Section 1: About GEOBUSINESS

Howdy! ........................................................................................................................................................ 3
What Is GEOBUSINESS? .......................................................................................................................... 3
  Teams.................................................................................................................................................... 3
  Org Chart .............................................................................................................................................. 4
How Do I Contact GEOBUSINESS? ........................................................................................................ 5
Where Is GEOBUSINESS? .................................................................................................................... 5
How Do I Find the Information I Need in This Manual? ........................................................................ 6
Who Is My Departmental Business Administrator (DBA)? ................................................................. 6
Howdy!

Welcome to the wide and wonderful world of Geosciences Business Services (GEOBUSINESS). GEOBUSINESS is here to help meet your daily business needs as quickly as possible. GEOBUSINESS can help you with tasks like:

- Hiring a new employee
- Making a purchase
- Answering questions about travel
- Requesting a financial or payroll report

What Is GEOBUSINESS?

Geosciences Business Services is the business operations for the academic areas within the College of Geosciences, serving all academic units and the dean’s office.

Teams

GEOBUSINESS consists of five teams that work together to perform all major business functions:

- **Budgets, Balances, and Reporting (GEOFIN):** creates budgets and reports for the departments. GEOFIN performs the following functions:
  
  - Reconciling all Texas A&M University accounts
  - Preparing budget and commitment reports
  - Coordinating annual fiscal year closing activities
  - Drafting new fiscal year plans
  - Assisting units with preparation of annual budgets
  - Initiating, processing, and tracking departmental budget requests and commitments
  - Providing pertinent data reporting

- **Human Resources and Payroll (GEOPR):** serves as the first point of contact on human resource (HR) issues and payroll processing. GEOPR performs the following functions:
  
  - Assisting with position description (PD) updates, reclassifications and promotions, new employee onboarding, termination processes, and employee relations
  - Addressing leave and time issues
  - Coordinating employee training
  - Reviewing and finalizing monthly and biweekly payroll, as well as processing any supplemental pay, communication allowances, payroll corrections, or increases and changes to employee salary or wages
• **Accounts Payable and Payment Cards (GEOAP):** provides support on accounting issues. GEOAP performs the following functions:
  
o  Processing accounts payable transactions, such as invoice payments, payment card reallocations, and reductions to expense

• **Scholarship Accounting Services (GEOSAS):** provides support to units that have scholarships, fellowships, tuition payments, or other student aid. GEOSAS performs the following functions:
  
o  Conducting monthly reconciliations
  o  Reviewing and approving certain AggieBuy, Concur, and other transactions
  o  Resolving discrepancies and processing corrections
  o  Coordinating fund requests and transfers
  o  Assisting with federal and state reporting and other reporting as needed
  o  Processing graduate tuition payments with Student Business Services
  o  Reviewing scholarships to be posted through Scholarships and Financial Aid to ensure that appropriate accounts and fund codes are used and to ensure sufficient funding

• **Travel and International Support (GEOTRAVEL):** works with all GEOBUSINESS departments on their employee travel needs, including the review of travel requests and expense reports. GEOTRAVEL performs the following functions:
  
o  Supporting the Study Abroad Programs Office on faculty-led program accounting needs and other GEOBUSINESS departments on group travel coordination and accounting as needed
  o  Handling the financial activities of Texas A&M’s Soltis Center for Research and Education in Costa Rica
  o  Working closely with other international Texas A&M offices in Italy and Mexico on financial issues
  o  Assisting traveler’s with creating their travel reports in Concur

**Org Chart**

An organizational chart/contact list for GEOBUSINESS personnel is on the [GEOBUSINESS website](#).
How Do I Contact GEOBUSINESS?

To reach the person best able to answer your question, first determine which GEOBUSINESS team it should be addressed to. A description of the five teams is listed in the What Is GEOBUSINESS? section. Then you can email that team directly. Each team has a specialized team email address.

<table>
<thead>
<tr>
<th>Team</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Budgets, Balances, &amp; Reporting</td>
<td><a href="mailto:GeoFIN@geos.tamu.edu">GeoFIN@geos.tamu.edu</a></td>
</tr>
<tr>
<td>Human Resources &amp; Payroll</td>
<td><a href="mailto:payroll@geos.tamu.edu">payroll@geos.tamu.edu</a></td>
</tr>
<tr>
<td>Accounts Payable &amp; Payment Cards</td>
<td><a href="mailto:purchasing@geos.tamu.edu">purchasing@geos.tamu.edu</a></td>
</tr>
<tr>
<td>Scholarship Accounting Services</td>
<td><a href="mailto:scholarshipstuition@geos.tamu.edu">scholarshipstuition@geos.tamu.edu</a></td>
</tr>
<tr>
<td>Sponsored Contracts &amp; Agreements</td>
<td>Contact your specific DBA</td>
</tr>
<tr>
<td>Travel &amp; International Support</td>
<td><a href="mailto:travel@geos.tamu.edu">travel@geos.tamu.edu</a></td>
</tr>
</tbody>
</table>

If you need to contact GEOBUSINESS by phone for department general questions, see Page 6 for DBA contact information. More information can be found on the GEOBUSINESS website.

Where Is GEOBUSINESS?

GEOBUSINESS is comprised of all academic departments and their respective business staff. The college’s primary business functions have a college department that is responsible for a function(s).

