety training, lab training, and/or other research project-specific training)

Dear Dr. XXX,

Congratulations on your successful bid for the position of Postdoctoral
Fellow in the School of Biology. We are delighted to offer you this (non-tenure track) temporary
position effective **Date**. Attached is a copy of the proposed offer letter for your review.

Please plan to arrive at (time) on (date), at the main office of the School of Biology. (Name of FSC) will
escort you here. The link below will allow you to access Georgia Tech's (GT) OHR website and the
requisite pre-employment forms. Please locate the section on new hire documents by clicking the link
below, select the postdoctoral fellows link and complete all associated forms.

<http://www.ohr.gatech.edu/forms> http://www.ohr.gatech.edu/forms

 You will need to bring the completed forms with you on (date) along with a US government issued form
of identification as noted in the I-9 documentation. You will be asked to sign your official offer letter
when you arrive.

Your employment status will be validated by OHR on (date) and you will have access to the employee
parking lot, if requested.

Please contact (name of FSC) if you have any questions regarding this or any other areas. She/He is the
(FSC title) for (Dr. XXX).

I look forward to working with you.

XXXXX

Administrative Manager
Georgia Institute of Technology
School of Biology
Atlanta, GA 30332-0230
Phone 404.894.
Fax 404.894.

DATE

ADDRESS
ADDRESS
ADDRESS

Dear Dr. XXXXXX,

After a thorough review and evaluation of your qualifications and work experience, I am pleased to let you know that it is Dr. FACULTY MEMBER's intention to seek approval to offer you a position of Postdoctoral Fellow in the School of Biology at the Georgia Institute of Technology. ***Before an official offer can be made to you, we must initiate the formal hiring process, which includes the following***:

- •Assemble a hiring packet, which includes the following material we need from you:
  - Georgia Tech Application for Employment, Research Faculty Positions (Enclosed)
  - Your official educational transcripts. If applicable the transcripts must be translated.
  - Three letters of reference
  - Curriculum vitae
- • Submit hiring packet to our Office of Human Resources for approval

You will need to complete and return the Georgia Tech Application, along with any of the above items that have not already been forwarded, to the below listed address as soon as possible. This information is absolutely necessary before your hiring package can be completed.

FSC ADDRESS
School of Biology
Georgia Institute of Technology
Atlanta, GA 30332-0230 USA

Approval from Georgia Tech's Office of the President must be secured prior to an official offer being extended to you.

We are extremely pleased that you are interested in Georgia Tech and our research, and we look forward to hearing from you shortly. Please let us know if you have additional concerns.

Sincerely yours,

XXX
Administrative Manager

Biology Procedure: Hiring - Research Scientists/Postdoctoral Research Fellows (Visa - J-1)

(Note: This type of appointment involves two tracks: (1) the <u>hiring</u> request process and (2) the <u>J-1 visa</u> request process. Each is separate from the other, but both may use some of the same documents to complete the two different requests.)

1. PI contacts FSC (and copies the AM) with their intent to hire a Research Scientist and/or Postdocs. PI approves the initiation of the appointment process and advises of a proposed start date. The PI may also send letters of recommendation directly to the FSC.

2. FSC sends the applicant an e-mail to inform of the hiring process and the documents/documentation that will be needed for approval (see #3 below) and includes a J1 (template) information sheet and the Export Section A for the applicant to complete (the FSC completes the top portion of the Export Control form). FSC also confirms the start date with the applicant - subject to change with PI approval.

3. FSC requests the following information from the PI: (if not already provided by PI or applicant)
   - Name of candidate
   - Email
   - Letters of recommendation if not already provided
   - Salary rate
   - PI should provide project number from which applicant will be paid and percent time (if applicant is bringing their own funding, an official funding letter is required)
   - Description of job responsibilities for the new hire (brief and concise)
   - Confirms project# from which the new hire's salary will be paid
   - List of answers to questions on the J1 template

4. FSC requests a GT ID for the applicant

5. FSC transmits an Export Control Review - Section B - to the PI; PI completes and returns to FSC. When received, FSC submits the form to the Chair for her/his signature, then, via email, scans form and CV, attaches the completed form and CV, and sends to ask@legal.gatech.edu

6. Applicant completes/submits the following documents via email to the FSC (electronic format is acceptable for obtaining hiring approval).

   - Copy of CV
   - Georgia Tech Faculty Application
   - Background Education Information and Background Disclosure Authorization forms for applicants with a social security number (see Procedures: Background Checks). For applicants without a social security number, the FSC will prepare and submit a Background Waiver Letter to HR for approval.
   - Official Transcripts:
     - **Temporary Placeholder Letter:** If the applicant's transcript does not reflect degree completion, it is acceptable to submit a letter from the applicant's home institution's Registrar's Office indicating the applicant has completed all of the requirements for obtainment of the degree or will receive his/her PhD in "said month/year." This letter must be e-mailed or mailed directly from the applicant's university Registrars Office to the FSC.

o **Official Transcript:** An original, official final transcripts must be sent from the Registrar's Office of the applicant's home university - reflecting completion of the degree - are required and must be submitted to the dept/HR before the new hire can begin working. Note: If the transcript is in a foreign language, the applicant must have the university send an English translation along with the original language document directly to the AM. The AM will begin the Foreign Credential Evaluation process.

7. Refer to **Procedures: J-1 Process**

8. When hiring documentation received, FSC submits all documents received to AM

9. AM reviews and submits hiring packet via http://testgtapps.gatech.edu/gttracs

10. AM receives approval of hiring and transmits hiring approval to the applicant (with a copy to FSC); FSC also sends the applicant a link to the pre-employment paperwork to be completed and brought to GT.

11. If the applicant needs an offer letter prior to the final hiring approval (for obtaining housing, etc.), FSC sends pre-offer letter as substitute until official approval received.

12. On new hire's first day, FSC does the following:
- Escort new employee to the AM's office to receive a copy of the hiring PSF
- Show where department mailroom is
- Introduce to Assistant to the Chair (AC)
- Provide AC with name, position for employee's mailbox (updates done on a monthly basis)
- New hire will be instructed to visit HR with their pre-employment paperwork with copy of PSF
- Provide maps/instructions on how to get to HR
- Advise new hire to return to FSC

13. The following will be accomplished at HR:
- Processing hiring paperwork (I-9, W-4, etc.)
- Buzzcard picture taken
- E-mail address established with GT username and temporary password
- HR/Benefits Orientation scheduled

14. The FSC facilitates the following: (and provides the Facilities Coordinator - FC - with the new employee's name and GTID in order to provide the employee with building access)

- FC will grant access when employee shows up in BuzzCard database
- Email IT support personnel, provide name/GTID
- IT activates employee's GT e-mail address
- IT adds new hire to appropriate departmental list serves

15. PI/Lab Mgr advises visitor of group policies and procedures prior to reporting to the lab.

16. PI/Lab Mgr ensures visitor completes any required group training (may include: reading and signing a computer usage security policy; signing of confidentiality agreements; completion of online (or other forms) of group safety training, lab training, and/or other research project-specific training).

Biology Procedures: Hiring - Research Scientists/Postdoctoral Research Fellows (Visa - J-1)

(Note: This type of appointment involves two tracks: (1) the <u>hiring</u> request process and (2) the <u>J-1 visa</u> request process. Each is separate from the other, but both may use some of the same documents to complete the two different requests.)

1. PI contacts FSC (and copies the AM) with their intent to hire a Research Scientist and/or Postdocs. PI approves the initiation of the appointment process and advises of a proposed start date. The PI may also send letters of recommendation directly to the FSC.

2. FSC sends the applicant an e-mail to inform of the hiring process and the documents/documentation that will be needed for approval (see #3 below) and includes a J1 (template) information sheet and the Export Section A for the applicant to complete (the FSC completes the top portion of the Export Control form). FSC also confirms the start date with the applicant - subject to change with PI approval.

3. FSC requests the following information from the PI: (if not already provided by PI or applicant)
   - Name of candidate
   - Email
   - Letters of recommendation if not already provided
   - Salary rate
   - PI should provide project number from which applicant will be paid and percent time (if applicant is bringing their own funding, an official funding letter is required)
   - Description of job responsibilities for the new hire (brief and concise)
   - Confirms project# from which the new hire's salary will be paid
   - List of answers to questions for the J-1 visa

4. FSC transmits an Export Control Review - Section B - to the PI; PI completes and returns to FSC. When received, FSC submits the form to the Chair for her/his signature, then, via email, scans and attaches the completed form and sends to ask@legal.gatech.edu

5. FSC requests a GT ID for the applicant

6. Applicant completes/submits the following documents via email to the FSC

   - Copy of CV
   - Answers to the list of J-1 questions
   - Georgia Tech Faculty Application
   - Official Transcripts (The applicant's transcripts may not reflect degree completion; it is acceptable to submit a letter from the applicant's home institution or department indicating: applicant has completed all of the requirements for obtainment of the degree or will receive his/her PhD in "said month/year," upon successful completion of his/her thesis. This letter must be e-mailed or mailed directly from the applicant's home department - not from the applicant. A final copy of the transcripts - directly from the Registrar's Office of the applicant's home institution - reflecting completion of the degree is required and submitted to the dept/HR after the new hire has already started. Note: If the transcript is in a foreign language, AM begins the Foreign Credential Evaluation process.

- Background Education Information and Background Disclosure Authorization forms (if applicant has been in the U.S.) (see **Procedures: Background Checks**)

7. Refer to **Procedure: J-1 Process**

8. When hiring documentation received, FSC submits all documents received to AM

9. AM confirms the funding source availability with the FM; FM provides any other information which may be necessary.

10. AM submits hiring packet via http://testgtapps.gatech.edu/gttracs

11. AM receives approval of hiring and transmits hiring approval to the applicant (with a copy to FSC); FSC also sends the applicant a link to the pre-employment paperwork to be completed and brought to GT. FSC sends welcoming e-mail to applicant explaining what will need to be accomplished on the first day (visit HR, complete group training, etc.)

