Massasoit Community College

GRANTS DEPARTMENT HANDBOOK

Updated February 2017

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INTRODUCTION

This handbook is designed to help grant project coordinators and supervisors manage grant-funded projects. It is accessible on the Grants Department webpage and updated regularly.

We want to make this handbook as useful as possible and welcome your feedback and suggestions.

Thank you.

Holly States, Associate Dean for Grants & Sustainability

Mary Harris, Director of Grants

Michele Montavon, PT Grant Writer

Denise Egan, Administrative Assistant

HELPFUL HINTS

As a grant coordinator with signing authority, you are responsible for the proper management of your grant and the expenditure of grant funds. With that in mind, make sure that you sign and keep a copy of all paperwork that is processed under your fund code. If someone other than yourself processes paperwork for your grant, or if a vice president signs in your absence, make sure that you receive a copy. This is essential for budget tracking and for possible future audits.

Send all signed grant paperwork (other than Payroll) to Grant Accountant Tina Vogel-Pransky (ext. 1520), and she will make sure everything is in order and forwarded to the appropriate department. In general, the following signatures are required on purchase requests and payment forms: Grant project coordinator/director, supervising dean, supervising vice president.

Purchasing: Any vendor that we use has to provide us (the state) with a W-9 form. The Purchasing Department can let you know if the vendor you choose has a W-9 form on file.
For grants that are administered through the Massachusetts Management Accounting and Reporting System (MMARS), the state requires an original W-9, not a copy.
A hardcopy W-9 form with the original signature is the only acceptable format.
(A scanned copy of an original is considered a copy.)
Grant Accountant Tina Vogel-Pransky (ext. 1520) can let you know if your grant is administered through MMARS.

Packing Slips: Write the PO# on the packing slip and send to Tina Vogel-Pransky.

Copy Center: The Copy Center is currently tracking which departments, and sections of departments, use their services. When requested, provide them with your grant's fund and org numbers (see page 8). Nothing will be charged to your account.

Fiscal Years: The College runs on a July 1 – June 30 fiscal year, while the funder determines the grant's fiscal year.

Fringe Rates: Fringe rates change annually (July 1). This often affects grants that cross over fiscal years. The Grants Department will notify you as soon as possible when it learns what the new rates will be and can provide help if you need it to modify your budget accordingly.

The FY2017 approved fringe rate is 33.50% and the payroll tax rate is 1.66%.

     Full-time employees: **35.16%**   Part-time employees: **1.66%**

Annual Health & Welfare charge: This is an annual charge for each full-time employee and is typically charged in Nov/Dec for the entire year. The Payroll Manager can answer any questions you may have regarding this charge.

The current approved rates are: AFSCME: $832
                                MCCC: $806
                                NUP: $728

Updated: August 2016

BUSINESS OFFICE

There are 2 sides to the Business Office. The "accounting –side" handles reporting, invoicing, A/P and A/R; the "student-side" handles student accounts, courses, student seats, etc.

Title	Name	Extension	Location
Accountant (Grants)	Tina Vogel-Pransky	1520	A 206
Accountant	Michelle MacNeil	1524	A 206
Associate Comptroller	Teresa Fruzzetti	1525	A 207
Comptroller	Patricia Marcella	1523	A 205
Director of Student Financial Services Office	Bonnie Paglia	1519	A 236

PURCHASING

Director of Administration Services	Richard Pishkin	1513	A 115
Administrative Assistant	Rhonda Hurlburt	1531	A 114

PAYROLL

Payroll Manager	Allison Arsenault	1553	A 109
Payroll Analyst (Part-time employees)	Nicole Bolduc	1557	A 114
Payroll Analyst (Full-time employees)	Diann Washington-Fortes	1555	A 114

HUMAN RESOURCES

Executive Director of Human Resources	Margaret Hess	1550	A 234
Director of Human Resources	Donna Boissel	1505	A 233
Benefits Coordinator	Donna Beals	1551	A 232
Staff Assistant	Jolene Smith	1558	A 230
Employment Coordinator	Gaelle Prospere	1552	A 231

MARKETING

All press releases and events must be coordinated through Massasoit's Marketing Department.