<table>
<thead>
<tr>
<th>Function</th>
<th>Responsible Department</th>
<th>Email and Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Budgets, Balances, &amp; Reporting</td>
<td>CLGE Business Office</td>
<td><a href="mailto:GeoFIN@geos.tamu.edu">GeoFIN@geos.tamu.edu</a> 979.245.4234</td>
<td>210 Eller O&amp;M Bldg</td>
</tr>
<tr>
<td>Human Resources &amp; Payroll</td>
<td>Atmospheric Sciences</td>
<td><a href="mailto:payroll@geos.tamu.edu">payroll@geos.tamu.edu</a> 979.845.7671</td>
<td>1204 Eller O&amp;M Bldg</td>
</tr>
<tr>
<td>Accounts Payable &amp; Payment Cards</td>
<td>Oceanography</td>
<td><a href="mailto:purchasing@geos.tamu.edu">purchasing@geos.tamu.edu</a> 979.845.7211</td>
<td>1204 Eller O&amp;M Bldg</td>
</tr>
<tr>
<td>Scholarship Accounting Services</td>
<td>Geology &amp; Geophysics</td>
<td><a href="mailto:scholarshipstuition@geos.tamu.edu">scholarshipstuition@geos.tamu.edu</a> 979.845.6401</td>
<td>108C Halbouty</td>
</tr>
<tr>
<td>Sponsored Contracts &amp; Agreements</td>
<td>Contact your DBA</td>
<td>See contact list on GEOBUSINESS website, also listed on page 6</td>
<td></td>
</tr>
<tr>
<td>Travel &amp; International Support</td>
<td>Geography</td>
<td><a href="mailto:travel@geos.tamu.edu">travel@geos.tamu.edu</a> 979.845.7141</td>
<td>810 Eller O&amp;M Bldg</td>
</tr>
</tbody>
</table>
How Do I Find the Information I Need in This Manual?

The rest of this manual is arranged according to the six subject areas that make up GEOBUSINESS. Click on Section # below to take you to that section of the manual.

<table>
<thead>
<tr>
<th>Section Number in This Reference Manual</th>
<th>Team/Subject Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Budgets, Balances, and Reporting</td>
</tr>
<tr>
<td>3</td>
<td>Human Resources and Payroll</td>
</tr>
<tr>
<td>4</td>
<td>Accounts Payable and Payment Cards</td>
</tr>
<tr>
<td>5</td>
<td>Scholarship Accounting Services</td>
</tr>
<tr>
<td>6</td>
<td>Sponsored Contracts and Agreements</td>
</tr>
<tr>
<td>7</td>
<td>Travel and International Support</td>
</tr>
</tbody>
</table>

Who Is My Departmental Business Administrator (DBA)?

<table>
<thead>
<tr>
<th>Team/Subject Area</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atmospheric Sciences</td>
<td>Theresa Morrison</td>
<td><a href="mailto:tmorrison@tamu.edu">tmorrison@tamu.edu</a></td>
<td>979.862.2812</td>
</tr>
<tr>
<td>Geography</td>
<td>Carria Collins</td>
<td><a href="mailto:carria@tamu.edu">carria@tamu.edu</a></td>
<td>979.458.0395</td>
</tr>
<tr>
<td>Geology &amp; Geophysics</td>
<td>Cathy Bruton</td>
<td><a href="mailto:bruton@geo.tamu.edu">bruton@geo.tamu.edu</a></td>
<td>979.845.2400</td>
</tr>
<tr>
<td></td>
<td>Lisa Reichert</td>
<td><a href="mailto:leichert@geos.tamu.edu">leichert@geos.tamu.edu</a></td>
<td>979.845.2453</td>
</tr>
<tr>
<td>Oceanography</td>
<td>Janet Dudding</td>
<td><a href="mailto:jdudding@tamu.edu">jdudding@tamu.edu</a></td>
<td>979.845.7212</td>
</tr>
<tr>
<td>College of Geosciences</td>
<td>Barbara Bayer</td>
<td><a href="mailto:bbayer@tamu.edu">bbayer@tamu.edu</a></td>
<td>979.862.1146</td>
</tr>
<tr>
<td></td>
<td>Michele Beal</td>
<td><a href="mailto:michelebeal@tamu.edu">michelebeal@tamu.edu</a></td>
<td>979.458.3963</td>
</tr>
</tbody>
</table>
Section 2: Finance Budgets, Balances, & Reporting

Introduction........................................................................................................................................8
Statement Reconciliation................................................................................................................8
Reports for Units and Responsible Parties.....................................................................................8
Budget................................................................................................................................................8
Departmental Budget Requests (DBRs) ......................................................................................... 8
Unit Financial Obligations (UFOs) .....................................................................................................9
Unit Meetings.....................................................................................................................................9
Other Assistance.................................................................................................................................9
**FINANCE BUDGETS, BALANCES, & REPORTING (GEOFIN)**

**Introduction**

Finance Budgets, Balances, and Reporting (GEOFIN) creates budgets and reports for the departments GEOBUSINESS serves. Email Barbara Bayer at bbayer@tamu.edu or Michele Beal at michelebeal@tamu.edu with any questions.

**Statement Reconciliation**

GEOFIN receives statements from the Financial Accounting Management Information System (FAMIS). GEOFIN then verifies all of the accounts within the departmental codes GEOBUSINESS serves (with the exception of sponsored contract and grant accounts, which the Office of Sponsored Research Services reconciles). These statements are verified on a monthly basis in accordance with university rules and guidelines.

**Reports for Units and Responsible Parties**

Automated balance reports are emailed to unit heads and account responsible parties at the close of each fiscal month. These reports are typically distributed within the first week following the end of each month.

