

Department of Chemistry and Biochemistry

Policies and Procedures Manual

RECONCILIATION OF ACCOUNT BALANCES

The administrative coordinator is responsible for performing monthly reconciliations by comparing detailed documents (invoices and/or cash reports) to monthly budget statements or SAP reports (KE5Z) to help ensure that all transactions are appropriate and accurate. Any errors detected are to be immediately investigated and corrected. Once completed, the administrative coordinator will discuss these errors with the department chair who may conduct further more detailed investigations as deemed necessary.

Related Policy:

Responsibilities of Signatory Officers

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10645039>

REIMBURSEMENT RECEIPTING

The administrative coordinator will receive reimbursement funds only in the form of a check made payable to the University of Mississippi. No checks will be made out to persons and no cash will be accepted. A copy of the check, along with a copy of the memo sent to the Accounting Office with the check, will be maintained in the departmental records. Any checks awaiting deposit will be secured in a locked cabinet in the administrative coordinator's office. The administrative coordinator is the only person who will have access to this cabinet.

PROCUREMENT

All expenditures, including travel reimbursements, must be approved by the department chair. The administrative coordinator is responsible for reviewing all purchase requisitions and maintaining records. The materials control supervisor will enter the purchase request into the SAP system. The department chair will review all Purchase Notification Reports. Questioned items will be submitted by the chair to the administrative coordinator and/or materials control supervisor for investigation and resolution.

For expenditures not processed through Procurement Services, e.g. Aramark, all backup documents, including the stated business purpose and name of attendees, must be on file within the department. If the business purpose is not included on the invoice, the senior secretary is responsible for attaching appropriate documentation or notating the purpose

on the invoice. All supporting documentation related to expenditures not processed through Procurement Services, such as Aramark, is to be retained within the department for seven (7) years.

Related Policies:

Responsibilities of Signatory Officers

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10645039>

Documentation of Financial Transactions

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10644278>

LONG DISTANCE

Each employee possessing a long distance code is responsible for reviewing his or her monthly statement of calls. Once reviewed, they must initial and date the monthly statement to signify that they made the calls for business purposes. The department chair will review the signed statements for their verity and initial and date the document as the final review/approval. These documented reviews will be maintained in the departmental files for audit purposes.

Related Policies:

Long Distance Authorization Codes

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10643077>

PROPERTY MANAGEMENT

The materials control supervisor and/or his assistant will perform annual departmental inventory verification by comparing actual items to University records. This verification will be documented and include the employee's signature and the date that the verification was performed. Missing items will be immediately reported to the department chair so that the proper affidavits of disposition can be prepared and notarized.

The materials control supervisor and/or his assistant prepares Loan Equipment Forms. These forms are prepared prior to the removal of any university property from campus. These forms must be renewed annually and retained within the department's property control records.

All notarized affidavits and loan forms will be maintained in a file kept by the materials control supervisor or his assistant.

Related Policies:

Inventory Requirements

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10647174>

Departmental Inventory

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10647251>

Temporary Loan - Inventory

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10647255>

PAYROLL PROCESS

At the end of each pay period, each non-exempt university employee must complete and sign his/her timesheet. All 12-month exempt employees who have taken leave during the preceding pay period will also prepare a timesheet. These timesheets will be submitted to the department chair, who will review them for accuracy and sign (approve) them. Timesheets for student employees, undergraduate and graduate teaching assistants, and others who are paid from department funds on an hourly basis will be checked for accuracy and initialed by the student's supervisor and then reviewed and approved by the administrative coordinator, acting for the department chair.

Hours and/or leave are entered into SAP by the senior secretary and approved in SAP by the administrative coordinator.

Timesheets are maintained within the department for a minimum of seven (7) years for all employees.

Related Policies:

Departmental Time Record

[https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?
istatPara=1&policyObjidPara=10659134](https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10659134)

HOURS WORKED

Student workers who serve as teaching assistants have visible designated hours for work, but those students without designated work hours and paid from hourly wages, e.g., work study students, undergraduate research assistants, etc., must have the hours reported on their time card verified by the signature/initial of their immediate supervisor. No time will be entered into the SAP system by the administrative coordinator or senior secretary unless this signature has been obtained.