Executive Director of College Communications	Laurie Maker	1848	A 223
Director of Marketing	Jim Lynch	2987	FH 215

ACADEMIC AFFAIRS (formerly FACULTY & INSTRUCTION)

Title	Name	Extension	Location
Vice President of Academic Affairs	Barbara McCarthy	1900	LA 339
Assistant to the VP of Academic Affairs	Kelly Carrico	1134	LA 330
Staff Assistant	Janet Larkin	1601	LA 337

GRANTS DEPARTMENT

Associate Dean of Grants & Sustainability	Holly States	1377	LA 340
Director of Grants	Mary Harris	1376	LA 336
PT Grant Writer	Michele Montavon	1318	LA 341
Administrative Assistant	Denise Egan	1313	LA 341

ADMINISTRATION & FINANCE

Vice President of Administration & Finance/ Chief Financial Officer	William Mitchell	1510	A 202
Staff Assistant	John Caffelle	1502	A 201

STUDENT SERVICES

Vice President of Student Services and Enrollment Management	David Tracy	1085	A 219
Dean of Enrollment Management	Shilo Henriques	1086	A 221
Director of Admissions	Michelle Hughes	1412	A 101
Director of Financial Aid	Todd Hughes	1470	A 134
Associate Dean, Institutional Research	Mary Goodhue Lynch	1840	SC 1890

Reporting on a funded grant is a critical piece of grant management. Grant reports provide a chance to share the progress, successes, and challenges encountered while implementing the funded grant and to detail the impact the project is making. Submitting timely reports that comply with the funder's guidelines helps maintain a positive relationship with the funder; failing to do so can jeopardize your current grant as well as Massasoit's opportunities to apply for future funding.

Most grants require a final report at a minimum, and many require additional interim reports on progress to date. Many, but not all, funders provide guidelines with a format or form for reporting. Understanding your reporting requirements – including due dates, frequency, format, and what needs to be included – prior to the start of your project will help you to plan for your reports and ensure that they are both accurate and timely. The Grants Department will review your reports and assist you with the report submission process.

Most grant proposals contain a list of grant activities and related performance measures that will be used to assess program outcomes. Performance measures are usually found in the "Evaluation" section of the proposal and will help you to understand what data you should be capturing during the course of your project to inform your grant reports. Data may need to be collected directly by you during the course of the project (such as pre- and post-activity participant surveys or attendance data) or may require the assistance of the Institutional Research (IR) Department to gather information (such as student enrollment, demographics, retention and transfer data, etc.) from the college's Banner database or other available databases. You will need to allow time for IR to gather any required data, so plan ahead.

Performance measures can be used to make formative (while the project is in progress) changes to grant-funded activities to ensure that your anticipated outcomes will be met, and to make a summative (at the conclusion of the grant-funded period) report on the project's actual impact. If performance measures were not included in your project proposal, you can work with the Grants Department to determine what data you need to demonstrate project progress and impact.

Many grants also require separate financial reporting. Grant Accountant Tina Vogel-Pransky can provide you with a current cash report that will detail grant expenses to date. In some instances, such as federal grants, the Business Office will complete the financial report independently. As project coordinator, you should confirm with the Business Office that all financial reporting requirements are being met.

FUND USE AND AMENDMENTS

Each funder provides guidance on how grant funds may/must be used. It is very important to adhere to these guidelines. Funders make grant awards based not only on a proposal's compelling narrative but also on their belief that the money they award will be spent as described in the proposal's budget.

Grant budgets should reflect the most effective expenditure of funds to achieve the grant program's goals**. Spending all of the grant funds** during the given project period for the purposes proposed **is always preferable to returning unused monies** to the funder. When a grant recipient returns funds, it indicates to the funder that the budget was not well conceived or the grant goals were not achieved. If this happens in a grant that is due to be renewed, the funder may also choose to cut future funding levels based on a belief that the grantee does not need the funds.

Sometimes actual costs deviate from projected costs, or unanticipated changes require a reassessment of projected spending. Different funders have different rules for requesting amendments to grant budgets. These rules are designed to ensure that the integrity of the grant program's design and the goals it is intended to achieve are not compromised by redirecting expenditures. Some funders have thresholds above which written approval is required. The MA Department of Elementary and Secondary Education, for example, requires that a budget amendment request be submitted 30 days in advance when moving 10% or more from or into a budget line item. Understanding your particular funder's rules – and obtaining the necessary approvals – is critical before attempting to move funds between accounts.

Massasoit Community College
Grant Budget Amendment Request Form

Once a funder awards a grant and approves the budget, it expects you to adhere to the plans and expenditures you have proposed. Occasionally, as a grant-funded project is implemented, circumstances change – for example, unanticipated obstacles may arise or proposed activities may prove less effective than expected. Accordingly, you may decide that you need to revise your activity and/or expenditure plans in order to achieve the project's intended outcomes. You **must** seek prior approval before reallocating your grant funds. Most funders have a formal process for requesting amendments to grant budgets and activities. Massasoit has an internal process as well.

Authorization from Massasoit's Grants Department is required when you need to change any line item on your previously approved budget and before you approach the funder to submit a request. This procedure is in place to ensure compliance with the funder's guidelines and adherence to the project's goals and objectives. It also helps strengthen Massasoit's preparation for funding agency audits.