GEOFIN can also process ad hoc reports as requested to assist with specialized tracking of certain programs and events. Contact kmcroberts@tamu.edu regarding your specialized report request.

If you find a discrepancy or need information regarding transactions on your account, contact your DBA.

**Budget**

GEOFIN will work with units to complete Phase I and Phase II of The Texas A&M University System budget process each year.

**Departmental Budget Requests (DBRs)**

DBRs are used to transfer funds between budget pools within an account or between like accounts. Consult the List of Acceptable Transfers as a reference.

Consult with your DBA if you need funds transferred between accounts.
**Unit Financial Obligations (UFOs)**

UFOs provide the ability to set aside funds to cover commitments for future activities. These commitments are not contracts or encumbrances, but rather internal designations to fund specific projects, initiatives or programs. Consult with your DBA if you need funds UFO’d in one of your accounts.

UFOs are not automatically reduced or eliminated when funds are spent. Contact your DBA when a UFO needs to be reduced or eliminated. You may also consult the list of latest UFO Codes.

The minimum UFO amount is $10,000.

Grant/Contract accounts cannot be UFO’d.

**Unit Meetings**

GEOFIN will meet with unit heads and/or departmental liaisons to review reports and answer any questions monthly, quarterly, or as needed.

**Other Assistance**

GEOFIN will help in the development of assistance sheets (“cheat sheets”) and can provide guidance in correct account usage. GEOFIN can also offer assistance in FAMIS/Canopy inquiry.
Section 3: Human Resources & Payroll

Introduction................................................................................................................................................12
Single Sign On (SSO) .................................................................................................................................12
   What Is SSO?........................................................................................................................................12
   Creating Your SSO Account................................................................................................................13
HRConnect.................................................................................................................................................13
Requesting Leave in LeaveTraq.............................................................................................................14
   LeaveTraq Tabs ....................................................................................................................................14
      Leave Balance ................................................................................................................................14
      Request Leave .................................................................................................................................15
      Documents .....................................................................................................................................15
      History ...........................................................................................................................................16
      Profile ...........................................................................................................................................16
      Reports ........................................................................................................................................16
      Support .........................................................................................................................................16
Your Department Administrator Functions ..........................................................................................16
Common Types of Leave.........................................................................................................................17
   Vacation ...........................................................................................................................................17
   Sick Leave ........................................................................................................................................17
   Sick Leave Pool ...............................................................................................................................17
   Faculty Acute Leave ........................................................................................................................18
   FMLA Leave ....................................................................................................................................18
   Educational Activities / Parent-Teacher Conference ......................................................................18
   Administrative Leave with Pay (ALWP) ..........................................................................................19
   Emergency Leave/Death of a Family Member ...............................................................................19
   Voting Leave ....................................................................................................................................19
   Jury Duty .........................................................................................................................................20
   Other Faculty Related Leave Policies ............................................................................................20
Tracking Biweekly Time in TimeTraq....................................................................................................21
   Completing a Timesheet ..................................................................................................................21
   Completing a Project-Based Timesheet .........................................................................................23
   Overtime .........................................................................................................................................25
      Comp-FLSA ..................................................................................................................................25
      Comp-Straight ..............................................................................................................................26
   Supervisor Approval of Time and Effort in TimeTraq .................................................................26
   Department Liaison Role in Biweekly Payroll ..............................................................................27
TrainTraq ................................................................................................................................................28
iBenefits ................................................................................................................................................28
PATH (Portal Access for Total HR) ................................................................. 30
PATH for Supervisors .................................................................................. 30
PATH for Employees .................................................................................. 30
Accessing PATH .......................................................................................... 30
Hiring a New Employee .............................................................................. 31
Types of Employees ................................................................................... 31
  Budgeted Staff Employee ........................................................................ 31
  Faculty ...................................................................................................... 31
  Wage Employee ....................................................................................... 31
  Graduate Assistant .................................................................................. 31
  Student Employee ................................................................................... 31
Posting a New or Vacant Position .............................................................. 32
Closing a Notice of Vacancy ...................................................................... 32
TAMU Hiring Information .......................................................................... 32
Foreign National Hires ............................................................................. 32
Dual Employment ....................................................................................... 33
Internal Promotion/Transfer/Reclassification ........................................... 33
Communication Allowances/Device Reimbursement .............................. 34
Exiting/Transferring Employees ............................................................... 34
Introduction

Geosciences Payroll (GEOPR) serves as the College's academic units first point of contact on payroll/benefits. Email payroll@geos.tamu.edu with any questions.

Single Sign On (SSO)

What Is SSO?

SSO allows university employees to access multiple employment systems using one login. The SSO system is the Texas A&M System's one point of entry for HRConnect, TimeTraq, Time and Effort, LeaveTraq, PATHways (performance management) and other online applications. UINs are used as the login username. A screenshot of the SSO login screen is shown below.

SSO Login Screen

If you forget your password, simply click the link "I forgot my password." The system will send a notice to your administrator, who will be able to reset your password and issue you a one-time (temporary) password to access the system.

