SNRS How to Guide

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Office Staff Contacts and Duties

Diane Pennington: 701-231-7582
- Accounts payable activities, including the following: paying invoices on account, Accounts Payable Vouchers, Interdepartmental Billings, Bookstore purchases and Recharge center invoices
- Coordination of on-campus automatic billing, including the following: Facilities Management, Motorpool, IT/Telecomm, Print & Copy and Postage charges
- Monitor and ensure effective use of grant, appropriated and local funds while communicating balances and potential issues to PIs
- Department administrator of JPM purchasing card transactions
- Prepare deposits
- Offer assistance with online reimbursement (travel and non-travel) and approve/review expenses at the departmental level
- Set-up and maintain annual budgets of appropriated and indirect funds
- Facilitate annual equipment/GRA awards from AES

Jacinda Wollan: 701-231-8901
- Assist with employee hires and terminations
- Employee Changes - position, compensation rate, funding, LOA
- PepoleAdmin - benefitted searches
- Expense report approval for GRAs and time slip employees
- General office support

Angela Blaha: 701-231-5368
- Assist with Graduate Student activities; including: contracts, coordinating graduate applications, required trainings, scheduling graduate meetings and defenses, class permissions, and independent study requests
- Submit textbook orders
- Editing course schedules
- Facilitate the ordering and renewing of software requests
- Assist with the scheduling and the coordination of SROIs
- Offer assistance with training requirements and questions
- Manage compilation of safety violations and responses, assist in the answering of safety questions
- Create/explore advertising & promotional materials and assist in the managing of social media accounts
- Work with Scholarship Committee to assist in the awarding and tracking of scholarship distribution
- Reserve state fleet vehicles
Safety Inspection Procedures

Annual Inspections - *These are a continuation of the inspections that already occur.*

- Initial violations for any SNRS space will be emailed to Frank
- Frank will forward violation list to Angela
- Angela will distribute violation list to corresponding PI & tech for Hultz and Morrill violations; Walster and Waldron violations will be sent to Joel who will then send violations to appropriate individuals
- Hultz and Morrill individuals → send corrective action directly to Angela
- Walster & Waldron individuals → send corrective action to Joel, who will then forward to Angela
- Angela will then compile a list of violations and their corrective actions and send that to appropriate individuals. Angela will maintain a database of these violations and corrective actions for all of SNRS.
- **These violations need to be corrected/have a corrective procedure in place within 30 days of receiving the violation**
- Karin and Joel will be following up with individuals if deadline is approaching and violations have not been corrected

Weekly Hazardous Waste Inspections

- Initial violations will be emailed to Frank
- Frank will forward violation to: non-compliant individual(s), Angela, Karin, and Joel
- Once the violation is corrected, “reply all” to the initial violation email (Provost Grafton, Bruce Bollinger, Mike Borr, etc..) with your corrections described. Make sure Frank and Angela are also included in this email.
- **These violations must be corrected and responded to within 24 hours**
- Karin and Joel will follow up with individuals if violations are not corrected within 24 hours
- In a situation where the PI and the tech are unavailable (away from campus) and violation cannot be fixed within 24 hours, please respond back to Karin, Joel, and Angela and they will take appropriate action to see that the violation is corrected
Annual Trainings

Hazardous Waste Training

- All employees that have the potential to generate hazardous waste within their lab are required to take this in-person training
  - Includes: PIs, techs, hourly individuals, graduate students, and undergraduate students
  - Failure to receive training themselves or for allowing an employee to work within your lab without the proper training will result in a fine for the PI(s) who are overseeing the lab
- Refresher training is required online every subsequent semester either online or in-person
- All new hires must take the in-person training within 60 days of hire date
  - Until this training is completed, employees will not be able to work in a lab that generates waste

Baseline Safety Training

- Required annual training offered either online or in-person.
  - This is different than the hazardous waste training but is also required annually

Title IX Training Current Employees:

- All NDSU employees (faculty, staff, students, and administrators) must complete the mandatory face-to-face Equal Opportunity/Title IX Training. Attending a face-to-face session meets this training obligation for three years. For off campus employees, face-to-face training will be available through IVN. Current employees who only take the online training will not fulfill the mandatory training requirement and will be out of compliance.