Directions:
1. This budget amendment request must be completed, signed by both the Project Director and Supervisor (Dean or Vice President, if applicable), and submitted to the Grants Department – Mary Harris (mharris28@massasoit.mass.edu) or Holly States (hstates@massasoit.mass.edu) – at least **15 days prior** to the proposed change (or earlier, depending on the funder's guidelines) and before the project completion date. Written authorization in an email may be substituted for a signature.
2. Amendment requests must be authorized in writing by the Grants Department **prior** to submission to the funder or to implementation.
3. The Project Director and Grants Department will collaborate to submit the amendment request to the funder in accordance with the funder's guidelines.

Grant Project: **Project Director:**

_____
Signature of Project Director   *Date*

_____
Signature of Supervising Dean/Vice President   *Date*

A) ☐ **AUTHORIZED**   Date: _____ _____

B) ☐ **NOT AUTHORIZED**   Reason: _____ _____

_____
Signature of Authorizing Grants Personnel

Complete the following:
Using the data from the original budget (or, if previously amended, the most recent approved budget), please complete the following budget table. Include each line item in the current budget and any new line items in the amendment request. (Insert lines as needed.) For each line item in which an amendment is requested, provide an explanation as to why the amendment is needed and the impact the amendment will have on project activities and outcomes as they were originally proposed.

Complete the following table (Double-click on table to edit)

Line Item	Original Budget	Amendment increase (+)/decrease (-)	Amended Budget	Explanation
Salaries				
	$ -	$ -	$ -	
	$ -	$ -	$ -	
Total Salaries	$ -	$ -	$ -	
Fringe Benefits				
Full-time	$ -	$ -	$ -	
Part-time	$ -	$ -	$ -	
Total Fringe	$ -	$ -	$ -	
Travel				
	$ -	$ -	$ -	
Total Travel	$ -	$ -	$ -	
Equipment				
	$ -	$ -	$ -	
Total Equipment	$ -	$ -	$ -	
Supplies and Materials				
	$ -	$ -	$ -	
	$ -	$ -	$ -	
Total Supplies	$ -	$ -	$ -	
Contractual				
	$ -	$ -	$ -	
Total Contractual	$ -	$ -	$ -	
Other				
	$ -	$ -	$ -	
Total Other	$ -	$ -	$ -	
Indirect Costs				
		Total must = $0		
TOTALS	$ -	$ -	$ -	

INDIRECT COSTS

Indirect costs are those costs that are not directly attributable to a particular grant program. They include such personnel costs as payroll, accounting, and human resources as well as other costs of running the college such as heat and electricity. These expenses, shared across the institution, would be nearly impossible to calculate precisely for any one program or department. Most – but not all – grant funders allow grantees to include indirect costs in their budgets and have limitations on the percentage of the budget that can be used for this purpose; the RFP (request for proposal) should specify these restrictions. Indirect cost guidelines vary among grant funders and even within a particular funding agency (e.g., different divisions at the MA Department of Elementary and Secondary Education have different restrictions), and it is important to clarify these guidelines before developing a grant budget.

FUND AND ORG NUMBERS

Each grant has a unique, six-digit fund number that identifies it in the college's Banner system[*]. When we receive notification of a new grant award, the Grants Department notifies the Grant Accountant, who assigns this number. A four-digit "org" or origin number identifies the organizational division under which the grant program falls. For example, 3090 identifies the grants that fall under the Division of Science and Mathematics, and the Division Dean has supervisory and fiscal responsibility for the grant programs in that division. The fund and org numbers are used on all purchasing, hiring, and contracting forms connected with the grant so that expenses can be properly assigned and the budget tracked.

Banner is an administrative software application developed specifically for higher education institutions. Banner maintains student, alumni, financial, and personnel data.

BANNER BUDGETS

Once the fund and org numbers have been established, the Grant Project Director, working with Grants Department staff, must put the awarded grant budget into Banner budget format. Doing so enables Business Office staff to enter, identify, and track expenses through the college's Banner system.

Often, the funding agency's budget categories do not match the college's **Banner expenditure classifications**. If the Project Director, Dean, and Grants Department staff are unsure of the appropriate classifications to use, they should seek clarification from the Grant Accountant. Once the Banner budget is complete, the Grants Department will submit it electronically to the Grant Accountant and keep a copy in the Grants Department's files.

Following are a Banner Budget form and a list of the Banner expenditure classifications most often used in grant budgets. The Banner Budget need only show this level of classification (AA, BB, etc.).

Object codes, or subsidiary codes, are used to provide further detail on purchasing, hiring, and contracting forms. A list of the most frequently used object codes is also provided below. For a complete list, you can check Massachusetts' Office of the Comptroller website at: http://www.mass.gov/osc/ and search the Expenditure Classification Handbook.