12. If the applicant needs an offer letter prior to the final hiring approval (for obtaining housing, etc.), FSC sends pre-offer letter as substitute until official approval received.

13. On new hire's first day, FSC does the following:
- Escort new employee to the AM's office for in-processing
- Show where department mailroom is
- Introduce to Assistant to the Chair (AC)
- Provide AC with name, position for employee's mailbox (updates done on a monthly basis)
- Advise new hire to report back to FSC's office after in-processing at HR
- Provide maps/instructions on how to get to HR

14. The following will be accomplished at HR:
- Processing hiring paperwork (I-9, W-4, etc.)
- Buzzcard picture taken
- E-mail address established with GT username and temporary password
- HR/Benefits Orientation scheduled

15. When back at office (before new hire reports to the lab), the FSC facilitates the following: (and provides the Facilities Coordinator with the new employee's name and GTID in order to provide the employee with building access)

  FC will grant access when employee shows up in BuzzCard database

  Email IT support personnel, provide name/GTID

  IT activates employee's GT e-mail address

  IT adds new hire to appropriate departmental list serves

  Add new hire's e-mail address to appropriate group list serve

PI/Lab Mgr advises employee of group policies and procedures prior to reporting to lab

PI/Lab Mgr ensures applicant completes any required group training (may include: reading and
 signing a computer usage security policy, signing of confidentiality agreements,
 completion of online (or other format) of group safety training, lab training,
 and/or other research project specific training)

AM advises the applicant of the Department policies/procedures

AM provides Applicant with the links to any required school-wide/department training
 as well (Ethics Training, Salary and Planning Distribution Training, etc.)

For Electronic Workload Assignment Reporting Purposes, AM advises employee of
 project(s) and project number(s) that they will be working on (per PI)

Biology Procedure: Hiring - Research Scientists/Postdoctoral Research Fellows (Visa - J-1)

(Note: This type of appointment involves two tracks: (1) the <u>hiring</u> request process and (2) the <u>J-1 visa</u> request process. Each is separate from the other, but both may use some of the same documents to complete the two different requests.)

1. PI contacts FSC (and copies the AM) with their intent to hire a Research Scientist and/or Postdocs. PI approves the initiation of the appointment process and advises of a proposed start date. The PI may also send letters of recommendation directly to the FSC.

2. FSC sends the applicant an e-mail to inform of the hiring process and the documents/documentation that will be needed for approval (see #3 below) and includes a J1 (template) information sheet and the Export Section A for the applicant to complete (the FSC completes the top portion of the Export Control form). FSC also confirms the start date with the applicant - subject to change with PI approval.

3. FSC requests the following information from the PI: (if not already provided by PI or applicant)
   - Name of candidate
   - Email
   - Letters of recommendation if not already provided
   - Salary rate
   - PI should provide project number from which applicant will be paid and percent time (if applicant is bringing their own funding, an official funding letter is required)
   - Description of job responsibilities for the new hire (brief and concise)
   - Confirms project# from which the new hire's salary will be paid
   - List of answers to questions on the J1 template

4. FSC requests a GT ID for the applicant

5. FSC transmits an Export Control Review - Section B - to the PI; PI completes and returns to FSC. When received, FSC submits the form to the Chair for her/his signature, then, via email, scans form and CV, attaches the completed form and CV, and sends to ask@legal.gatech.edu

6. Applicant completes/submits the following documents via email to the FSC (electronic format is acceptable for obtaining hiring approval).

   - Copy of CV
   - Georgia Tech Faculty Application
   - Background Education Information and Background Disclosure Authorization forms for applicants with a social security number (see Procedures: Background Checks). For applicants without a social security number, the FSC will prepare and submit a Background Waiver Letter to HR for approval.

   - Official Transcripts:

      o Temporary Placeholder Letter: If the applicant's transcript does not reflect degree completion, it is acceptable to submit a letter from the applicant's home institution's Registrar's Office indicating the applicant has completed all of the requirements for obtainment of the degree or will receive his/her PhD in "said month/year." This letter

must be e-mailed or mailed directly from the applicant's university Registrars Office to the FSC.

- o Official Transcript: An original, official final transcripts must be sent from the Registrar's Office of the applicant's home university - reflecting completion of the degree - are required and must be submitted to the dept/HR before the new hire can begin working. Note: If the transcript is in a foreign language, the applicant must have the university send an English translation along with the original language document directly to the AM. The AM will begin the Foreign Credential Evaluation process.

7. Refer to **Procedures: J-1 Process**

8. When hiring documentation received, FSC submits all documents received to AM

9. AM reviews and submits hiring packet via http://testgtapps.gatech.edu/gttracs

10. AM receives approval of hiring and transmits hiring approval to the applicant (with a copy to FSC); FSC also sends the applicant a link to the pre-employment paperwork to be completed and brought to GT.

11. If the applicant needs an offer letter prior to the final hiring approval (for obtaining housing, etc.), FSC sends pre-offer letter as substitute until official approval received.

12. On new hire's first day, FSC does the following:
- Escort new employee to the AM's office to receive a copy of the hiring PSF
- Show where department mailroom is
- Introduce to Assistant to the Chair (AC)
- Provide AC with name, position for employee's mailbox (updates done on a monthly basis)
- New hire will be instructed to visit HR with their pre-employment paperwork with copy of PSF
- Provide maps/instructions on how to get to HR
- Advise new hire to return to FSC

13. The following will be accomplished at HR:
- Processing hiring paperwork (I-9, W-4, etc.)
- Buzzcard picture taken
- E-mail address established with GT username and temporary password
- HR/Benefits Orientation scheduled

14. The FSC facilitates the following: (and provides the Facilities Coordinator - FC - with the new employee's name and GTID in order to provide the employee with building access)

- FC will grant access when employee shows up in BuzzCard database
- Email IT support personnel, provide name/GTID
- IT activates employee's GT e-mail address
- IT adds new hire to appropriate departmental list serves

15. PI/Lab Mgr advises visitor of group policies and procedures prior to reporting to the lab.

16. PI/Lab Mgr ensures visitor completes any required group training (may include: reading and signing a computer usage security policy; signing of confidentiality agreements; completion of online (or other forms) of group safety training, lab training, and/or other research project-specific training)

Procedures: Hiring - Research Scientists/Postdoctoral Research Fellows (Visa - J-1)

1. PI contacts FSC (and copies the AM) with their intent to hire a Research Scientist and/or Postdoc. PI approves the initiation of the hiring process and advises of a proposed start date. The PI may also send letters of recommendation directly to the FSC.

2. FSC sends the applicant an e-mail to inform of the hiring process and the documents/documentation that will be needed for approval (see #6 below) and includes a J1 (template) information sheet. FSC also confirms the start date with the applicant - subject to change with PI approval.

3. FSC requests the following information from the PI: (if not already provided by PI or applicant)
   - Name of candidate
   - Email
   - Letters of recommendation if not already provided
   - Salary rate
   - PI should provide project number from which applicant will be paid and percent time (if applicant is bringing their own funding, an official funding letter is required)
   - Description of job responsibilities for the new hire (brief and concise)
   - Confirms project# from which the new hire's salary will be paid
   - List of answers to questions for the J-1 visa

4. FSC transmits an Export Control Review - Section B - to the PI; PI completes and returns to FSC. When received, FSC scans and attaches, via email.

5. FSC requests a GT ID for the applicant

6. Applicant completes/submits the following documents via email to the FSC

   - Copy of CV
   - Answers to the list of J-1 questions
   - Georgia Tech Faculty Application

       o Official Transcripts (The applicant's transcripts may not reflect degree completion; it is acceptable to submit a letter from the applicant's home institution or department indicating: applicant has completed all of the requirements for obtainment of the degree or will receive his/her PhD in "said month/year," upon successful completion of his/her thesis. This letter must be e-mailed or mailed directly from the applicant's home department - not from the applicant. A final copy of the transcripts - directly from the Registrar's Office of the applicant's home institution - reflecting completion of the degree is required and submitted to the dept/HR after the new hire has already started. Note: If the transcript is in a foreign language, AM begins the Foreign Credential Evaluation process.

   - Background Education Information and Background Disclosure Authorization forms (if applicant has been in the U.S.) (see **Procedures: Background Checks**)

7. Refer to **Procedures: J-1 Process**

8. When documentation received, FSC submits PAI with all documents received to AM

9. AM confirms the funding source availability with the FM and provides any other information which may be necessary.

10. AM submits hiring packet via http://testgtapps.gatech.edu/gttracs

11. AM receives approval of hiring and transmits hiring approval to the applicant (with a copy to FSC); FSC also sends the applicant a link to the pre-employment paperwork to be completed and brought to GT. FSC sends welcoming e-mail to applicant explaining what will need to be accomplished on the first day (visit HR, complete group training, etc.)

12. If the applicant needs an offer letter prior to the final hiring approval (for obtaining housing, etc.), FSC sends pre-offer letter as substitute until official approval received.

14. On new hire's first day, FSC does the following:
- Escort new employee to the AM's office for in-processing
- Show where department mailroom is
- Introduce to Assistant to the Chair (AC)
- Provide AC with name, position for employee's mailbox
- Advise new hire to report back to FSC's office after in-processing at HR
- Provide maps/instructions on how to get to HR

15. The following will be accomplished at HR:
- Processing hiring paperwork (I-9, W-4, etc.)
- Buzzcard picture taken
- E-mail address established with GT username and temporary password
- HR/Benefits Orientation scheduled

16. When back at office (before new hire reports to the lab), the FSC facilitates the following: (and provides the Facilities Coordinator with the new employee's name and GTID in order to provide the employee with building access)

FC will grant access when employee shows up in BuzzCard database

Email IT support personnel, provide name/GTID

IT activates employee's GT e-mail address

IT adds new hire to appropriate departmental list serves

Add new hire's e-mail address to appropriate group list serve

PI/Lab Mgr advises employee of group policies and procedures prior to reporting to lab

PI/Lab Mgr ensures applicant completes any required group training (may include: reading and signing a computer usage security policy, signing of confidentiality agreements,

completion of online (or other format) of group safety training, lab training, and/or other research project specific training)

AM advises the applicant of the Department policies/procedures

AM provides Applicant with the links to any required school-wide/department training as well (Ethics Training, Salary and Planning Distribution Training, etc.)