Title IX Training New Employees:

- New employees must complete online training within 30 days of employment at NDSU. Online training, entitled “Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act for Faculty and Staff”
- New employees are also required to complete face-to-face Equal Opportunity/Title IX training within 6 months of their employment start date.
Courses/Grading

How to Drop a Class

1. Log in to Campus Connection
2. In the Student Center, click the ‘Enroll’ link under the “Academics” heading
3. Click on the ‘Drop’ tab
4. If you are enrolled in courses for more than one semester, select the appropriate term you want to drop classes for
5. Check the box for the class you wish to drop and click the ‘Drop Selected Class’ button
6. Verify the course(s) you wish to drop and click the ‘Finish Dropping’ button
7. Watch for ‘Success’ or ‘Error’ messages
   a. Green Check Mark indicates success
   b. Red “X” indicates error
8. Click the ‘My Class Schedule’ button to review your list of enrolled courses

How to Withdraw From a Semester

Students CANNOT withdraw by attempting to drop all of their classes within Campus Connection

- To withdraw a student must electronically submit the Withdraw to Zero Credits Form. Immediately after submission, a confirmation email will be sent to the student's NDSU email address, which includes a tracking number. This confirmation serves as proof of the student's timely submission in accordance with NDSU's published Dates and Deadlines.

Grades of Incomplete

https://bulletin.ndsu.edu/past-bulletin-archive/2017-18/academic-policies/incomplete-grades/

- The grade of Incomplete is assigned to indicate that satisfactory work has been completed up to within five weeks of the semester end, and that circumstances beyond the student's control prevented completion of the work. The time period is proportional for variable length courses and summer session.
- The grade of Incomplete is not to be given in any instance where the student has a deficiency of more than five weeks (or equivalent) of work including final exam week.
  - Grades of incomplete are initiated by student request.
  - The student must contact the instructor, request an incomplete grade, and upon instructor approval, make arrangements to complete work.
- Grade of Incomplete is an administrative grade that is only entered by the Office of Registration, except in practicum, internship, individual study, field experience, or study abroad courses.
Travel

Permission to Travel

- The traveler is responsible for making his/her own travel arrangements.
- **NDSU policy requires that employees have each out-of-state trip pre-approved by their supervisor.**
  - Form to use in requesting authorization:
    - [https://www.ndsu.edu/forms/#accounting1](https://www.ndsu.edu/forms/#accounting1)
      - Accounting → Travel Authorization Out of State (PDF)

State Fleet Motor Pool

- Give reservation number (from motorpool) to Angela and she will complete the appropriate vehicle reservation form
  - If for some reason, a state fleet vehicle is not used for NDSU business and the employee claims a mileage reimbursement, the expense report should include justification for using a personal vehicle, because of the cost savings of using a state fleet vehicle.

Seasonal/Temporary/Permanent Vehicle Requests

- Requests can be made to State Fleet between January 1 and March 1. Requests will be processed on a first come, first served basis.

State Fleet Driver’s Fueling ID Request Form

- All drivers of State Fleet vehicles must have a driver ID which is unique to driver fueling ID authorization number that is required for access to purchase fuel for state fleet vehicles. Complete the form to obtain your unique driver ID.
- Fuel cards will be issued from the DOT.

Air Travel

- Purchasing airline tickets for official NDSU business travel may be done by the traveler through the airline’s website or another travel service website.
- The department’s pcard is the best method of payment in this case. If the department’s pcard is not available, the employee may use his/her own credit card and be reimbursed by the University.
  - If the employee pays the ticket in a month prior to the travel dates, with appropriate department approval, the employee may be reimbursed immediately after the ticket is paid by submitting an expense report. If the employee pays the ticket in the same month as the travel dates, reimbursement will be done on an expense report along with the other travel expenses from the trip.
● If travel agencies are used, the agency will directly invoice the department. The department may directly pay the invoice using their pcard or by direct entry to PeopleSoft.
● The State of North Dakota is participating in a discount program with Delta Airlines. If airline tickets are purchased with Delta, those tickets should be booked using the “Delta EDP” link accessed through the PeopleSoft Employee Hub. At this time, Delta Airlines is the only airline offering the State a discount program.