Banner Budget for:	_____ Grant	
FY:	_____	
Fund Code:	_____	
Org Code:	_____	

		Approved Budget from Grant
AA FT Salaries		
CC Special Employees		
DD Pension/Insurance Related Expenses		
HH Consultant Services		
BB Employee Related Expenses		
EE Administrative Expenses (Indirect)		
EE Administrative Expenses (Supplies)		
FF Facility Operational Supplies		
JJ Operational Services		
KK Equipment Purchases		
LL Equipment Lease/Rental Repair		
MM Tuition and Educational Fees		
NN Construction		
PP GRANTS AND SUBSIDIES		
RR Benefit Programs		
UU Information Technology		
	TOTAL:	**0**

Expenditure Classifications

AA   EMPLOYEE COMPENSATION - This object code includes regular compensation for full-time employees. It also includes overtime pay, shift differential, sick-leave buy back, bonuses and awards.

BB   EMPLOYEE EXPENSES - This object code includes reimbursement to employees for such expenses as hotels, meals, fares and tolls, private auto mileage, conference and registration fees, in-state and out-state travel. (See EE for fees paid directly to vendors.)

CC   SPECIAL EMPLOYEES - Payments to individuals who are employed on a part-time or temporary basis. This object code includes Adjunct Faculty, seasonal employees and students who are eligible for work-study.

DD   PENSION/INSURANCE - This object code includes pension and insurance related expenditures associated with departmental operations such as: fringe benefits, unemployment compensation, Medicare, worker's compensation, surety of employees and health and welfare trust fund.

EE   ADMINISTRATIVE EXPENSES - This object code includes administrative expenses associated with departmental operations such as office and administrative supplies, postage, telephone service, printing expenses and supplies, subscriptions and departmental memberships, advertising expenses, indirect costs and conference and registration fees paid directly to a vendor. (See BB for fees paid directly to employees.)

FF   FACILITY OPERATIONS - This object code includes the cost of operating state facilities. For example, food and beverages, kitchen and dining supplies, laboratory supplies, facility furnishings, library supplies and materials, teaching supplies and materials, and recreational and social supplies.

HH   CONSULTANT SERVICES - This object code includes expenditures for outside professional services for specific projects and for defined time periods. For example, accountants, honoraria for visiting speakers and lecturers, medical consultants, and program coordinators.

JJ   OPERATIONAL SERVICES - This object code includes expenditures for the routine functioning of departments. Services are provided by non-employees generally by contractual arrangement. For example, accreditation review costs, art models, performers, athletic services (coaches, officials, lifeguards), data processing services, examiners/monitors/graders, and interpreters for the deaf.

KK   EQUIPMENT - This object code includes the purchase and installation of equipment. For example, educational equipment, office equipment and office furniture.

LL   EQUIPMENT LEASE/REPAIR - This object code includes the lease, rental, and maintenance of equipment. This includes the rental of vehicles, motor coaches and buses.

MM   TUITION AND EDUCATIONAL FEES - This object code includes tuition, dormitory, board, incidental fees, and education supplies paid to enroll clients in an established curriculum at an accredited educational institution.

PP   GRANTS AND SUBSIDIES - This object class includes grants and subsidies to both public and non-public entities, with certain specified restrictions

RR   BENEFIT PROGRAMS - This object code is only used for the disbursement of educational assistance (Financial Aid) at the College, including transportation stipends.

UU   INFORMATION TECHNOLOGY - This object code includes software, liscenses, and information technology equipment, such as the purchase of computers and other IT hardware.

OBJECT CODE	EXAMPLES OF EXPENDITURE OBJECT CODES
AA	A01 - SALARIES: REGULAR
	Custodial services/facilities use
BB	B01 - OUT-OF-STATE TRAVEL – OTHER (for reimbursement of Faculty/Staff – for payments to Vendor see EE)
	B02 - IN-STATE TRAVEL (for reimbursement of Faculty/Staff – for payments to Vendor see EE)
	B05 - CONFERENCE, TRAINING, REGISTRATION AND MEMBERSHIP DUES AND LICENSING FEES (for reimbursement of Faculty/Staff – for payments to Vendor see EE)
CC	C01 - PAYROLL – ADJUNCT FACULTY
	C05 - CONTRACTED STUDENT INTERNS
	C09 - HOURLY EMPLOYEES Part-time MCC employees
DD	FRINGE BENEFIT COSTS AND MEDICARE TAX
EE	E01 - OFFICE AND ADMINISTRATIVE SUPPLIES
	E06 – POSTAGE (FedEx/Couriers)
	E12 - SUBSCRIPTIONS AND MEMBERSHIPS
	E16 - INDIRECT COST RECOUPMENT
	E41 - OUT-OF-STATE TRAVEL AND RELATED EXPENSES ON BEHALF OF STATE EMPLOYEES (Paid directly to Vendor)
	E42 - IN-STATE TRAVEL AND RELATED EXPENSES ON BEHALF OF STATE EMPLOYEES (Paid directly to Vendor)
	E43 – JOB-RELATED TUITION ON BEHALF OF STATE EMPLOYEES
	EE2 - CONFERENCE TRAINING & REGISTRATION (Paid directly to Vendor)
	Admission to cultural events, Accuplacer Units (E19)
FF	F01 – FOOD AND BEVERAGES
	F16 - LIBRARY AND TEACHING SUPPLIES AND MATERIALS (i.e. items being used in a reference area or classroom setting)
	F18 – RECREATION AND SOCIAL SUPPLIES AND MATERIALS
	Marketing & outreach; Activities such as Project Adventure
HH	H15 - HONORARIA FOR VISITING SPEAKERS/LECTURERS & PERFORMERS/ACTORS
	H19 – MANAGEMENT CONSULTANTS (ex: HVAC Program assessment)
JJ	J50 - INSTRUCTORS/LECTURERS/TRAINERS Partner HS staff stipends, trainers
KK	K02 - EDUCATIONAL EQUIPMENT
	K05 - OFFICE EQUIPMENT
	K07 - OFFICE FURNISHINGS
LL	L24 - MOTORIZED VEHICLE EQUIPMENT RENTAL OR LEASE (i.e. Bus Rentals)
MM	M07 - TUITION AND EDUCATIONAL FEES (Including books and courses for Students)
	BAT bus passes, contract courses, supplies & books going directly to students
PP	P01 - GRANTS TO PUBLIC ENTITIES allocations to other partners/public entities
RR	R09 - EDUCATIONAL ASSISTANCE (Including travel stipends for Students)
	When students receive $ directly, grant aid, scholarships
UU	U03 – SOFTWARE & INFORMATION TECHNOLOGY (IT) Licenses
	U05 - INFORMATION TECHNOLOGY (IT) PROFESSIONALS (ex: web data migration)
	U07 - INFORMATION TECHNOLOGY (IT) Equipment Purchase