For Electronic Workload Assignment Reporting Purposes, AM advises employee of project(s) and project number(s) that they will be working on (per PI)

Dear Dr. XXX,

Congratulations on your successful bid for the position of Postdoctoral Fellow in the School of Biology. We are delighted to offer you this (non-tenure track) temporary position effective **Date**. Attached is a copy of the proposed offer letter for your review.

Please plan to arrive at (time) on (date), at the main office of the School of Biology. (Name of FSC) will escort you here. The link below will allow you to access Georgia Tech's (GT) OHR website and the requisite pre-employment forms. Please locate the section on new hire documents by clicking the link below, select the postdoctoral fellows link and complete all associated forms.

<http://www.ohr.gatech.edu/forms> http://www.ohr.gatech.edu/forms

 You will need to bring the completed forms with you on (date) along with a US government issued form of identification as noted in the I-9 documentation. You will be asked to sign your official offer letter when you arrive.

Your employment status will be validated by OHR on (date) and you will have access to the employee parking lot, if requested.

Please contact (name of FSC) if you have any questions regarding this or any other areas. She/He is the (FSC title) for (Dr. XXX).

I look forward to working with you.

XXXXX

Administrative Manager
Georgia Institute of Technology
School of Biology
Atlanta, GA 30332-0230
Phone 404.894.
Fax 404.894.

DATE

ADDRESS
ADDRESS
ADDRESS

Dear Dr. XXXXXX,

       After a thorough review and evaluation of your qualifications and work experience, I am pleased to let you know that it is Dr. FACULTY MEMBER's intention to seek approval to offer you a position of Postdoctoral Fellow in the School of Biology at the Georgia Institute of Technology. ***Before an official offer can be made to you, we must initiate the formal hiring process, which includes the following***:

- Assemble a hiring packet, which includes the following material we need from you:
  - Georgia Tech Application for Employment, Research Faculty Positions (Enclosed)
  - Your official educational transcripts. If applicable the transcripts must be translated.
  - Three letters of reference
  - Curriculum vitae
- Submit hiring packet to our Office of Human Resources for approval

       You will need to complete and return the Georgia Tech Application, along with any of the above items that have not already been forwarded, to the below listed address as soon as possible. This information is absolutely necessary before your hiring package can be completed.

FSC ADDRESS
School of Biology
Georgia Institute of Technology
Atlanta, GA 30332-0230 USA

Approval from Georgia Tech's Office of the President must be secured prior to an official offer being extended to you.

We are extremely pleased that you are interested in Georgia Tech and our research, and we look forward to hearing from you shortly. Please let us know if you have additional concerns.

Sincerely yours,

XXX
Administrative Manager

Dear Dr. XXX,

Congratulations on your successful bid for the position of Postdoctoral Fellow in the School of Biology. We are delighted to offer you this (non-tenure track) temporary position effective **Date**. Attached is a copy of the proposed offer letter for your review.

Please plan to arrive at (time) on (date), at the main office of the School of Biology. (Name of FSC) will escort you here. The link below will allow you to access Georgia Tech's (GT) OHR website and the requisite pre-employment forms. Please locate the section on new hire documents by clicking the link below, select the postdoctoral fellows link and complete all associated forms.

<http://www.ohr.gatech.edu/forms> http://www.ohr.gatech.edu/forms

 You will need to bring the completed forms with you on (date) along with a US government issued form of identification as noted in the I-9 documentation. You will be asked to sign your official offer letter when you arrive.

Your employment status will be validated by OHR on (date) and you will have access to the employee parking lot, if requested.

Please contact (name of FSC) if you have any questions regarding this or any other areas. She/He is the (FSC title) for (Dr. XXX).

I look forward to working with you.

XXXXX

Administrative Manager
Georgia Institute of Technology
School of Biology
Atlanta, GA 30332-0230
Phone 404.894.
Fax 404.894.

DATE

ADDRESS
ADDRESS
ADDRESS

Dear Dr. XXXXXX,

After a thorough review and evaluation of your qualifications and work experience, I am pleased to let you know that it is Dr. FACULTY MEMBER's intention to seek approval to offer you a position of Postdoctoral Fellow in the School of Biology at the Georgia Institute of Technology. ***Before an official offer can be made to you, we must initiate the formal hiring process, which includes the following***:

- •Assemble a hiring packet, which includes the following material we need from you:
  - Georgia Tech Application for Employment, Research Faculty Positions (Enclosed)
  - Your official educational transcripts. If applicable the transcripts must be translated.
  - Three letters of reference
  - Curriculum vitae
- • Submit hiring packet to our Office of Human Resources for approval

You will need to complete and return the Georgia Tech Application, along with any of the above items that have not already been forwarded, to the below listed address as soon as possible. This information is absolutely necessary before your hiring package can be completed.

FSC ADDRESS
School of Biology
Georgia Institute of Technology
Atlanta, GA 30332-0230 USA

Approval from Georgia Tech's Office of the President must be secured prior to an official offer being extended to you.

We are extremely pleased that you are interested in Georgia Tech and our research, and we look forward to hearing from you shortly. Please let us know if you have additional concerns.

Sincerely yours,

XXX
Administrative Manager

Biology Procedure: Hiring Tech Temps

1. Biology employees who will be hiring workers confirm the availability of funding and consult with the Finance Office.

2. After confirmation of funding, the Biology employee completes the Tech Temp hiring form which contains the following information: (1) amount of hourly pay; (2) resume of worker; (3) start/end dates of appointment; (4) the project number from which worker will be paid; and (5) duties the worker will be performing.

3. The employee will give Administrative Manager (AM) the Tech Temp form and the resume of the person they wish to hire.

4. Unless there is an exceptional situation, all summer hires will be employed as Tech Temps. (All Tech Temps are limited to working 1300 hours or one year whichever occurs first.

5. AM will:
   - Determine job position/grade
   - Completes a Position Request Form if necessary
   - Complete the Tech Temp Request form
   - Forward the Background Check forms to the worker-to-be (worker will forward completed/signed forms to Diane Keith in OHR)
   - Complete the Background Check Request form

6. AM sends the above forms, along with the worker's resume, to OHR.

7. When Tech Temp appointment is approved, AM will get an email approval.

8. AM sends the new hire email approval to the worker, along with a copy to the hiring employee, with instructions on what they need to do. AM also sends the Finance Office a copy of the new hire email.

9. The worker takes a copy of the email to OHR which processes the appointment.

10. AM gets a copy of the completed PSF via an email from OHR; AM provides the Finance Office with a copy of the PSF.

11. Finance Office will provide instructions to the worker on how to access CoS to complete bi-weekly time documentation and submittal.

Biology Procedure: Hiring - Temporary Research Scientists/Postdocs (Paid - No Visa)

1. PI contacts FSC (and copies the AM) with their intent to hire a Temporary Research Scientist and/or Postdoc. PI approves the initiation of the hiring process and advises of a proposed start date. The PI may also send letters of recommendation directly to the FSC.

2. FSC sends the applicant an e-mail to inform of the hiring process and the documents/documentation that will be needed for approval (see #3 below). FSC also confirms the start date with the applicant - subject to change with PI approval.

3. FSC requests the following information from the PI: (if not already provided by PI or applicant)
   - Name of candidate
   - Email
   - Letters of recommendation
   - Salary rate
   - PI should provide project number from which applicant will be paid and percent time (if applicant is bringing their own funding, an official funding letter is required)
   - Description of job responsibilities for the new hire (brief and concise)
   - Confirms project# from which the new hire's salary will be paid

4. FSC requests a GT ID # for the applicant

5. Applicant completes/submits the following documents to the FSC (electronic format is acceptable for obtaining hiring approval; original documents should be mailed directly to the FSC):

   Copy of CV

   Georgia Tech Faculty Application

   Background Education Information and Background Disclosure Authorization forms (if applicant has been in the U.S.) (see **Procedures: Background Checks**)

   Official Transcripts:

   Temporary Placeholder Letter: If the applicant's transcript does not reflect degree completion, it is acceptable to submit a letter from the applicant's home institution's Registrar's Office indicating the applicant has completed all of the requirements for obtainment of the degree or will receive his/her PhD in "said month/year." This letter must be e-mailed or mailed directly from the applicant's university Registrars Office to the FSC.

   Official Transcript: An original, official final transcripts must be sent from the Registrar's Office of the applicant's home university - reflecting completion of the degree - are required and must be submitted to the dept/HR before the new hire can begin working. Note: If the transcript is in a foreign language, the applicant must have the university send an English translation along with the original language document directly to the AM. The AM will begin the Foreign Credential Evaluation process.

6. When hiring documentation received, FSC submits all documents received to AM

7. AM reviews and submits hiring packet via http://testgtapps.gatech.edu/gttracs

8. AM receives approval of hiring and transmits hiring approval to the applicant (with a copy to FSC); FSC also sends the applicant a link to the pre-employment paperwork to be completed and brought to GT.

9. If the applicant needs an offer letter prior to the final hiring approval (for obtaining housing, etc.), FSC sends pre-offer letter as substitute until official approval received.