Related Policies:

Employment of Students

[https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?
istatPara=1&policyObjidPara=10648010](https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10648010)

Departmental Time Record

[https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?
istatPara=1&policyObjidPara=10659134](https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10659134)

COMPENSATORY TIME BALANCES AND OVERTIME PAY

The Department does not issue overtime, but may under certain circumstances may issue compensatory time. For example, there are occasions when the senior secretary, administrative coordinator, and/or materials control supervisor and his assistant are needed to work on Saturday. Such an example would be a graduation luncheon or a department-sponsored conference or similar event. Any compensatory time resulting from such service will be recorded on the employee's time sheet.

Related Policy:

Fair Labor Standards Act – Compensatory Leave – Overtime

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10649959>

LEAVE

All exempt employees must report leave time in compliance with university policy; this includes 9-month faculty reporting sick leave. “First Day Illness” must be used for the first eight (8) hours of an illness (other than by 9-month faculty).

If a faculty member cannot teach their class on their designated day, they are required to take sick leave.

Related Policies:

Leave Guidelines

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10659144>

Personal Leave (Vacation) for Twelve-Month Employees

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10659146>

Major Medical (Sick) for Staff Employees

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10659147>

Major Medical (Sick) Leave for Nine-Month Faculty Members

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10659157>

Fair Labor Standards Act – Compensatory Leave – Overtime

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10649959>

SAFEGUARDING CONFIDENTIAL INFORMATION

Departmental employees will be educated on safeguarding confidential information such as student records, credit card numbers, addresses, social security numbers, etc., by the

administrative coordinator and/or department chair at group departmental meetings held at least once every year.

Confidential information is maintained by the department staff in secure locations within the department. Secure locations include safes, locked file cabinets, or storage areas with controlled key access.

Related Policies:

Information Confidentiality/Security Plan

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10654991>

Right of Privacy – Personal Information

<https://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?keywordSearchString=Right+of+Privacy&searchType=FFM>

Privacy in the Electronic Environment

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10644277>

Access to Students' Educational Records

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10649383>

CHEMICAL SAFETY AND RADIATION GENERATING DEVICES

All departmental employees, including staff and graduate students, who handle chemicals or other hazardous materials and/or those who operate equipment capable of generating ionizing radiation must receive training from the UM Department of Health and Safety (UMDHS) in accordance with the regulations and requirements of that office. At the minimum, this training must include chemical safety with other training, e.g., biohazards, radioactive materials, etc., as necessary and appropriate. In the case of graduate students, this training must be completed by the end of their first semester of enrollment in the graduate program or sooner if they serve as teaching assistants (TAs). All undergraduate students who are issued keys to research or teaching laboratories must first complete, at the minimum, chemical safety training at the UMDHS. Other training may be required by the student's supervisor as appropriate.

Failure to complete the required training will result in loss of privileges to handle these materials and/or operate such equipment. Students who fail to comply may be removed from employment by the department chair. A list of the authorized employees is kept by the Department of Health and Safety and updated each semester by the administrative coordinator and undergraduate laboratory managers.

Hazardous materials can only be shipped through the Department of Health and Safety.

Related Policies:

Health and Safety Training Requirements

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10647746>

Procedures for Vacating a Laboratory

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10647735>

Safety

<https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10646380>

FACILITIES MANAGEMENT

Access keys are issued to all persons in the department who hold permanent positions, including graduate students. An inventory of the keys issued is maintained by the administrative coordinator and updated on a regular basis. The inventory listing includes the person to whom the access keys are issued, the locations that the keys can access, and the date that the keys were issued and/or returned. This information will be kept on file.

Undergraduate research students and teaching assistants will be given access to the department on a need basis through the student ID card reader on the front door. The list of students who have applied for and been granted access is kept on file by a designated faculty member in the department and updated each year. This faculty member will periodically review the card reader access log in order to detect any suspicious or unusual behavior.

POLICIES AND PROCEDURES

The policies and procedures manual must be read by all departmental employees annually and updated as needed.