ACCOUNTS PAYABLE, PAYROLL, and PURCHASING

The Accounts Payable, Payroll, and Purchasing Offices are under the umbrella of Massasoit's Business & Finance Offices (Administration and Finance Division). You can access Business Office forms and instructions by logging on to the MyMassasoit portal from the home page of the Massasoit Community College website.(Log in with the same user name and password that you use for your MCC computer.)

Send all signed grant paperwork (other than Payroll) to Tina Vogel-Pransky, Grant Accountant (ext. 1520), and she will make sure everything is in order and forwarded to the appropriate department. In general, the following signatures are required on purchase requests and payment forms: Grant project coordinator/director, supervising dean, supervising vice president.

Following is a brief description of the most commonly used forms.

Purchase Requisition (PR)
Purchase Requisitions are created online using Self-Service Banner, accessed through the MyMassasoit portal. Complete a purchase requisition (PR) for every purchase, even if the vendor does not accept purchase orders. (This is needed for our in-house records.)

To process payments for purchases made with a PO:
The Accounts Payable Office will receive an invoice from the vendor and e-mail a copy to you (the Authorized Signer). Confirm that the items have been received in a satisfactory manner and then respond back to the e-mail from A/P confirming that the invoice should be paid.

Purchasing computers, software and other items related to information technology:
Hardware and software technology purchased with grant funds must be evaluated by the Information Technology department for compatibility with the College's technology standards. These standards ensure all technologies operate effectively with the College's IT environment, meet College and industry security standards, utilize the best pricing received through contracted vendor accounts, meet proper licensing agreements, and establish clear expectations for schedule of implementation, support, maintenance, network connectivity, and life cycle replacement.

All technology purchases will be placed by Information Technology on behalf of the College unless an exception is made by a division's Vice President. The Purchasing Department will not process purchase orders for technology that do not have accompanying written or electronic approval from the Chief Information Officer or their designee. If you are not sure whether or not your intended purchase is a technology purchase, please call the IT Helpdesk before purchasing.

Barnes & Noble Bookstore purchases: *When you pick up your order, take the store receipt and write the PO# on it, as well as "Ok to Pay", sign it, and send to Tina Vogel Pransky.*

Function Purchase Request Form
This is the purchase requisition form used for ordering food from either the Cafeteria or the Conference Center. Send the signed original to Tina Vogel-Pransky in the Accounts Payable Office and a copy to the Brockton Cafeteria, Canton Cafeteria, or the Conference Center – depending upon your needs. This form is located on the MyMassasoit portal.

Direct Payment/Check Request Form
This form is used to process payments for purchases made without a purchase order (PO) and for reimbursements. All **original** receipts must accompany this form and be taped to an 8 ½ x 11 sheet of paper. FYI: There have been occasions when the Business Office has required this form for purchases made with a PO, in which case only one authorized signature is required. The Grant Accountant will let you know when this is required. Forward completed forms to Tina Vogel-Pransky in the Accounts Payable Office.

Service Contract Forms
Service contracts are used for **Non-Massasoit employees** (contractors/vendors) who will be receiving compensation for services provided.
There are three forms that make up a Massasoit Service Contract:
- *W-9,*
- *Massachusetts Standard Contract Form*, and
- *Terms and Conditions*.