10. On new hire's first day, FSC does the following:
   - Escort new employee to the AM's office to receive a copy of the hiring PSF
   - Show where department mailroom is
   - Introduce to Assistant to the Chair (AC)
   - Provide AC with name, position for employee's mailbox (updates done on a monthly basis)
   - New hire will be instructed to visit HR with their pre-employment paperwork with copy of PSF
   - Provide maps/instructions on how to get to HR
   - Advise new hire to return to FSC

11. The following will be accomplished at HR:
   Processing hiring paperwork (I-9, W-4, etc.)
   Buzzcard picture taken
   E-mail address established with GT username and temporary password
   HR/Benefits Orientation scheduled

12. The FSC facilitates the following: (and provides the Facilities Coordinator with the new employee's name and GTID in order to provide the employee with building access)

   - FC will grant access when employee shows up in BuzzCard database
   - Email IT support personnel, provide name/GTID
   - IT activates employee's GT e-mail address
   - IT adds new hire to appropriate departmental list serves

13. PI/Lab Mgr advises visitor of group policies and procedures prior to reporting to the lab.

14. PI/Lab Mgr ensures visitor completes any required group training (may include: reading and signing a computer usage security policy; signing of confidentiality agreements; completion of online (or other forms) of group safety training, lab training, and/or other research project-specific training)

NOTE: The Flexible Working Arrangements Agreement Form is also required to request the Telecommuting option.

Copies: Supervisor and Employee

Biology Procedure: Volunteers (for longer than one day of volunteering)

The following procedure applies to non-paid, short-term (not for just one day for a few hours), research-specific volunteers - both adult and minor volunteers. Normally, relatives of Biology employees will not be considered for volunteer positions; however, such requests may be considered depending upon the needs of Biology.

1. The PI or Lab Manager will provide the AM of the intent to have a volunteer; AM will review the information. If approved, the Administrative Manager will send the following forms to the PI/Lab Mgr:

- Volunteer Application
- Agreement for Volunteer Services
- Volunteer Services Description
- Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Note: All participants under the age of 18 are required to have parental or guardian approval in order to serve as volunteers.

2. PI/Lab Mgr will forward all completed forms to the Administrative Manager.

3. Administrative Manager will review completed forms, retain original for Biology records, scans and submits to Risk Management/Office of Legal Affairs.

4. If necessary, the Administrative Manager will request Affiliate status. (see **Procedures: Affiliate Appointments**)

PCard

Biology Procedure: PCard Change Requests

1. The "Georgia Tech Procurement Card Change Request Form" is used when the following changes are requested: http://www.procurement.gatech.edu/sites/default/documents/PCardCngReqForm.pdf

- Change of the **single transaction limit**
- Change of the **monthly cycle limit**
- Cardholder **name change**
- PCard **holds or cancellations** (requested by the PI)
- Change of **cardholder's email account**
- Change of the **default account** (restricted accounts require the Grants & Contracts change form); submitted changes of the default account become effective approximately one week after submittal
- Finance Office must redistribute charges until the default account change becomes effective

2. A PCard can be terminated by the PCard Office for any violation of the rules and regulations governing PCard use; the FM may also request termination of any PCard

Biology Procedure: PCard Statements and Reconciliation
Finance Office Review

1. PCardholder/FSC submits the original PCard statement and other packet documentation to Finance Office

2. If all receipts are attached:

- FAII verifies statement and confirms receipts are attached; if justification is necessary for unusual charges or other information, FAII confirms justification is attached or requests necessary documentation
- FAII verifies that all GT procedures have been followed
- To indicate compliance, FAII logs in to PeopleSoft and completes Monthly Activity Compliance Report
- FAII affixes signature label, signs, dates, and scans PCard statement
- FAII places statement packet in PCard file

4. If receipts are missing:

- FAII/FSC sends email to the PCardholder requesting the missing documentation (NOTE: if FSC fails to get missing information, FSC submits statement, receipts, and other information - to include copies of correspondence requesting the missing information sent to the cardholder - to the Finance Office)
- FAII places PCard statement and documentation in the "Incomplete PCard Statements" file
- When appropriate documentation is received, FAII pulls statement from the incomplete file, attaches documentation, and follows the above process for complete statements
- If appropriate documentation is not received in time to meet Institute verification deadline, the cardholder is notified by the PCard Office that their PCard has been suspended due to non-compliance

Biology Procedure: PCard Suspensions and Terminations

If a cardholder does not comply with the GT PCard policy (including but not limited to missing invoices, missing signatures, lack of details for purchases, failure to submit statement reconciliation when required, and/or unauthorized charges), the Finance Office will submit a non-compliance status which may result in PCard suspension and/or termination.

Suspension:

If a situation arises that requires a temporary "suspension" of PCard usage:

1. The PCard Office suspends the Pcard and notifies the cardholder; the PCard limit will then immediately be changed to $1.00

2. The Finance Office receives a copy of the email that was sent to the cardholder.

(Note: If questions arise regarding the status of a PCard, Finance Office personnel can refer to the PCard compliance information in TechWorks and/or the "Incomplete PCard" file in the Finance Office.)

3. When the situation is resolved, the Finance Office marks their file as "in compliance" in TechWorks and emails PCard.ask requesting reinstatement.

Terminations:

If a situation arises that requires permanent termination of a PCard, FM makes sure the Chair is aware of the situation and approves termination before proceeding.

1. Contact the PCardholder and supervisor and secure the PCard

2. Cut up the card and dispose of it

3. Email PCard Center requesting termination of the PCard

4. Log into WORKS and print a statement copy

5. Have the PCardholder (or supervisor) sign the copy and provide receipts for any outstanding charges

6. FAII follows "PCard Statement and Reconciliation" process to complete the monthly activity confirmation

7. FAII make sure to write "terminated" across the top of the PCard statement, pulls the PCard file, and files the last statement; file should be marked "Terminated"

Biology Procedure: PCard Redistribution and WORKS

1. Each PCard is assigned a project number to which all purchases are charged

2. If the funding source for a particular purchase is not the PCard project number, the cardholder must immediately notify (via email):

- For Staff PCards - cardholder notifies the Finance Office

- For Faculty/Researchers - cardholder notifies their FSC

3. When notifying either the Finance Office or FSC, the cardholder must provide the following information in their email: name of cardholder, amount of charge(s), last four digits of the card used, and project number to which charge(s) must be moved

4. After being notified that a charge must be redistributed, the FO/FSC must periodically check the WORKS system to identify the charge to be redistributed

5. After each purchase posts on the WORKS system, the Finance Office or FSC has 7 calendar days to redistribute a charge to the proper account by logging in to WORKS and entering the proper project number (this is the only entry that is required - category is not required)

6. Submit entry via WORKS and log out.

7. Redistribution is not necessary for any charge to be funded by the project number

Biology
Procedures: PCard - Requests for New Cards

1. PCards can be given to all regular employees (no PCards are allowed for Graduate Research/Teaching Assistants, Tech Temps, and retired but working).

2. PCards are issued for each Biology sponsored grant/start-up.

3. All applicants for a PCard must pass background and credit checks; if a previous check has been done, but is older than one year, new background and/or credit checks must be completed.

4. The Financial Manager (FM) receives an email requesting a new PCard.

5. The Financial Manager (FM) sends the requester the "Georgia Tech Procurement Card Request Form" Parts I and II:

http://www.produrementprd.gatech.edu/sites/default/documents/PCardRequestForm.pdf

6. Cardholder completes Part I of the request form (cardholder does not sign Part I)

7. If the default account is a sponsored project, all of Part II must be completed and signed by the cardholder.

8. If the default account is GTRI, GTF, or state, only Part I is completed (no signature required)

9. Cardholder submits the form to the FM

10. Cardholder completes the PCard Cardholders Training and Certification (current year) online training (shown on transcript via trainsweb.gatech.edu).

11. After completing all of the PCard training, submit to Workplace Learning and Professional Development (cardholder should verify training is in their transcript): www.ohr.gatech.edu/learning

12. Upon approval by Business Services, cardholder and FM will receive an email notifying that PCard is ready to be picked up. Specific instructions will be provided in the email.

13. For new employees receiving a PCard, a signed employee agreement form is required to pick up the PCard; the agreement form requires the signature of the FM:

 (http://www.procurement.gatech.edu/documents/PCardEmployeeAgreement.pdf)

14. Cardholder physically gives the completed agreement form to Business Services and receives PCard.

15. Each cardholder will be required to be re-certified on an annual basis; cardholder will be notified by email.

Biology
Procedures: PCard Statements and Reconciliation
Cardholder Completes Reconciliation

1. The Finance Office receives all PCard statements, usually by the 5th of each month and places the original in the cardholders' mailbox

2. Upon receipt of the copy of the PCard monthly statement, the Cardholder must reconcile each purchase shown on the statement with receipts kept for each purchase. Reconciliation involves the following:

- Packing slips that include purchase details may be used in place of a receipt
- Email confirmation of the purchase, which includes the purchase details, may be used in place of a receipt
- Each cardholder must either have a signed (by budget owner) receipt with the budget number on the receipt or an email from the budget owner approving the purchase with the budget number
- The Cardholder who reconciles the PCard must sign the PCard statement to confirm each purchase and attaches all documentation.
- If the PCard has purchases for multiple PIs, each PI must sign the statement or send an approval email with the project number being charged; if a PCard charge is for multiple grants, the PI must annotate the projects and percent and/or amount to be charged to each project
- If a receipt is lost, the cardholder may request a receipt from the vendor. If multiple attempts fail, the cardholder must complete the "Missing Receipt Replacement" form and attach to the PCard statement. Use of this form is limited.

3. Cardholder must submit statement and receipts, with signatures, and appropriate justification to the Finance Office no later than the 25th of each month

4. If any information necessary for the satisfactory completion of a PCard reconciliation is missing, the Finance Office will return all documentation to the cardholder for completion or justification

Biology
Procedures: PCard Statements and Reconciliation
Cardholder Completes Reconciliation

Note: This procedure _does not_ pertain to Academic Faculty, Research Scientists, or Postdocs.

