

Shared Administrative Services (SAS)

Town Hall – Other SAS Topics



General Administration: Supplemental Pay

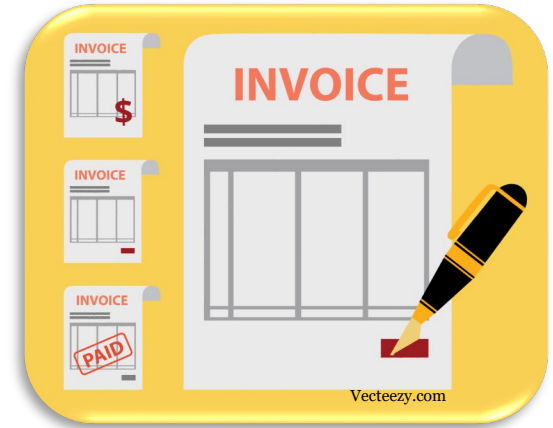


- Employee Name
- OneUSG Employee Id Number
- Employee's Home Department Name
- Home Department Head
- Home Department Dean (if applicable)
- Employee's Home Department Phone Number
- Employee's FLSA Status: Monthly or Biweekly
- Employee's Position Status: 9/12-month Faculty, Adjunct Faculty, Full/Part Time Staff, Student Staff
- Requestor's Name
- Requestor's Job Title
- Requesting Department Head
- Requesting Department Name
- Requesting Department's Phone Number
- Start Date of Assignment
- End Date of Assignment
- Supplemental Pay Type: Temp/Academic Administrative Assignment, Incentive/Award Payment, Taxable Fringe, Academic Consortium/Honorarium, Course Delivery Incentive, Other - Please specify
- Supplemental Work Assignment Description
- Business Justification
- Time Commitment
- Supplemental Pay Amount
- Account Code – Fund Code – Department Code – Program Code – Class Code – Project Code



Invoicing:

- Payee Information: Company Name, To whom the invoice should be “Attention” to, Company Address, Company Email
- Invoice Amount: Total amount for invoice, Details regarding invoice, Any additional attachments if needed
- Requesting Department Information: Requestor’s Name, Requestor’s Job Title, Requesting Department Name, Requesting Department’s Phone Number
- Funding Information: Account Code – Fund Code – Department Code – Program Code – Class Code – Project Code
- If there is a Purchase Order associated with the invoice, please send it to Accounting Services at accounting_services@columbusstate.edu



Reimbursement:



- Preapproval is required
- Requestor Information: Requestor's Name, Requestor's Address, CSU ID Number
- Requesting Documentation Information: Invoice(s) / Receipts, Proof of payment via Credit Card Statement, Description of purchase, Total Reimbursement
- Funding Information
- Approver Information
- State reimbursement: Sales tax will not be reimbursed for state purchases
- Foundation reimbursement: Taxes are required



Budget:

- Budget balances or copies of Peoplesoft reports (summary or detail) may be requested
- Requests to amend budgets may be submitted through SAS
- Regular personnel lines (faculty, staff, & benefits) CANNOT be amended
- Pass-through accounts to access Foundation funds (711 or 712 accounts) must be budgeted before expenses can be run through them



Aramark Invoices:

- All orders are required to have a Billing Account Number at the time the order is placed
- Tax vs. no tax
- Submitting invoices vs. order confirmations
- Alcohol Policy



Q & A

Contact Information

- 706-565-1270
- shared_services@columbusstate.edu