These forms are located under the Purchasing Department Forms section of the MyMassasoit portal. The contractor/vendor must complete the entire document. When you receive the completed forms back from the vendor, create a PR, attach the completed contract forms, and forward it through the signature process for a PO to be created.
(FYI: The PR is required since there is no place on the service contract for funding information or department signature; there is only a place for the CFO's signature.)

For <u>payment</u>, an <u>invoice</u> from the contractor is required. Sign the invoice and forward to Tina Vogel-Pransky in the Accounts Payable Office.

For services less than $500.00, only a W-9 form and invoice are required.

The contract and PO must be completed *before* the vendor starts working.

PDF (Personnel Data Form)
PDFs are used to encumber funds for **Massasoit employees** who will be receiving compensation for services that will be provided.

PDFs are now completed online using Interview Exchange, www.interviewexchange.com.
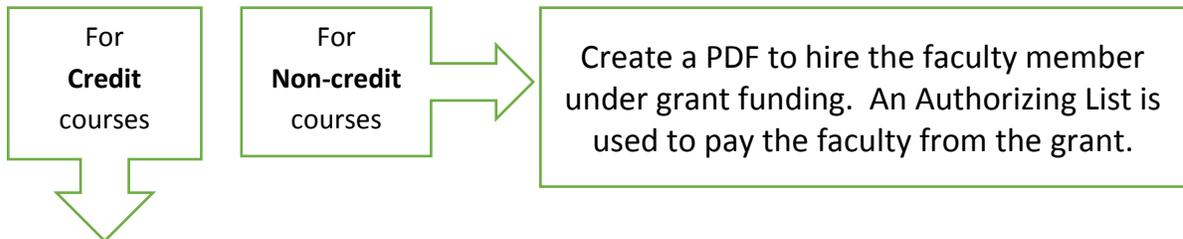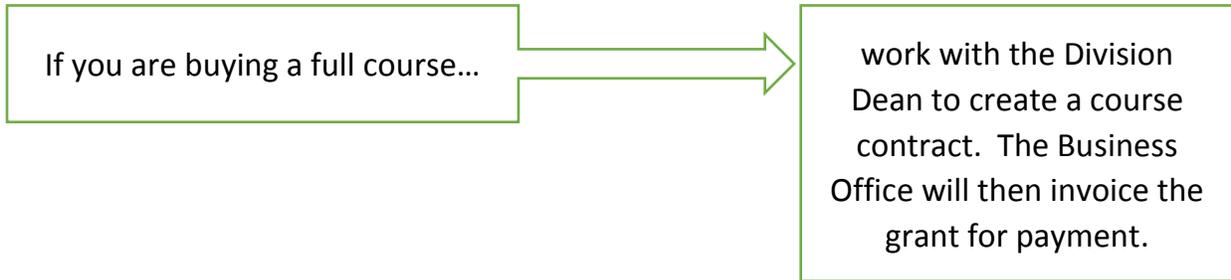
To process <u>payment</u> for these services:
Employees are generally paid hourly, and report their time using either the online Self-Service Time & Attendance (SSTA) system at www.mass.gov/masshr or the punch clock process.

Paying for a Course vs. Paying Faculty
Grant funders have different rules when it comes to the cost of instruction. Some will allow for the cost of tuition (individual seats), others will only pay for faculty salaries, while still others will allow the purchase of an entire course (contract courses). Each of these scenarios requires a different approach and procedure. We have included a chart on the following page as a quick reference guide.

<u>Paying for a Course vs. Paying Faculty</u>

If you are paying for individual seats…	→	speak with the Student Accounts/Bursar's Office.

If you are buying a full course…	→	work with the Division Dean to create a course contract. The Business Office will then invoice the grant for payment.

If you are paying a faculty member's salary…	→	follow the guidance below.

For **Credit** courses	For **Non-credit** courses	→	Create a PDF to hire the faculty member under grant funding. An Authorizing List is used to pay the faculty from the grant.

1. Does this person have an active adjunct faculty record #? (Fund and Org: 110002-3020-C01)

   If not, create a PDF to hire the faculty member under 110002-3020-C01B. This hires the faculty as part of the course "pool" (currently @ $3,535, this figure will change on January 15, 2017 to $3,864.00).

2. Complete a Faculty Transfer Form at the end of the semester.

INTERVIEW EXCHANGE

Interview Exchange is a web-based platform used to hire employees and to process **PDFs** (Personnel Data Forms). PDFs are used to make changes related to personnel: pay rate changes, department/funding transfers, name/status/address changes, leaves of absence, terminations, requests for personnel, etc. http://www.interviewexchange.com/

Before you can access Interview Exchange, Human Resources must set up an account for you.

The Human Resources Staff Assistant (extension 1552) is an excellent resource should you have questions.