When you are finished using any application in SSO, click "SSO Logoff" at the top right or close your web browser.
Creating Your SSO Account

If you are a new hire, you will not be able to create an account until your hiring documentation has completed routing and approval. **Wait until you have received notice from your HR representative before attempting this step.**

Create your account by going to [Single Sign On](#) and clicking on the link “New Employees - Set up your password.” The wizard will guide you through the process of setting up your account. You will need the following information:

- Your Universal Identification Number (UIN)
- Your Social Security number
- Your department’s adloc number (ATMO: 02132503; GEOL: 02132501; GEOG: 02132500; OCNG: 02132504; CLGE: 02137500; GERG: 02137500B; IODP: 02137500C; SEAG: 02153001).
- If you have trouble creating your SSO account, email: payroll@geos.tamu.edu

**HRConnect**

HRConnect allows you to update your personal contact data and payroll data, and review and update beneficiaries for your insurance benefits. You can review leave policies and check on university holidays. The system also includes many calculators to assist you with estimating retirement and other savings plans. The data contained in this system are confidential. When you access HRConnect, you will see a screen similar to the one below.

![HRConnect screenshot](#)

This is the main screen of HRConnect, where you will receive special messages and notices.
There are seven tabs at the top of the screen:

- **Home**
- **My Payroll**
  - General Information, W-4 Withholding, Direct Deposit, W-2 Information, Payroll Options, Payroll Documents
- **My Current Benefits**
  - General Information, Retirement Plan, Other Retirement, Dependents, Insurance Docs, More Info
- **My Personal Data**
  - Employment Data, Contact Info, Emergency Contacts
- **News & Information**
- **More Tools** (Financial Tools & Miscellaneous)
- **Help & Support**

---

**Requesting Leave in LeaveTraq**

LeaveTraq is the A&M System’s leave program. It incorporates an online request and approval system plus a computer-based leave accounting system. It is used for personal leave requests of all types — vacation, sick leave, military leave, requests to use compensatory time, etc.

**LeaveTraq Tabs**

LeaveTraq has seven main tabs:

- Leave Balance (the main screen)
- Request Leave
- Documents
- History
- Profile
- Reports
- Support

You can access LeaveTraq from the Single Sign On menu. You may find instructions and login procedures at the Single Sign On training page.

**Leave Balance**

You can quickly determine your leave balance for each of the various types of leave you have by logging onto the system and viewing the main screen.
Request Leave

Requesting leave can be done from any computer where you can access the Internet. It is still important to communicate with your supervisor before submitting a request if at all possible. Check with your supervisor for the preferred protocol.

![LeaveTraq Request Leave Tab](image)

When choosing a Leave Type in the Request Leave tab, all forms of paid leave other than vacation and sick leave (administrative leave, emergency leave, jury duty, etc.) are located under "Leave of Absence with Pay."

After you have filled out the document and clicked the “Save Item” button, check the box marked “I have read and agree with the Certification Statement” and then click the green button. The leave is not submitted until you have done this final step.

Documents

The Documents tab is where you can see every leave document you have submitted. For historical viewing, you can filter on the appropriate fiscal year by selecting it from a drop-down menu. You can view more details about each leave request by clicking on the button marked with your document ID.

![LeaveTraq Documents Tab](image)
**History**

The History tab allows you to view all leave requests of a certain type. You can choose the leave type (sick, vacation, administrative leave, etc.) from the drop-down menu. **Leave transactions initiated by your LeaveTraq administrator will only be viewable on this page.**

**Profile**

The Profile tab allows you to view your current sick and vacation accrual rate, months of service, maximum vacation carry-over hours, and other information. Click the “Show Details” button to access all information.

The system will notify you by email when your leave request is approved or rejected. You can use the Profile tab to set how often you want the LeaveTraq program to notify you about the status of your leave requests.

**Reports**

The Reports tab allows you to obtain a printable report by fiscal year of your leave accrual and usage.

**Support**

The Support tab allows you to send an email when you can’t find an answer to your question in the online help (the “Help” button at the top right). This tab also provides email addresses for all of your department administrators.

**Your Department Administrator Functions**

Your department business administrator will assist you with the LeaveTraq system and all leave-related issues, they have the following responsibilities, among others:

- Adjusting, canceling or changing existing leave documents submitted by employees. **This requires supervisor approval.**
- Reviewing all leave documents submitted in the LeaveTraq system to ensure compliance with existing rules.
- Following up on potential medical issues with inquiry as to the necessity of Family and Medical Leave Act (FMLA) job protection.
- Submitting mandatory FMLA documentation for completion to any employee who has missed more than 3 consecutive days of work for medical reasons.
- Adding administrative or other reward-based leave earned in the system once it has been approved through official channels.
- Assisting with setting up delegates for supervisors who are unavailable to approve leave in a timely fashion.
Common Types of Leave

**Vacation**  **Please Note:** Faculty Do Not Accrue or Take Vacation Leave

(Visit the Dean of Faculties website for more information regarding Faculty Policies and Guidelines)

To select this type of leave in LeaveTraq, select the option “Vacation.”

Vacation leave begins accruing upon an employee’s start date but may only be used after 6 months of continuous state employment. If you believe you have previous state employment from another institution that is not currently being recognized, contact your department business administrator.

Vacation initially accrues at a rate of 8 hours (1 business day) per month. Over time, this amount increases; see the Human Resources Vacation Accrual Rates for more details. You can also consult System Regulation 31.03.01 – Vacation.

A request to use vacation leave is not automatically granted, and the supervisor may reject it if the office has a high need for the employee at a particularly peak business time. Make all requests for vacation time in advance to the supervisor.

**Sick Leave**

To select this type of leave in LeaveTraq, first select the option “Sick Leave” and then select the type of sick leave.