1. The Finance Office receives all PCard billing statements, usually by the 5th of each month, and places the original in the cardholders' mailbox

2. Upon receipt of the copy of the PCard monthly statement, the Cardholder must reconcile each purchase shown on the statement with receipts kept for each purchase. Reconciliation involves the following:

- Packing slips that include purchase details may be used in place of a receipt
  OR
- Email confirmation of the purchase, which includes the purchase details, may be used in place of a receipt
  OR
- Each cardholder must either have a signed (by budget owner) receipt with the budget number on the receipt or an email from the budget owner approving the purchase with the budget number
- The Cardholder who reconciles the PCard must sign the PCard statement to confirm each purchase and attaches all documentation.
- If the PCard has purchases for multiple PIs, each PI must sign the statement or send an approval email with the project number being charged; if a PCard charge is for multiple grants, the PI must annotate the projects and percent and/or amount to be charged to each project
- If a receipt is lost, the cardholder may request a receipt from the vendor. If multiple attempts fail, the cardholder must complete the "Missing Receipt Replacement" form and attach to the PCard statement. Use of this form is limited.

3. Cardholder must review and initial the statements and submit statement and receipts, with signatures, and appropriate justification to the Finance Office no later than the 25th of each month. *Note: The PCard reconciliation should not be turned in to the Finance Office if any information is missing.*

4. If any information necessary for the satisfactory completion of a PCard reconciliation is missing, the Finance Office will return all documentation to the cardholder for completion or justification

Biology
Procedures: PCard Statements and Reconciliation
FSC/Staff Completes Process

(Note: All items purchased must be shipped to a Georgia Tech address; typically the following states are sales tax exempt: GA, FL, OH, TN, and TX.)

1. After the cardholder uses their PCard, the Finance Office will receive their statement and all other PCard statements, usually by the 5th of each month. The Finance Office logs receipt of the statement into the Institute PCard receipt log, copies the log which is given to the FSC, and then places the statements in the cardholders' mail boxes.

2. Upon receipt of the statement, the cardholder must reconcile each purchase shown on the statement. Reconciliation involves the following:

- Each statement must include detailed receipts for all purchases
- Packing slips that include purchase details may be used in place of a receipt
- Email confirmation of the purchase, which includes the purchase details, may be used in place of a receipt
- The cardholder who reconciles the PCard must sign to confirm each PCard statement
- If the PCard has purchases for multiple PIs, each PI must sign the statement or send an approval email with the project number being charged; if a PCard charge is for multiple grants, the PI must annotate the projects and percent and/or amount to be charged to each project
- If a receipt is lost, the cardholder may request a receipt from the vendor. If multiple attempts fail, the cardholder must complete the "Missing Receipt Replacement" form and attach to the PCard statement. Use of this form is limited.

3. FSC must review and initial the statements and submit statement and receipts, with signatures, and appropriate justification no later than the 25th of each month

4. If any information necessary for the satisfactory completion of a PCard reconciliation is missing, the Finance Office will return all documentation to the FSC and/or cardholder for completion or justification

Biology
Procedures: PCard Statements and Reconciliation
FSC/Staff Completes Process

Note: This procedure pertains to Academic Faculty, Research Scientists, and Postdocs

(Note: All items purchased must be shipped to a Georgia Tech address; typically the following states are sales tax exempt: GA, FL, OH, TN, and TX.)

1. The Finance Office receives all PCard billing statements, usually by the 5th of each month. The Finance Office logs receipt of the statement into the internal log, copies the log which is given to the FSC, and then places the statements in the cardholders' mail boxes.

2. Upon receipt of the statement, the cardholder must reconcile each purchase shown on the statement. Reconciliation involves the following:

- Each statement must include detailed receipts for all purchases
  OR
- Packing slips that include purchase details may be used in place of a receipt
  OR
- Email confirmation of the purchase, which includes the purchase details, may be used in place of a receipt
- The cardholder who reconciles the PCard must sign to confirm each PCard statement
- If the PCard has purchases for multiple PIs, each PI must sign the statement or send an approval email with the project number being charged; if a PCard charge is for multiple grants, the PI must annotate the projects and percent and/or amount to be charged to each project
- If a receipt is lost, the cardholder may request a receipt from the vendor. If multiple attempts fail, the cardholder must complete the "Missing Receipt Replacement" form and attach to the PCard statement. Use of this form is limited.

3. The cardholder provides their FSC with the reconciled statement(s) with all receipts attached (all receipts must be signed). FSC must review and initial the statements and submit statement and receipts, with signatures, and appropriate justification to the Finance Office no later than the 25th of each month. *Note: The PCard reconciliation should not be turned in to the Finance Office if any information is missing.*

4. If any information necessary for the satisfactory completion of a PCard reconciliation is missing, the Finance Office will return all documentation to the FSC and/or cardholder for completion or justification. (The Finance Office logs information into Tech's PCard Compliance Log.)

Biology
Procedures: PCard Suspensions and Terminations *(source: Procurement Office)*

Cardholder's cards whose reconciliation packages are <u>not</u> reported as complete within the 45 day time-frame will be suspended. Repeated non-compliance will result in card cancellation. If a cardholder has multiple cards, all cards will be suspended/cancelled. Cards will be suspended/cancelled as follows:

- First Offense - PCard(s) suspended 7 days or until written notification (email is acceptable) is received that the reconciliation package is complete and the cardholder is in compliance, whichever is greater. PCard Coordinator notified of suspension.
- Second Offense - PCard(s) suspended 30 days or until written notification (email is acceptable) is received that the reconciliation package is complete and the cardholder is in compliance, whichever is greater. Cardholder must re-certify by completing the on-line "PCard Cardholder Training & Certification" tutorial. PCard Coordinator and Department Head notified of suspension.
- Third Offense - PCard(s) cancelled. Department Head may request cardholder be re-instated after 90 days provided written notification (email is acceptable) is received that all reconciliation packages are complete. Cardholder must re-certify by completing the on-line "PCard Cardholder Training & Certification" tutorial. PCard Coordinator, Department Head, and OHR notified of cancellation.

<u>Please note:</u> In extenuating circumstances (such as extended travel, on leave, etc.), departments may request that specific cards be exempted from suspension for a brief period.

Violations of Policy
Violations of rules governing use of PCards can be classified as minor or major. Violations are evaluated on an individual basis and any action taken is dependent upon the nature and frequency of the violation.

- **Minor Violations** include honest mistakes, such as inadvertently using the wrong card; allowable purchases from Institute funds, but those which are not allowed on the P Card. Minor violations should be addressed as follows:

    - First Offense - The department is to address the violation with the cardholder and provide additional guidance as needed. Actions taken should be documented in writing with a copy sent to the PCard Program Manager.
    - Second Offense - PCard(s) may be suspended for 30 days. Cardholder must re-certify by completing the on-line "PCard Cardholder Training & Certification" tutorial. Department is to ensure that the PCard Program Manager and Department Head are notified.
    - Third Offense - PCard(s) may be cancelled. Department Head may request cardholder be re-instated after 90 days. Cardholder must re-certify by completing the on-line "PCard Cardholder Training & Certification" tutorial. Department is to ensure that the PCard Program Manager and Department Head are notified.

- **Major Violations** are those violations that indicate a willful intent to disregard rules that results in cardholder misuse (i.e. would include knowingly making personal purchases). The circumstances of the violations will determine the appropriate action, which could include termination of employment and criminal penalties. When cardholder misuse is suspected, the department is to **<u>immediately</u>** notify the PCard Program Manager and the Director of Internal Auditing.

    - The PCard is to be suspended pending further review and investigation by Internal Auditing.

Reimbursements, Expenses and Payments

Biology
Procedures: PCard Suspensions and Terminations - Internal Procedures

If a cardholder does not comply with the GT PCard policy (including but not limited to missing invoices, missing signatures, lack of details for purchases, failure to submit statement reconciliation when required, and/or unauthorized charges), the Biology Finance Office will submit a non-compliance status which may result in PCard suspension and/or termination.

Suspension:

If a situation arises that requires a temporary "suspension" of PCard usage:

1. The PCard Office suspends the Pcard and notifies the cardholder; the PCard limit will then immediately be changed to $1.00

2. The Finance Office receives a copy of the email that was sent to the cardholder.

(Note: If questions arise regarding the status of a PCard, Finance Office personnel can refer to the PCard compliance information in TechWorks and/or the "Incomplete PCard" file in the Finance Office.)

3. When the situation is resolved, the Finance Office marks their file as "in compliance" in TechWorks and emails PCard.ask requesting reinstatement.

Permanent Termination:

If a situation arises that requires permanent termination of a PCard, FM makes sure the Chair is aware of the situation and approves termination before proceeding.

1. Contact the PCardholder and supervisor and secure the PCard

2. Cut up the card and dispose of it

3. Email PCard Center requesting termination of the PCard

4. Log into WORKS and print a statement copy

5. Have the PCardholder (or supervisor) sign the copy and provide receipts for any outstanding charges

6. FAII follows "PCard Statement and Reconciliation" process to complete the monthly activity confirmation

7. FAII makes sure to write "terminated" across the top of the PCard statement, pulls the PCard file, and files the last statement; file should be marked "Terminated"

Biology
Policy: Honorarium *(source: Accounts Payable)*
http://www.policylibrary.gatech.edu/business-finance/honorarium-payments

Often Biology must bring onboard a number of different types of personnel for various program needs and requirements. The following should provide clarification on the category of "**honorariums**":

Who Can Get an Honorarium

1. An honorarium is a one-time payment for short-term services, as outlined in this procedure, where the Institute does not expect a particular deliverable and the recipient will not invoice the Institute for services rendered.

2. Nonresident Alien individuals may receive honorarium payments with a J-1, B-1, or B-2 visa. Most other Visas do not permit honoraria payment.