There are five requisition templates available in Interview Exchange: Request for Personnel, Rate Change or Transfer, Leave of Absence, Name Change, and New Hire or Termination. Each requisition has its own list of **mandatory approvers** (see below).

APPROVAL PROCESS

Please note the required approvers that need to be included on all Interview Exchange templates. There is space for seven approvers. ***The lists below are mandatory approvers, as of 01/19/16.*** If you need to add approvers within your department, you may do so.

Approval list for Address Change
• Supervisor (if done by initiator)
• Payroll - Allison Arsenault
• Human Resources – Jolene Smith

Approval list for Leave of Absence
• Supervisor (if done by initiator)
• Area Vice President (***For Academic Affairs please list Kelly Carrico***)
• Payroll - Allison Arsenault
• Human Resources – Donna Beals

Approval list for Name Change
• Supervisor (if done by initiator)
• Payroll - Allison Arsenault
• Human Resources – Jolene Smith

Approval list for New Hire, Rehire, Outside Agency Transfer
• Supervisor (if done by initiator)
• Area Vice President (***For Academic Affairs please list Kelly Carrico***)
• Budget Analyst – William O'Neill
• Grant's Accountant (if grant funded position) - Tina Vogel-Pransky
• Payroll - Allison Arsenault
• Human Resources – Jolene Smith

Approval list for Rate Change
• Supervisor (if done by initiator)
• Area Vice President (****For Academic Affairs please list Kelly Carrico*)
• Budget Analyst – William O'Neill
• Grant's Accountant (if grant funded position) - Tina Vogel-Pransky
• Payroll - Allison Arsenault
• Human Resources – Jolene Smith

Approval list for Request for Personnel
• Supervisor/Dean (if done by initiator)
• Area Vice President (****For Academic Affairs please list Kelly Carrico*)
• Budget Analyst -William O'Neill
• Grant's Accountant (if grant funded position) - Tina Vogel-Pransky
• Director of Human Resources - Donna R. Boissel
• President's Office - Raelyn Lincoln **(Full-Time positions only)**
• Employment Coordinator - Gaelle Prospere

Approval list for Schedule Change
• Supervisor (if done by initiator)
• Human Resources – Jolene Smith

Approval list for Terminations
• Supervisor (if done by initiator)
• Area Vice President (****For Academic Affairs please list Kelly Carrico*)
• Budget Analyst - William O'Neill
• Grant's Accountant (if grant funded position) - Tina Vogel-Pransky
• Payroll - Allison Arsenault
• Human Resources – Jolene Smith

EMPLOYEE AND RECORD NUMBERS

Employees are assigned a six-digit employee number as well as a one digit record number. These numbers **must** be included on all Personnel Data Forms (PDFs).

The record number refers to the particular job that the employee is performing. Some employees work on various projects – each project is assigned a different record number, beginning with the number zero.

To verify if an employee has an existing employee number, please contact the Payroll Manager (Allison Arsenault) at ext. 1553. She keeps a list of active and recently terminated employees, which she updates regularly and makes available to a select group of people upon request.

HIRING POLICY AND PROCEDURES

Massasoit's hiring policies and procedures are posted on the Human Resources page located on the MyMassasoit portal.

TRAVEL POLICY & PROCEDURES

Travel Policy
Massasoit Community College reimburses people who travel on official and approved college business for actual and reasonable business travel expenses. This policy is intended to provide for the reasonable needs of travelers, to control travel expenditures, to facilitate proper reporting, and to ensure compliance with applicable Massasoit Community College, Department of Higher Education, and Commonwealth of Massachusetts requirements.

The complete policy can be found on the MyMassasoit portal under Accounts Payable Forms.

Travel Request Form (for Out-of-State Travel)
A completed/signed Travel Request form is required in advance of any out-of-state travel.
Travelers should be advised that the "purpose of the trip" and the estimated expenses sections of this form will be scrutinized. Travelers are to include a statement as to how Massasoit will benefit from the activity and attach printed backup for all expense estimates. Signatures will then need to be obtained from the following: the respective division dean; the director of the source of funding; the respective Vice President; and finally the President. After the President has signed the form, the original is sent to Purchasing and a copy is sent to the traveler. At this point, travel arrangements can be made (hotel, airfare, conference registrations, etc.)
Please note: **A copy of the signed travel request form must accompany all purchase requisitions and requests for reimbursement.** If you require a copy of the signed travel request form, Purchasing can send you one.

Effective 02/06/2017: Massasoit Community College is no longer using Pan Am for travel arrangements. We are now using a new travel agency, the College Travel Office, for our travel reservations. The college travel agent is Ally Hurley, her contact information is:

24/7/365 Toll Free Number	**(800) 941-1640**
24/7/365 Email Support	**massasoit@collegetraveloffice.com**

Please do not contact Pan Am for any future travel arrangements. If you have any questions regarding the travel policy, please contact Kelly Carrico at ext. 1134.