Sick leave begins accruing upon an employee’s start date and may be used immediately. All full-time employees accrue sick leave at a rate of 8 hours (1 working day) per month, awarded at the beginning of the month. Employees who work less than 100 percent time-effort earn a pro-rated number of hours per month based upon their percent effort.

Sick leave may be used for either your own medical condition or that of an eligible family member. If sick leave is used for a family member, the rules in the table below apply.

<table>
<thead>
<tr>
<th>Eligible Family Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the family member…</td>
</tr>
<tr>
<td>lives in your household,</td>
</tr>
<tr>
<td>does <strong>not</strong> live in your household,</td>
</tr>
</tbody>
</table>

* The family member must have a documented medical condition, and documentation will be requested.

Absences of more than 3 days for medical reasons require medical documentation indicating that it is safe and advisable for you to return to work. Your Department Business Administrator (DBA) is obligated to send any employee who has missed more than 3 days due to medical reasons a packet of FMLA documentation via certified mail. If you are a supervisor, keep track of employee absences and notify your HR representative at the appropriate time.

For more details, consult University Rule 31.03.02.M1 — Sick Leave.

**Sick Leave Pool**

The A&M System has established a sick leave pool to provide a source of additional paid sick leave for employees who have exhausted available sick, vacation, and compensatory time as a result of a catastrophic illness or injury. Sick leave pool benefits come from voluntary donations of
sick leave hours from current and retiring employees.

The employee must request pool hours through his or her supervisor or HR liaison. DBA then submits the form to the Texas A&M pool administrator.

Once an employee’s request for use of Sick Leave Pool hours is completely approved, the DBA enters the amount of available leave into the employee’s LeaveTraq. Sick Leave Pool hours will then show up as an option under types of sick leave.

**Faculty Acute Leave**
This section is under construction.

**FMLA Leave**

The Family Medical Leave Act is federal job protection — a benefit that allows qualified employees to be absent for up to 12 weeks (or 480 hours) per fiscal year for a documented medical condition, without fear of being terminated. FMLA may be used for:

- The birth or adoption of a child
- The care of a child, spouse, or parent with a serious health condition
- The employee’s own serious health condition
- The care of a covered military service member

To qualify, both of the following must apply:

- The employee must have a total of at least 12 months of state service.
- The employee must have physically worked 1,250 hours with the state within the 12 months prior to the need for FMLA leave.

Your DBA will send a packet of information about FMLA via certified mail to any employee absent for more than 3 consecutive days for medical reasons.

Once an employee’s request for FMLA has been completely approved, the DBA enters the amount of available leave into the employee’s LeaveTraq. FMLA hours will then show up as a type of leave under the Leave Balance tab.

**FMLA runs concurrently with vacation leave or paid/unpaid sick leave or other leave when the reasons for those leaves meet the FMLA criteria.**

Your DBA will explain to the employee how to use this leave in LeaveTraq.

For greater detail on FMLA usage and what qualifies as a serious health condition, visit the Texas A&M Human Resources website on FMLA Eligibility or System Regulation 31.03.05 — Family and Medical Leave.

**Educational Activities / Parent-Teacher Conference**

To select this type of leave in LeaveTraq, first select the option “Sick Leave” and then “Educational Activities” in the next drop-down box.

Up to 8 hours of Sick Leave per fiscal year may be used by parents, with reasonable advance notice, to attend educational activities for their children in pre-K through 12th grade.
Administrative Leave with Pay (ALWP)

To select this type of leave in LeaveTraq, first select the option “Leave of Absence with Pay” and then “Administrative Leave” in the next drop-down box.

ALWP is a non-monetary reward given to recognize outstanding performance that consistently exceeds expected or required productivity or exceptional contributions by employees performing special projects of significant importance.

The following provisions apply:

- Up to 32 hours may be granted to an employee per fiscal year. Leave may only be granted in 4 or 8 hour increments.
- Only employees in leave-eligible positions may be awarded ALWP.
- ALWP should be taken within 12 months of the grant of the award. The employee must be notified in writing of this award and the expiration date. Any exception to the 12-month deadline must be approved by the department head and communicated to the employee.
- The leave cannot be transferred to another department or paid if employment with the University ends.

For more details, consult Standard Administrative Procedure 31.01.01.M5.01 — Administrative Leave with Pay.

Emergency Leave/Death of a Family Member

To select this type of leave in LeaveTraq, first select the option “Leave of Absence with Pay” and then “Death of Family Member” in the next drop-down box. Then select the type of family member you are taking leave for.

A department head may approve up to 5 working days of emergency leave with pay for the death of an employee’s family member. If the time exceeds 5 days, approval of the appropriate Dean, Vice Provost, Associate Provost, or Associate Vice President is required.

The following provisions apply:

- The employee is not required to attend the family member’s funeral to be entitled to this leave.
- Emergency leave hours are not required to be used consecutively but must be used within 30 days from the date of the family member’s death.
- Relationships that exist due to marriage will terminate upon divorce. Emergency leave will not be used for the death of an ex-spouse or an ex-spouse’s family member.

For more details, consult Standard Administrative Procedure 31.03.03.M1 — Leave of Absence with Pay.

Voting Leave

To select this type of leave in LeaveTraq, first select the option “Leave of Absence with Pay” and then “Voting Leave” in the next drop-down box.
Employees may be allowed sufficient time off to vote in national, state and local elections. Employees must notify their supervisor prior to the election day if there is not sufficient time to vote after or before work hours. At the supervisor’s discretion, a modified work schedule may be granted for that day.