3. Honorariums will be paid to individuals, rather than companies or organizations. Services provided by companies or organizations must be contracted.

4. Honorariums may not be paid to Georgia Tech employees including student employees. State law limits those State of Georgia employees who are eligible to sell their services to other State agencies on a per diem/honorarium basis. Payment is allowed only if the individual is classified in one of the following categories:
   - chaplain
   - fireman
   - any person holding a doctoral or master's degree from an accredited college or university
   - physician
   - dentist
   - psychologist
   - registered nurse or licensed practical nurse

5. See documentation requirements below for when payee is State of Georgia employee.

When to Use an Honorarium

1. An honorarium must be paid for services provided, it cannot be used to make an award.

2. The service provided is one where Georgia Tech does not expect a particular result. Examples include:
   - presentation of research results
   - reading of papers
   - participation or leading of colloquiums, workshops, and seminars
   - presentation of lectures
   - The services provided must be short-term in length. Short-term is typically defined as 9 business days or less. Services over a longer period of time must be contracted.

Approval Responsibility

1. Approval by administrative unit indicates that payment is allowable from funding source. [If state funds, the service should be instruction, research or public service. If sponsored funds, service must be instruction, research, public service or is specifically authorized by grantor.]

2. Approval by administrative unit indicates that payment is within policy guidelines for honorariums.

Amount Limitations

1. Amount of honorarium may include payment for services along with amount intended to cover travel expenses.

2. Amount for services (honorarium) may be paid and expenses reimbursed with appropriate receipts.

3. Payment of honorarium and expenses must be requested at same time and on same payment request, the Check Request Form.

IRS Reporting

In accordance with Internal Revenue Service regulations, payments to US tax residents, which total $600 or more in aggregate to payee, will be reported as income on a 1099-Miscellaneous Income form.
If recipient is Nonresident Alien, reporting on IRS Form 1042-S will be in accordance with guidelines outlined in separate procedures for payments to Nonresident Aliens.

Documentation Requirements

1. An official announcement, invitation letter, flyer, etc. must accompany request for payment of honorarium.

2. In all cases, request must be accompanied by a GT Vendor Profile Form completed by the person to receive honorarium.

3. If payee is Nonresident Alien, see separate procedures for restrictions and requirements.

3. Receipts for travel expenses if claimed as a separate expense line.

4. If payee is State of Georgia employee, the following must be provided:
- certification from requesting department of the need for services and why the best interest of the State will be served by obtaining such services from a person not presently employed by the State
- certification by department, agency, etc. employing employee that the performance of such services will not detract or have a detrimental effect on the performance of employee's full-time employment.

5. Requests for payment of honorariums should be submitted on the Check Request Form.

Biology
Procedure: How to Get Reimbursed for *Non-Travel Related* Expenses (Faculty, Research Faculty, Post Docs) - Using the T&E System
(The T&E System can be used for reimbursement for both non-travel and travel related expenses.)

(*Follow these procedures if you wish to be reimbursed; if you do not wish to be reimbursed - do nothing. Georgia Tech and the School will thank you for your donation.*)

Note: Using your PCard for purchases is the quickest and most convenient way to buy appropriate supplies, books, etc.

Reimbursement from Your Own Funding (for books, research supplies - if supplies are < $500; if > $500 use BuzzMart or PCard - pre-approval is required for > $500 charge on your PCard).

If neither BuzzMart or PCard is used for purchases greater than $500, approval must be obtained from the Director of Purchasing prior to making the purchase. Details can be found at:

http://www.policylibrary.gatech.edu/business-finance/reimbursements-purchases-made-using-personal-funds

Note: (Processing your reimbursement is always a priority *once all documentation and information is received.*)

Using the T&E System:

If your FSC is processing your reimbursement request:

1. Deliver to your FSC all original, itemized receipts, and other appropriate information (ex: your name, reason of expense, budget number from which reimbursement will be funded). (FSCs will date stamp each document when received, process, and send to expense@gatech.edu) (***Note: receipts must be signed by the person being reimbursed.)***

If you are processing your reimbursement request yourself:

1. Enter required information into the T&E system (link). (Be sure to select "non-trip related.")

2. Click on "OATH," Print the bar code form, attach all original, itemized receipts (receipts must be signed by the person being reimbursed), and any other appropriate information, then "Submit." (The request will be forwarded to the Finance Office.)

NOTE: If any changes are made to the request, "OATH" should be re-clicked and resubmitted or the request will not proceed. The request will be sent back to you for corrections.

3. The Finance Office will date stamp, review, and if necessary, identify any additional information that is needed

4. When complete, the Finance Office will scan and email to expense@mail.gatech

Biology
Procedure: How to Get Reimbursed for *Non-Travel Related* Expenses (Faculty, Research Faculty, Post Docs) - Georgia Tech Foundation

(*Follow these procedures if you wish to be reimbursed; if you do not wish to be reimbursed - do nothing. Georgia Tech and the School will thank you for your donation.*)

Reimbursement from Your Own Funding (from Georgia Tech Foundation for business entertainment):

1. Gather all original, itemized receipts (signed), or paid cash receipts, and other appropriate information which will be helpful to the reimbursement process and submit to the Finance Office.

2. Finance Office will review, and if necessary, identify any additional information that is needed.

How to Get Reimbursed for _Non-Travel Related_ Expenses (Students) - Using the T&E System and Georgia Tech Foundation (The T&E System can be used for reimbursement for both non-travel and travel related expenses.)

(_Follow these procedures if you wish to be reimbursed; if you do not wish to be reimbursed - do nothing. Georgia Tech and the School will thank you for your donation._)

**Note: Using your PCard for purchases is the quickest and most convenient way to buy appropriate supplies, books, etc.**

Reimbursement from Your Advisor's Own Funding (for books, research supplies - if supplies are < $500; if > $500 use BuzzMart or PCard - pre-approval is required for > $500 charge on your PCard) -

If neither BuzzMart or PCard is used for purchases greater than $500, approval must be obtained from the Director of Purchasing prior to making the purchase. Details can be found at:

http://www.policylibrary.gatech.edu/business-finance/reimbursements-purchases-made-using-personal-funds

Using the T&E System:

(Processing your reimbursement is always a priority _once all documentation and information is received and T&E actions have been satisfactorily completed_.)

1. Enter required information into the T&E system (link). (Be sure to select "non-trip related.")

2. Click on "OATH," Print the bar code form, attach all original, itemized receipts (receipts must be signed by the person being reimbursed), and any other appropriate information, then "Submit." (The request will be forwarded to your supervisor or PI; after either approve, request is forwarded to the Finance Office.)

NOTE: If any changes are made to the request, "OATH" should be re-clicked and resubmitted or the request will not proceed. The request will be sent back to you for corrections.

3. The Finance Office will date stamp, review, and if necessary, identify any additional information that is needed

4. When complete, the Finance Office will scan and email to expense@mail.gatech

Reimbursement from Your Advisor's Funding (from Georgia Tech Foundation for business entertainment):

1. Gather all original, itemized receipts (signed), or paid cash receipts, and other appropriate information which will be helpful to the reimbursement process and submit to the Finance Office.

2. Finance Office will review, and if necessary, identify any additional information that is needed.

Biology
Procedures: Reimbursement Process - Assistant to the Chair

1. The Assistant to the Chair (AC) processes requests for reimbursements covering business entertainment, hotel invoices, non-employee travel reimbursement, the Chair's request, split School/Center reimbursements (for SoB sponsored events), and miscellaneous supply costs. (Split School/Center reimbursements receive prior Biology Series Committee and Chair approval and are split between the School/Center 50/50.)

2. AC collects all of the itemized, original receipts for all reimbursement requests, reviews for accuracy, and, if necessary, identifies any additional information that is needed.

<u>Hotel Invoices:</u>

1. Save invoice to server: Admin materials > Travel > Hotel folder > Year > Invoices
   Name format: Hotel initials_xx-mm-dd_Guest Last Name

2. Compose email to biofinancial@lists.gatech.edu

   Email should include these attachments:
   - Invoice
   - Seminar speaker's detailed agenda or seminar flyer

   Email body should include:
   - Hotel name
   - Number of nights
   - Name of guest
   - Purpose of visit
   - Document ID
   - Project number

3. AC adds invoice number, received date and submit to biofinance date to Guest Travel tracker> Admin materials > Travel > Guest travel tracker.

<u>Individual Reimbursements:</u>

1. AC completes the "Check Reimbursement Request" form, with name, amount, signature, and purpose.

2. AC includes a copy of any appropriate information (flyer, announcement, etc.) pertinent to the request

3. If the reimbursement request is for business entertainment and the number of attendees is less than 15, a list of attendees must be submitted.

4. Receipts must show the itemized food and alcohol costs separately.

5. AC scans the reimbursement "packet" for their files (Admin Materials> Seminars>Reimbursement)
 and submits the original to the Finance Office.

Biology
Procedures: PCard Statements and Reconciliation

RECEIPT SUBMITTAL

Proper submittal of receipts for reimbursement will result in faster reimbursement due to reduced processing time. Improper submittal will result in delayed reimbursement.

Proper submittal for each of the following reimbursement types will ensure reduced delays in receiving reimbursement:

Advances:

- Documentation explaining each expense should be in chronological order
- Receipts must be in chronological order - the same as the documentation explanations
- Receipts must be taped (all edges taped) to a blank sheet of paper
- Receipts must be signed

Reimbursements:

- Documentation - if necessary - explaining each expense should be in chronological order
- Receipts must be in chronological order - the same as the documentation explanations
- Receipts must be taped (all edges taped) to a blank sheet of paper
- Receipts must be signed

Travel:

- Receipts should be in the same category order as that of the TES
  - (Examples of categories: Transportation, lodging, meals, etc.)
- Receipts must be in chronological order
- Receipts must be taped (all edges taped) to a blank sheet of paper
- Receipts must be signed

PCard:

- Receipts must be in the same order as are the expenses shown on the PCard statement
- Receipts must be taped (all edges taped) to a blank sheet of paper
- Receipts must be signed

Procedures: Relocation Expenses
(for any employee other than an Academic Faculty member)

1. If relocation expenses are to be paid (in full or in part), the Faculty member hiring the new employee must include the reimbursement agreement in their official letter of offer to the new employee.