If our vendor is used to set-up airfare (etc.) it is necessary for the traveler to contact the Purchasing Dept. right away, as reservations need to be confirmed by the Purchasing Dept. within 24 hrs. An invoice will be forwarded to the dept. for payment, at which time a Direct Payment Form will need to be completed.

Travel Expense Reimbursement Form
This form is used for travel expense reimbursements and is completed upon one's return. The Business Office requests that this form be filled-out electronically as it auto-calculates. All original receipts must accompany this form and be taped to an 8 ½ x 11 sheet of paper. Also

include a copy of the signed Travel Request form if travel was out-of-state. Print, sign and forward this form to the department responsible for funding the reimbursement.

Effective January 1, 2017 the approved mileage reimbursement rate is 53.5¢/mile.

MEDIA, MAINTENANCE, & ROOM REQUESTS

Instructional Media Services
Instructional Media Services provides instructional services, technology and support for all academic programs and events on campus. For the most up to date information on available equipment and services, as well as policies and procedures, check out their page on the MyMassasoit portal.

Routine audio-visual orders should be received **2 DAYS** before the scheduled date of use. Request forms are located on the MyMassasoit portal, under Document Library/College Forms. Brockton request forms are sent to Brockton Media Services (FA 456); Canton request forms are sent to Canton Media Services c/o Debbie Donna.

For connectivity between campuses (videoconferencing), you will need to contact both Brockton and Canton Media Services offices.

Maintenance Work Orders
To request maintenance services, including custodial, electrical, locksmith, painting, plumbing, moving of furniture or equipment, etc. you must complete a work order. To do so, log on to the MyMassasoit Portal and, under Helpful Links, select:

> **Building Maintenance Requests/Work Orders - School Dude**
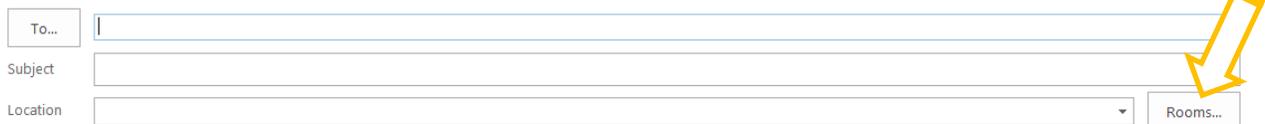> Link to facilities maintenance form to report problems and request building maintenance.

If you have any questions, contact Denise Gomes (ext. 1161) or Susan Thomas (ext. 1169), Administrative Assistants for Facilities.

Room Requests - Reserving Space for Activities and Meetings
To reserve **classroom space**, contact the Registrar's Office.

To reserve the **Louison Board Room**, contact Denise Gomes (ext. 1161), Administrative Assistant for Facilities. You will need to do so well ahead of the date you desire, as this room books fast.

Conference rooms (see list below) - reservations for the rooms below are made using Outlook. To do so, send a New Meeting request to the room. You can find the list of meeting rooms to the right of the location field.

An email confirmation will be sent in response to your request letting you know that it was received and is pending approval.

MEETING ROOMS

Brockton Campus, Canton Campus, and Conference Center

BROCKTON CAMPUS	Location	Notes
President's Conference Room, Administration Building	A 217 (ext. 1007)	Booked Online using Outlook
Louison Board Room, Student Center Building	SC 212 (ext. 1059)	Contact Denise Gomes, ext. 1161
Student Senate Conference Room	SC 149 (ext. 1935)	Booked Online using Outlook
Student Center Conference Room, Lower Level A	SC 1881 (ext. 1881)	Denise Gomes, ext. 1161
Student Center Conference Room, Lower Level B	SC 136 (ext. 57136)	Booked Online using Outlook
Student Center Conference Room, Lower Level B	SC 174 (ext. 57174)	Booked Online using Outlook
Bubble Room, Humanities Building	H 553 (ext. 1769)	Contact Teri Willis, ext. 1763
Liberal Arts Conference Room, Liberal Arts Building	LA 328 (ext. 1605)	Booked Online using Outlook
Faculty Conference Room, Liberal Arts Building	LA 223 (ext. 1759)	Booked Online using Outlook
Professional Development Center	B 546 (ext. 51546)	Booked Online using Outlook
IT Training Lab	T 539 (ext. 53539)	Booked Online using Outlook
CANTON CAMPUS	**ROOM NUMBER**	**CONTACT**
President's Conference Room	Room C100A (ext. 2621)	Booked Online using Outlook
Akillian Gallery	Room C207 (ext. 60207)	Booked Online using Outlook
Canton Conference Room	Room C108 (ext. 2001)	Booked Online using Outlook
CONFERENCE CENTER	**ROOM NUMBER**	**CONTACT**
The Conference Center at Massasoit	Room E	Linda Bean, ext. 1860