If no modified work schedule is confirmed, the employee may use paid voting leave in instances where the employee actually missed work to vote without making up time. The time taken should be reasonable and agreed upon with the supervisor.

This leave is **not** intended for early voting.

**Jury Duty**

To select this type of leave in LeaveTraq, first select the option “Leave of Absence with Pay” and then “Jury Service/Court Subpoena/Summons” in the next drop-down box.

For leave-eligible employees, jury duty, serving as a witness, and responding to a subpoena are events that Texas A&M will grant paid leave to address.

Departments may establish internal procedures to require employees to account for time off for any of these actions. If a department requires specific documentation for jury-, witness-, or subpoena-related leave, submit this documentation to your DBA.

**Other Related Faculty Leave Policies**

- Faculty Appointments That Do Not Accrue Vacation Leave – Faculty Leave and Vacation Quick Link
- Faculty Acute Family Care Leave
- Dean of Faculties Handbook Website – DOF Faculty Handbook
Tracking Biweekly Time in TimeTraq

TimeTraq is available for all employees paid on an hourly scale who receive paychecks on a biweekly basis. It allows you to enter your hours electronically and submit the information to Payroll when due. It is a simple and fast way to record your hours during the days you have worked. We recommend recording hours on a daily basis.

TimeTraq has four tabs:

- Timesheets
- Overview
- Preferences
- Support

You will be using only the first tab to complete timesheets.

Completing a Timesheet

All completed leave documents automatically populate leave data on your timesheet, so remember to enter all applicable leave before finalizing the timesheet.

Complete the following steps to fill out a timesheet:

1. Log in to Single Sign On.
2. On the SSO menu, click “TimeTraq.”
3. As an employee, the first screen you will see is the Employee Timesheet screen. A sample of this screen is shown below.
4. Click the link that is highlighted, and your recent timesheet will open.

5. Two tabs are located at the left corner for the new payroll period. These two tabs each represent one week of work time. For Payroll purposes, Texas A&M pay period weeks run from Thursday through Wednesday. Select the week you will be filling in.

6. Record the correct number of hours worked each day. Your time is accounted for in quarter hours. For example, 15 minutes of work translates to 0.25 hours. So, if you worked 3 hours and 45 minutes, you type in 3.75 hours for that day.
7. When you have finished recording your hours, click “Save” at the bottom of the page.

8. Once you have completed all hours for the pay period, double check for any errors and then click “Submit Timesheet.”

9. The next screen is an Estimated Pay Summary. Once you have reviewed it for any errors, click “Continue.”

10. The last screen requires you to check the box that certifies that the hours documented are correct. You can also add any additional comments if necessary. When finished, click “Submit Timesheet.”

11. Once you have seen the phrase “Timesheet Submitted Successfully!” at the top of the screen, you have completed your TimeTraq timesheet for that pay period. Your timesheet now awaits approval by your supervisor.

12. Inform your supervisor that you have submitted your timesheet.

**Completing a Project-Based Timesheet**

Few employees have a project-based timesheet, which is a timesheet set up to account for hours worked on a specific task. These timesheets are often necessary for ongoing projects that are funded through contracts and grants where accounting for specific time worked is an auditing necessity.

Complete the following steps to fill out a project-based timesheet:

1. Log in to [Single Sign On](#).

2. On the SSO menu, click “TimeTraq.” A blank project-based timesheet will appear on the screen.

   ![TimeTraq Project-Based Timesheet](image)

   **TimeTraq Project-Based Timesheet**

   3. Click the blue “Edit” button, and your timesheet will open.
TimeTraq Project-Based Time Entry

4. For each day you have worked, click the date. This will open up the time worked on that specific day.

TimeTraq Project-Based Work Day

5. Click the blue “Add Work Event” button, and you will be given a blank row to enter the number of hours you worked on a specific project. In this example, 3 hours were worked on the “SI Leader” project (listed in the drop-down box on the far right).

TimeTraq Work Day Example

6. When you have finished recording your hours on a row, click “Save.”

7. If you worked on a second project that same day, you may again click the “Add Work Event” button to add a second row. Once again, click “Save” when you are finished entering.

TimeTraq Work Day Example, Second Entry
8. Do this for each day you have worked, making sure to match the correct number of hours with the project.
9. Once you have completed all hours for the pay period, double check for any errors and then click “Submit Timesheet.”
10. Go through all the confirmation screens to complete your timesheet. Your timesheet now awaits approval by your supervisor.

11. Inform your supervisor that you have submitted your timesheet.

**Overtime**

The Fair Labor Standards Act (FLSA) establishes a common 40-hour work week for employees and dictates the circumstances under which an employee may earn overtime.

**Overtime Eligibility According to FLSA**

<table>
<thead>
<tr>
<th>If an employee is...</th>
<th>he or she generally...</th>
<th>and is referred to as...</th>
</tr>
</thead>
<tbody>
<tr>
<td>paid biweekly,</td>
<td>can earn overtime</td>
<td>FLSA eligible, meaning he or she satisfies all the requirements of the FLSA for overtime.</td>
</tr>
<tr>
<td>salaried,</td>
<td>cannot earn overtime</td>
<td>FLSA ineligible</td>
</tr>
</tbody>
</table>

You do not have to manually award overtime in the system. TimeTraq automatically tabulates any overtime earned based on the number of hours correctly entered on an employee’s timesheet.