2. Within 60 days after the new employee has arrived on campus, FSC completes the Relocation Expense Reimbursement. The form is signed by the employee and Financial Manager only.

3. FSC attaches a copy of the offer letter, the Relocation Expense Agreement, and relocation expense receipts to the Relocation Expenses Reimbursement form (PI must provide the project number to which charges will be charged).

4. The FSC submits the documents to the Financial Manager; the FM will review and sign the Relocation Expense Agreement and returns to the FSC.

5. FSC makes copies of the documents and submits the originals to Payroll (FSC holds the copies until the reimbursement is paid)

5. New employee receives relocation expense reimbursement via direct deposit

Biology
Policy: Special Payments (source: Accounts Payable)

Often Biology must bring onboard a number of different types of personnel for various program needs and requirements. The following should provide clarification on the category of "**special payments**":

Who Can Receive Special Payments

1. Special payments can be used to compensate GT employees and graduate students for services they have rendered which are beyond their regular job assignments.

2. Special payments will not be given to academic faculty members for event or program presentations during their academic year contract period (such involvement is considered part of their service contributions). Payment during the summer term for which AY paid faculty usually do not receive a full-time salary is permissible. Should their participation involve instruction for a program, special payment can be made.

3. Special payments will not normally be given to any family member of a Biology employee who is an employee at GT.

4. Special payments can not be used to reimburse non-employees for any reason.

5. Special payment request form may not be used for requesting special payments for services or duties performed as part of the Department of Distance Learning and Professional Education's Continuing Education programs.

6. Special payments may not be used for prizes and awards.

7. Special payments will be based on the employee's current hourly rate and/or the amount designated in the sponsored project proposal.

Procedures for Submitting a Special Payment Request

1. The employee's supervisor requests a special payment for a GT employee or student by submitting an email to the FM and includes all pertinent information and any back-up information.

Note: All requests for special pay must be accompanied by justification detailing duties, times and number of hours worked, as well as the scope of work to be performed.

2. FM reviews request, confirms validity, and completes the "Georgia Institute of Technology Payroll Department Special Payment Request Form"

3. FM then submits to the Chair for review and approval/disapproval.

4. The special payment request is forwarded to the Dean's Office for review and approval/disapproval.

5. If approved, the request is submitted to the Payroll Department for processing.

Biology Procedure: Sponsored Proposals - New Awards

Initial Award Notification/Financial Process

1. The faculty member receives communication directly from OSP or proposal sponsor prior to official award:

- Update any proposal changes as required by sponsor and work with collaborator(s) if applicable to provide information/response
- Attach copies of any new information/documentation to proposal packet
- If amount to be awarded differs from amount proposed, GA revises budget; forwards revised budget to OSP and sponsor (if appropriate); files revised budget to front in the Proposals Pending file

2. When final ICOL notification is received, GA adds project to the CoS System as follows:

- Log in to CoS and select "Add Project"
- Select account type (sponsored)
- Enter sponsor (Note: "Sponsor" should begin with awarding entity such as DoD, NSF, Washington State, or company name if industry - that should be followed by an additional information that helps to clearly identify the funds (if flow-thru funding, add the original
- Enter budget and all other required information
- In "Notes/Comments" section, add funding periods and amounts for any future funding increments anticipated but not yet awarded (subsequent years, etc.)

3. GA pulls PI proposal packet and updates appropriately. GA emails PI notifying that the new account is available in CoS and any additional account information

4. As soon as the Financial Administrator III (FAIII) receives the final ICOL notification (subject of email is "Initiation Packet Complete"), FAIII arranges a meeting directly with the PI (and others if appropriate) to walk through the budget and budget justification; this will insure the FAIII is clear of what every budget item is for. PI and others should understand what categories different funds will be put into (i.e. M&S, Personnel, Equipment, etc.). The PI should also tell the FAIII if any of their personnel will be moved to the new project.

Cost Share, Sub-contracts/projects

1. FM reviews for cost share; makes and retains copy of cost-share sheets (if applicable) and follows cost-share request process

If sub-contracts or sub-projects are included, make and retain a copy of the sub-budget(s) for use in the "Sponsored Sub-Contract" or "Sponsored Sub-Project" process. Contact Proposal Initiator if budget information is not clear and/or available

Complete bottom portion of "Checklist for New Accounts"

Biology Procedure: Travel Advances (source: GTRC)

1. Travel advances are completed using the travel advance form - http://www.gtrc.gatech.edu/form/TARequest.pdf - and submitted electronically

2. The travel advance should only cover potential costs for hotel, baggage fees, food, and rental cars. Travel advance cannot cover airfare as airfare can be directly billed to GT - even if airfare is paid personally.

3. Eligible recipients for travel advances include: staff, faculty, grad students, and researchers; undergrads and temporary employees are not eligible for travel advances

4. Once the form is completed, scan a copy and bring the completed form and the TAR to the Financial Manager (FM). FM reviews, approves, and returns to traveler. Traveler hand carries the original form to GTRC and submits

5. Travel advance checks will be available no later than 12:00 noon on the last working day before departure and are to be picked up in the GTRC office located in the Research Administration Building at 505 10th Street.

6. GTRC will contact the traveler when the check is available for pick up

7. When the check is available for pick up, take the original copy of the travel advance form and a copy of the TAR for GTRC's records. (NOTE: keep a copy of everything for files)

8. The Finance Office will maintain travel advance information for future reference and in order to confirm repayment of advance by the traveler to GTRC.

IMPORTANT:

TES must be completed and submitted within two weeks after returning from the trip. **NOTE: Traveler must include statement informing of the receipt of a travel advance.**

Repayment of travel advance funds must be made in full no later than 15 working days after the employee's return to campus, or upon reimbursement of travel expenses - whichever comes FIRST. Repayment may be made in cash or personal checks payable to GTRC.

- Reimbursement will be made to the traveler for the full amount of the travel expense submitted in the T&E System. The traveler is responsible for repaying the travel advance, in full, to GTRC.

- Only one travel advance may be outstanding from any individual at any time unless there is a sound, mitigating circumstance (for example, trip spaced less than 15 working days apart).

- Each month, GTRC will provide each School/Laboratory Director with a list of accounts that are significantly past due. If these accounts are not cleared within 10 working days, no advances will be issued to personnel of that School/Laboratory until the delinquent account is cleared. The individual involved will be issued no further advances for the next 12 months.

Biology Procedure: Scheduling all Symposia, Colloquia, Seminars
(For Departmental Seminars)

The following are the procedures which will be followed for all symposia, colloquia, and seminars held in the School of Physics. (**Note**: *A uniform faculty meeting schedule template will be used in all cases (30 minutes each); should faculty members want to individualize their visitor's schedule, they will resume responsibility for that schedule and will send the completed schedule to AC before the visit.*)

1. Faculty Seminar Coordinator sends a request to AC; the request should contain the following:

- Name of visitor
- University/school/department of visitor
- Contact information for the visitor (including personal cell phone from visitor – if possible)
- Date of visit and time of arrival (if known)

2. AC sends a request for title and abstract to the visitor

3. Upon receipt of title/abstract, AC will post the following on the seminar website (*it is the responsibility of the School's faculty to periodically check the website for visitors they may wish to meet and contact the faculty host should they want*):

- Title/abstract (as it is received from the visitor)
- Date, time, and place
- Faculty host

4. AC emails the schedule template link to the Bio faculty list which will include the following: visitor's name, date, time, place, and title of presentation.

5. AC will email seminar announcements to all CoS school contacts (includes Chemistry, BME, and any other faculty requests) to be advertised in their school.

6. AC will continue to follow-up with faculty host. Prior to the event and before the schedule is complete, Alison will send an email to all Physics faculty containing the following information: visitor's name, date, time, place, title of presentation, and schedule link.

7. AC includes the notice of the event in the weekly "Upcoming Seminars" email.

8. AC periodically checks to see if the schedule is booked. (Note: *It is the responsibility of the faculty host to insure that the schedule is filled.*)

9. When the final schedule is complete, AC will send out an email to everyone on the schedule and the visitor; a PDF will be sent of the official schedule to Biology faculty.

10. If changes occur, AC will send an updated schedule.

11. On the day of the event, AC will send a reminder email to all Biology faculty with a link to the abstract.

12. AC will provide the visitor with a pre-stamped envelope in which the visitor will include expense receipts and other reimbursement documents.

13. All reimbursements due the visitor will be processed by AC.

Biology Procedure: UPS and FedEx Shipments

1. PI or authorized person completes the online shipment form and submits.

2. Receptionist retrieves information and creates a shipping label from the online shipment form.

3. Receptionist emails shipping label to the contact listed on the form, along with the tracking number, and schedules a pick-up - if needed.

4. Contact attaches the shipping label to the package and takes the package to the designated pick-up location.

5. When the UPS and/or Fed-Ex charge appears in WORKS (Bank of America processing site), the receptionist reallocates to the appropriate funding account listed in the online shipment form.

NOTE:

- All shipments will be sent via UPS unless there is a justification for a FedEx shipment
- Online shipment forms for same day shipments must be completed and submitted no later than 2:00 PM
- Labs are responsible for correctly packing their shipments and placing them at the designated pick-up location in Cherry Emerson (EBB Biology faculty should contact the EBB Business Manager for UPS and FedEx shipment processes.)

Travel

Biology Procedures: Travel TAR - Faculty, Research Scientists, Postdocs, Staff

A Travel Authority Request (TAR) must be completed and submitted at least 21 days before the planned travel.