Lodging
● Lodging arrangements and any required deposits are the responsibility of the traveler.
  ○ Expenses will be reimbursed after the trip on an expense report.
  ○ An exception is made so that lodging facilities may be paid directly by the department when the travel involves a student field trip or athletic team travel.
● Many hotels/motels will accommodate University employees at the “state employee rate” or “government rate”, which may be lower than a conference rate. Always ask.
  ○ If NDSU employees are unable to find a state rate hotel in the western part of the state (Williston, Dickinson, Minot, etc.), within a reasonable distance of their assigned work location, they need to consult in advance with the NDSU Accounting Office to discuss alternatives so the employee does not incur additional out-of-pocket costs.
  ○ NDSU employees will need to secure proper documentation of attempts to find a room at a state rate and that advance NDSU Accounting Office approval was received to reimburse the higher rate.
● Out-of-state lodging is reimbursed at the actual expense. There is no upper dollar limit in state law or University policy for out-of-state lodging; however, travelers need to exercise prudent judgment, common sense, and restraint when selecting a lodging establishment as these expenses must withstand the test of public scrutiny.
● An original, itemized receipt is required for reimbursement. If you are sharing a room with another employee and only one receipt is available, the expense will be reimbursed to only one person. If you are sharing a room with someone other than a university employee, the University will reimburse the single room rate.
Meals

- Meal reimbursements are generally based on meal allowance rates that depend upon the time of day the employee is in travel status and whether the travel is in-state, out-of-state continental US, non-continental US, or international. To calculate the appropriate meal allowance for a day, each day is split into quarters.
  - Please consult Meal Allowance Rates | Accounting Office as the specific rates change periodically. This policy also covers other issues with meals such as team travel, taxable meals, and hosting guests of the University.
  - If the traveler’s meal is paid for by some other means, the traveler should not claim the applicable meal allowance. For example, if the traveler’s meal is also paid through a conference registration fee, the traveler should not also claim reimbursement for that meal, to avoid having the University double pay for meals.

Miscellaneous Expenses

- Expenses that are considered necessary business expenses may be reimbursed to the traveler, such as: taxi fares, toll fees, parking fees, business telephone calls, and up to $5.00 per day for personal telephone calls while in travel status. These expenses must be individually documented on the expense report. Original receipts are required for each expense exceeding $10.00.
  - Expenses that are considered more entertainment or personal in nature are not reimbursable. Examples include: laundry, movies, bar bills, room service, and health club or spa fees.
  - Reasonable tips, not to exceed $5.00 per tip, and service charges that are a necessary part of the business trip are reimbursable. Examples include tips to bellhops and taxicab drivers. No reimbursement is allowed for tips on meals that are covered by the meal allowance.

NDSU Policy, Section 515, Travel – Employees:

NDSU Policy, Section 515, Travel – Non-Employees:

NDSU Policy, Section 170, Meals for Staff & Guests:
Graduate Assistantships

Eligibility for Assistantships

- Recommendations for assistantships are made to the Dean of the College of Graduate and Interdisciplinary Studies and are subject to the dean's approval. Graduate programs may have specific requirements for eligibility.
- Before any assistantship can be awarded, students must be admitted to the Graduate School as a degree-seeking student. The tuition waiver may be reduced by other financial awards directed specifically to pay tuition.
- Students must be registered for graduate credit each semester (fall and spring) they receive an assistantship, and must be in good academic standing and maintaining satisfactory progress toward their degree. In addition, international students must maintain the appropriate residency status.
- Teaching assistants whose native language is not English must demonstrate English proficiency (refer to the section titled "English Language Proficiency Procedures for Graduate Teaching Assistants").
- Students offered a graduate teaching or graduate service assistantships must consent to a criminal background check.
- Students placed on Academic Warning may retain their assistantship. Students placed on Probation may no longer receive an assistantship.

Expectations of Graduate Assistant

- Students must dedicate the required number of hours assigned to work each week. Graduate assistants must work a minimum of 10 hours per week for 16 weeks, and must receive at least minimum wage. Graduate assistantships cannot exceed 20 hours per week.
- Students receiving a graduate assistantship or fellowship are expected to maintain good academic standing and satisfactory progress toward their degrees. Please refer to the Graduate College General Policies for more information.
- Students on research assistantships may also do related research for course credit. The number of hours of work per credit may vary depending on the discipline/department.
Expectations of Program/Assistantship Supervisor (Contracts and Feedback)

- The Graduate College requires that a contract be provided to all graduate assistants. This document would specify expectations for the assistantship, including number of hours of work, stipend amount, activities, etc. Feedback should be provided annually at a minimum.