Two kinds of overtime can be awarded to an employee:

- Comp-FLSA
- Comp-Straight

**Comp-FLSA versus Comp-Straight Overtime**

<table>
<thead>
<tr>
<th></th>
<th>Comp-FLSA</th>
<th>Comp-Straight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rate of pay</strong></td>
<td>Time and a half, or 1.5 times the normal rate of pay</td>
<td>Normal rate of pay</td>
</tr>
<tr>
<td><strong>Method of earning overtime</strong></td>
<td>Physically working more than 40 hours in a given week</td>
<td>Logging more than 40 hours in a given week but not actually working more than 40 hours (usually occurs when taking leave during the week)</td>
</tr>
<tr>
<td><strong>Method of awarding</strong></td>
<td>The employee may have it paid immediately or bank the pay to be awarded at a later date*</td>
<td>The employee may have it paid immediately or bank the pay to be awarded at a later date*</td>
</tr>
</tbody>
</table>

**Comp-FLSA**

Comp-FLSA overtime is paid at time-and-a-half, or 1.5 times the normal rate of pay, and is earned by physically working more than 40 hours in a given week. The Texas A&M payroll week is Thursday through Wednesday.

Any FLSA-eligible employee who works in his or her position more than 40 hours per week will automatically be awarded comp-FLSA overtime, with the ability to either have it paid immediately,
or bank the pay to be awarded at a later date. If an employee banks the time, that amount will
show up in the LeaveTraq system, where it may be used at a later date as a form of leave.

A department may have an internal policy requiring you to bank time or pay time. Consult with
your supervisor as to whether any such policy exists.

Comp-Straight

Comp-straight overtime is paid at the normal rate of pay, and is earned if an employee logs over
40 hours in a given week but does not actually work more than 40 hours. This usually occurs
when an employee has taken some sort of paid or unpaid leave in the week.

For example, an employee takes 4 hours off sick, but the next day stays an additional 2 hours
working. This means the total hours the employee claims via timesheet is 42 hours. Since 4 hours
were taken as leave, the total hours actually worked is 38. Because the total hours physically
worked does not exceed 40 hours, this employee is not eligible for time-and-a-half overtime. The
2 hours in excess of 40 that this employee earned is considered comp-straight overtime.

Just like with comp-FLSA overtime, the employee can have the time paid immediately or bank it
for later. If an employee banks the time, that amount will show up in LeaveTraq, where it may be
used at a later date as a form of leave.

Like with comp-FLSA overtime, a department may have an internal policy requiring you to bank or
pay time. Consult with your supervisor as to whether any such policy exists.

Supervisor Approval of Time and Effort in TimeTraq

Time and effort certification may be necessary when approving timesheets for employees paid
biweekly who work on a sponsored contract or grant. Most contracts and grants require
verification that the money set aside for these projects is being used efficiently, and this
verification is regularly reviewed by both Texas A&M and the officiators of each grant.

If an employee requires time and effort certification in TimeTraq, the screen shown in the figure
below appears after the supervisor clicks to approve a timesheet.

[Image of Time and Effort Certification screen]

Time and Effort Certification
There are two options:

- **Certify and Approve:** The timesheet is being approved, and the hours worked are being certified that the employee worked those hours on that project on that contract account. Supervisors should certify the hours worked on a project only if there is direct knowledge of these hours worked and the contract account number and percent effort listed are accurate.

- **Approve Timesheet, DO NOT Certify:** If there is any uncertainty as to whether the hours might have been spent on the project in question and are to be paid from the contract account or the cost share account, or were spent on some other work, it is best to approve the timesheet without certifying the hours.

Approving the timesheet is what will yield a payment to the employee, but certifying the hours is what will be recorded for federal, state, sponsor and A&M System audit purposes. The employee should be paid for the total hours worked regardless of the circumstances, but the way the hours break down over one or multiple projects is important on a long-term record-keeping basis and may affect the ability for future contract and grant funding.

Additional information is on the Division of Research website, or you may contact your DBA.

**Department Liaison Role in Biweekly Payroll**

Department liaisons have the following responsibilities concerning biweekly payroll:

- **Act as a delegate for a supervisor.** When biweekly payroll is due, it is very important to resolve any timesheet issues quickly. Because of this, the department liaison may need to act as a delegate for a supervisor who is unavailable. Your DBA must set up the liaison or another individual as a delegate in advance.

- **Communicate timesheet due dates to the department's staff.** The department liaison receives a message from a listserv concerning timesheet due dates. The department liaison can then forward that message to the rest of the department.

- **Tell your DBA if an employee has not been compensated appropriately for hours worked.** Department liaisons and/or supervisors must communicate to your DBA any instances where an employee has not been compensated for hours worked (either due to the timing of the initial hire or a special early timesheet due date that does not allow for estimation of hours) so that your DBA can make manual adjustments to the next timesheet to correct these issues. (Texas A&M considers a regular business work week to begin on Thursday and end on Wednesday.)

See the Biweekly Payroll Schedule online.
TrainTraq

TrainTraq is A&M System’s training program. It offers and tracks all state-mandated trainings. All new employees must take five state-mandated online trainings within 30 days of their start date:

- Orientation to the A&M System
- Ethics
- Creating a Discrimination-Free Workplace
- Reporting Fraud, Waste and Abuse
- Information Security Awareness

These online classes must be repeated at certain intervals throughout an individual’s employment. TrainTraq will notify employees when training needs to be added or renewed.