1. If the FSC completes the TAR the faculty member must provide the FSC with the following information. The faculty member may complete TAR themselves.

- Travel date (departure & return)
- Purpose of trip
- Itinerary (transit stops shouldn't be entered unless an airport meeting is scheduled)
- Registration (if applicable using PCard or traveler's personal credit card)
- Hotel information & total cost (FSC might make reservations using traveler's personal credit card or faculty might prefer to use personal credit card themselves)
- Airfare price (FSC can make reservations and charge tickets directly via Travel Inc. or faculty might book their own tickets on personal credit card). *If the faculty member is personally booking the airfare, the cost should not be more than the state rate.*
- Project number to use for travel reimbursement
- Provide an estimate for other transportation costs (taxi, shuttle, etc.)

2. Go to TechWorks and select "Travel Authority"; using the information collected, enter as applicable trip details and related expenses. Confirm that the information is correct, then submit.

Note: If there is <u>no cost to the Institute</u> for travel expenses incurred, enter 0.01in the "Amount Field" in the "Estimated Expenses" section.

Note: For <u>international travel</u>, in "Travel Authority" select "International." A set of 4 questions will appear and must be answered. This is the only difference between domestic and international when submitting a TAR.

3. If the trip is longer than 10 business days, faculty should fill out an "Absent from Campus Form" and places in the Administrative Manager's (AM) mailbox; if the FSC completes the TAR, FSC collects the signed form and places in Administrative Manager's mailbox.

4. The faculty's supervisor will receive an email notification that the TAR must be approved; the TAR is approved and submitted.
5. The Finance Office receives the approval email, checks the work list, approves, and records the information in the CoS System.

Biology Procedure: Travel TAR - Biology Students

A Travel Authority Request (TAR) must be completed and submitted at least 21 days before the planned travel.

1. Prior to a trip, the student completes a Travel Authority Request (TAR) in TechWorks "Travel Authority." Information required will include conference/trip information i.e. dates of travel, location, purpose of trip, account to be paid from (if account is external to Biology, hand write account number on TAR), and estimated costs. After entering the information, the student submits the completed TAR. For travel using GCF/GSS funding, documents must be uploaded; the student must contact GSS for further information.

2. The student's faculty advisor will receive an email notification that the TAR must be approved. The faculty advisor approves and submits.

3. The Finance Office receives the approval email, checks the work list, approves, and records the information in the CoS System.

NOTE: If the student is applying for GCF/GSS/CoS funding, documents must be uploaded and the student must apply for such funding at least 21 days before the travel date.

Biology Procedure: Direct Bill Airfare for Non-Employee Travel Authority

Note: The following process should be initiated 30 days in advance of the traveler's arrival.

1. PI sends FSC information regarding their traveler's visit to the School to include the project number to which all trip expenditures will be charged.

2. FSC contacts the traveler and requests information on the planned travel. The requested information is the traveler's name which appears on their passport, date of birth, cell phone number, dates of travel, address of traveler, traveler's email, and any other pertinent information.

3. FSC checks the project budget (in PEB or CoS System) for fund availability

4. FSC contacts Travel Inc. and gets the traveler's itinerary and enters the information from the itinerary by logging into the CoS System, going to "M&S," clicks on "Enter Order." FSC completes the order forms and submits

5. FSC receives the document ID number

6. FSC completes the direct bill form (on the direct bill form, the document ID number is called the "campus reference number"). FSC enters all pertinent information on the direct bill form and prints the completed form.

7. FSC takes the printed form to the FAIII. FAIII reviews, confirms budget, and signs

8. FAIII approves the travel in CoS (in "Pending Orders") and enters the appropriate transit code (64110).

9. FAIII returns the form to FSC; FSC scans the form (pdf) and sends the form as an email attachment to Travel Inc. (FSC keeps original until process is complete.)

10. FSC and traveler receive itinerary confirmation from Travel Inc. FSC sends the confirmed itinerary to the PI for confirmation of travel, budget, and any other pertinent information which may have changed.

11. If the traveler has changes to the itinerary, traveler contacts FSC; FSC contacts the PI to confirm changes, FSC contacts Travel, Inc.

12. Travel Inc. updates the itinerary and sends to the FSC and traveler.

13. FSC sends the PI the updated itinerary for confirmation.

Biology Procedure: Non-employee TES (those requiring air travel and those without)

1. Before the traveler departs, the Assistant to the Chair explains the reimbursement process with the traveler and gives the travel the following:
    1. Envelope for returning travel receipts

2. To initiate a Travel Expense Statement for a non-employee:

    a. After the traveler has completed the trip, be sure to retrieve all receipts (food, taxi, shuttle, any expense documents) ***Make sure to add in airfare in expense statement even if it is direct billed.**

    - All receipts must be taped to a blank sheet of paper.
    - Go to COS system and click Travel, click Non-Employee TES.
    - Find traveler's name to complete form.
    - Complete expense statement
    - Click submit
    - Print

    b. Sign for person as "non-employee"
    c. Attach original receipts taped to a blank sheet of paper; receipts should be in chronological order
    d. Make a copy for your files and give the original to the FA II

Biology Procedure: Travel TES - Faculty, Research Scientists, Postdocs, Staff

A Travel Expenses Statement (TES) must be submitted in a timely manner (usually within 60 days from the time the traveler returns). The traveler must obtain receipts for all expenses incurred.

1. Traveler collects and itemizes all receipts

2. Tape receipts to blank paper with description of the expense (travel receipts should be in chronological order)
3. Go to TechWorks, select "Access GT Travel and Expense," then select "Create New Expense Report" (make sure "Trip Related Reimbursement" is selected)
4. Select traveler's name from the drop down list of Employee IDs. If there is a pending TAR, click "Copy TAR from a Travel Auth" (upper left corner).
5. Complete the TES:
   a) Traveler fills in the appropriate information under the various tabs or;

   b) If preparer is other than traveler, once traveler is identified, proceed with filling in the appropriate information under the various tabs

6. For international travel, go to yahoo.com/currency or other currency converter for exchange rates; print out the exchange rate information as shown
7. Write the exchange rate on every receipt and convert the total amount to dollars
8. After completing the various tabs for "Meals & Lodging," "Transportation," "Personal Vehicle Miles," and "Other Expenses," you'll advance to the "Accounting Distribution" tab; under that tab, verify the accounting information brought from the approved TAR or enter it if not already populated.

9. Once account information is entered/verified, click "Save."

Note: Before submitting, the traveler must check the "Oath" box; if this is not done, the TES will be in a pending mode which will result in no reimbursement.

10. Once system saves entered information, click the "Go to Summary" page

11. At the "Summary Page," all of the information entered can be viewed
12. If all information is appropriate, click the "Print Barcode" tab; if the FSC is completing, FSC prints the barcode and submits.
13. Once barcodes are printed, scan all travel documents with the barcodes being the first 2 pages followed by all other expenses
14. After scanning all documents, email the file to expense@mail.gatech.edu with the campus reference number in the subject line (check online to verify document was uploaded)
15. The traveler should keep all original receipts and the TES for audit purposes.
16. Consult with the Finance Office for all travel issues.
17. Finance Office reviews pending TES and receipts for accuracy and completeness
18. FAII/Finance Office enters appropriate information in CoS System

Submittal of Additional Expense Receipts:

1. Go into T&E, select "Create Expense Report"; select "Expense Reimbursement"; complete appropriate information

2. In "Comments" section:

- Reference the original document ID #
- Enter required information
- Electronically submit
- Follow steps 13 and 14 in above instructions

3. Approver will approve in T&E

4. FAII/Finance Office will enter appropriate information in CoS System

Biology Procedure: Travel TES - Student

1. Once the student has returned from travel, the student collects all travel information and all receipts (i.e. hotel invoice showing zero balance due, airfare, baggage fees, rental car, taxis, etc.).

2. Go to Techworks to complete the TES under the "Access GT Travel and Expense" tab in the middle of the screen

3. Once T&E system entered, create a new expense report

4. Select traveler's name from the drop down list of Employee IDs. If there is a pending TAR, click "Copy TAR from a Travel Auth" (upper left corner)

5. For international travel, go to yahoo.com/currency or other currency converter for exchange rates; print out the exchange rate information as shown

6. Write the exchange rate on every receipt and convert the total amount to dollars

7. After completing the various tabs for "Meals & Lodging," "Transportation," "Personal Vehicle Miles," and "Other Expenses," you'll advance to the "Accounting Distribution" tab. Under that tab, enter the accounting information from the approved TAR

8. After entering accounting information, click "Save."

Note: Before submitting, the traveler must check the "Oath" box; if this is not done, the TES will be in a pending mode which will result in no reimbursement.

9. Once system saves entered information, click the "Go to Summary" page

10. At the "Summary Page," all of the information entered can be viewed

11. If all information is appropriate, click the "Print Barcode" tab

12. Once barcodes are printed, scan all travel documents with the barcodes being the first 2 pages followed by all other expenses

13. After scanning all documents, email the file to expense@mail.gatech.edu with the campus reference number in the subject line (check online to verify document was uploaded)

14. The traveler should keep all original receipts and the TES for audit purposes.

15. Consult with the Finance Office for all travel issues.

16. Finance Office reviews pending TES and receipts for accuracy and completeness

17. FAII/Finance Office enters appropriate information in CoS System

NOTE: If student is being reimbursed by GSS and CoS funds please contact the Finance Office for project account numbers (these project numbers are subject to change each fiscal year; ask travel desk in Finance Office to confirm)

Submittal of Additional Expense Receipts:

1. Go into T&E, select "Create Expense Report"; select "Expense Reimbursement"; complete appropriate information

2. In "Comments" section:
   - Reference the original document ID #
   - Enter required information
   - Electronically submit
   - Follow steps 12 and 13 in above instructions

3. Approver will approve in T&E

4. FAII/Finance Office will enter appropriate information in CoS System