- **Graduate Assistantship Contract**
  - Graduate Advisor themselves as the Initiator and the Designee
  - List Angela Blaha as carbon copy #1

- Ensure that all dates, stipends, hours to be worked, and names are accurate. If the information is incorrect, the graduate school will send the contract back and the contract will need to be completed again.

North Dakota State University Graduate Assistant Contract

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Department:</td>
<td>Student Program:</td>
</tr>
<tr>
<td></td>
<td>Masters Ph.D.</td>
</tr>
</tbody>
</table>

**Appointment Details**

<table>
<thead>
<tr>
<th>Assistantship Type:</th>
<th>Contract Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- select --</td>
<td>-- select --</td>
</tr>
</tbody>
</table>

- You are expected to work [ ] hours/week and/or teach [ ] credits during the academic year.
- Stipend: [ ]
- Start Date: [ ]
- End Date: [ ]

- Your assistantship includes a tuition waiver that covers base tuition. Please note special programs that have differential tuition beyond university base tuition are not included in this tuition waiver.
- If you choose to accept this appointment you must also complete W-4 and I-9 forms in HR/Payroll located in SGC 102 on or before your first day of work. Note: The total stipend amount will be dependent on your actual start date.
- Teaching and service assistants must consent to a criminal background check per NDSU Policy 112.
- Graduate assistants are NDSU shall not exceed an average of 20 working hours per week. Hours must be documented using an appropriate method approved by your supervisor.
- Your responsibilities as a graduate assistant include: completing the required trainings. Failure to complete training can lead to sanctions, including revocation of your tuition waiver and/or termination of the assistantship.
- If Telecommuting applies, refer to the HR/Payroll website for further information.
- The change(s) in your duties listed below is in conjunction with your contract dated [ ] and is effective on the date listed above. If the contract is not an addendum, enter NA in the field.

**Your specific responsibilities include:**

[Optional Attachment]
Purchasing Card

Applying for a P-Card
1. Request an application for an NDSU Procurement Card from the Purchasing Department.
2. Complete the application and obtain the appropriate signature approvals from your Department Director and Department Administrator.
   ○ To acquire an application for an NDSU Purchasing Card, contact the University Administrator; Kimberly Howard-Brasel 231-7462; Kimberly.Howard-Brasel@ndsu.edu
3. Send the application back to the Purchasing Department.
4. In approximately 7-10 days, you will receive the card.
5. You, the cardholder, will then need to call and activate the card prior to making any purchases.

When making a P-card purchase in person
- Cardholders must sign the charge receipt and retain the customer copy. The cardholder must have an itemized original receipt to back up their purchases. The cardholder should verify that the charge receipt and the sales receipt comply with the requirements for supporting documentation.

When making P-card purchases via telephone, mail order, or the Internet
- Cardholders should give the merchant the account number embossed on their card and direct the merchant to mail/fax/email a detailed invoice saying “MASTER CARD PURCHASE/PAID IN FULL” or something showing a 0 balance and showing that it was paid for with the Purchasing card. Request that the vendor enclose, mail, fax, or email a copy of the invoice/receipt with each shipment.
- Regardless of who receives the shipment, the cardholder is responsible for obtaining all documentation related to the purchase and verifying that the documentation complies with the requirements for supporting documentation.

General Instructions for Purchasing Card Use
- Maintain a record of the purchase on the Purchasing Card Record.
- Retain the original, detailed receipts/invoices for reconciliation purposes.
  ○ The charge slip for the credit card company is not acceptable!
- Forward the monthly Purchasing Card Record form to Diane Pennington.

Purchasing Card Requisition
Tax Exempt on Amazon
P-Card Manual
**Surplus**

- If you have merchandise in your department that needs to be sent over to Surplus, please make sure that it is in working order and all other NDSU property (papers, files, etc.) are removed from the items.
  - Send an email with the pickup location, detailed list of items including the inventory numbers if there is one to casie.ewalt@ndsu.edu
- **If the Item is an Inventoried Item ($5,000 and over)**
  - You will need to pull the inventory sticker.
  - Contact Accounting and have the item taken out of inventory.
  - Fill out the bottom of your item's Inventory Document form and return it to Accounting.