Complete the following steps to begin online training in TrainTraq:

1. Log in to Single Sign On.
2. On the SSO menu, click “TrainTraq.” The TrainTraq assigned courses should appear on the Home screen. If you are a new hire and see no assigned trainings, contact your DBA so the team can review your transcript and assign whatever trainings are necessary.
3. Click on the course link to go to the training.

TrainTraq Home Tab

The Search tab will allow you to seek out specific trainings offered online and on campus, and the Transcript tab will allow you to review your previous trainings. You can submit questions through the Support tab.

iBenefits

iBenefits is your point of access for registration of insurance benefits, declaration of beneficiaries, and review of data. This is also the site you will visit on an annual basis for Annual Enrollment,
when you will have the opportunity to make changes to your benefits for the following year (occurs every July 1-31). Complete the following steps to access iBenefits:

1. Log in to Single Sign On.

2. On the SSO menu, click “iBenefits.” The iBenefits Welcome should appear on the screen.

iBenefits

iBenefits has the following tabs:

- **My Current Benefits** allows you to review all your current benefits.

- **My Dependents** shows all your currently registered dependents (e.g., spouses and children) on any of your insurance plans.

- **My Personal Data** displays information about your current position from payroll, including your contact information, salary, location data, etc.

- **My Beneficiaries** shows the names of everyone you have activated as a beneficiary on your basic or optional life insurance policies. You may edit and change beneficiaries at any time.

- **My Documents** allows you to review all benefits documents you have created within the system. These documents are essentially the registration forms for insurance. They will include the document you set up when you first began employment, and new documents will be added every year during the Annual Enrollment process, so you can see your complete history of benefits changes.

- **Support** allows you to submit questions through the system.

For benefits questions, contact the Human Resources Benefits Office at (979) 862-1718 or by e-mail at benefits@tamu.edu. Your TAMU Benefits Representative is: Ada Green

Additional benefit information can be found on TAMU’s Benefits Website.
PATH (Portal Access for Total HR)

PATH (Portal Access for Total HR), formerly TAMU Jobs, is the new system for managing position descriptions, postings, and applicants. As of May 30, 2013, all employees will access PATH through the Single Sign On (SSO) menu.

PATH for Supervisors

Supervisors use PATH to access and update their employees’ position descriptions, post vacancies, request new positions and reclassifications, and other position and salary actions.

PATH is also used for the annual performance evaluation process. For more information, please contact your HR Liaison.

PATH for Employees

Employees may access PATH from any internet enabled computer to access and review their position description. A position description review is usually initiated by the supervisor.

Employees and supervisors will also use PATH to access the Performance Management System for annual performance reviews.

Accessing PATH

1. Follow the instructions for logging into Single Sign On
2. Select PATH (Portal Access for Total HR)

Select Position Management from the drop down menu to access position descriptions.

Select Employee-PD Action from drop down menu and click on the refresh button.
The PATH system is also used by supervisors to conduct required annual performance reviews. Click *Go to Performance Management* to access the Performance Evaluation.

---

**Hiring a New Employee**

**Types of Employees**

**Budgeted Staff Employee**

A budgeted staff employee is a non-faculty employee whose position is specifically identified in the budget with a unique identifier called a position identification number (PIN). They can be full time or part-time:

- **Full-time budgeted employees**: scheduled to work a minimum of 40 hours a week. The employee is eligible for fringe benefits such as sick leave, vacation time, health insurance and paid holidays.
- **Part-time budgeted employees**: scheduled to work less than 40 hours a week. If the normal schedule is 50 percent (20 hours per week) or more, the employee is eligible for fringe benefits such as sick leave, vacation time, health insurance and paid holidays.

**Faculty**

A position is considered to be a faculty appointment if the primary title includes the word professor, instructor, lecturer, or librarian in the title. If you are not certain whether a particular title is a faculty or faculty-equivalent title, please contact GEOPR.

**Wage Employee**

A wage employee is a non-budgeted, temporary position. Wage employees may only work 20+ hours per week for 4.5 months before they must be terminated. A wage employee working less than 20 hours per week may be kept on indefinitely.

**Graduate Assistant**

The "graduate assistant" (GA) title is used when graduate student status is a requirement for employment. There are three types of GAs:
• Graduate assistant non-teaching (GANT), paid on a biweekly basis
• Graduate assistant research (GAR), paid on a monthly basis
• Graduate assistant teaching (GAT), paid on a monthly basis
• Graduate assistant lecturer (GAL), paid on a monthly basis

GA's are eligible for benefits, excluding the Teacher Retirement System (TRS) and Optional Retirement Program (ORP), if:

• They are enrolled full-time in graduate-level classes at an A&M System institution as a condition of employment. GALs are not required to be registered full-time.
• They work at least 20 hours per week
• The appointment is expected to continue for a term of at least 4.5 months

GAs may not work more than 20 hours per week without prior approval from the Office of Graduate Studies using the Request to Allow Graduate Assistant to Work More than 50% form.

**Student Employee**

Student employee positions require student status. They are non-budgeted positions and are not eligible for fringe benefits. Future link to New Position Coversheet.

**Posting a New or Vacant Position**

If you wish to post a new or fill a vacant position contact your DBA. Have available the job description, duties, percent effort, rate of pay and account information.

**Closing a Notice of Vacancy**

All NOVs must remain open for a minimum of five calendar days. After a suitable period, you may put the NOV on hold so that you can begin interviewing candidates and make your selection. Email your DBA to have your NOV placed on hold. **It is critical that you follow each and every step relating to hiring a staff position.**

**TAMU Hiring Information**

For information on hiring employees at TAMU, visit the Managers Resource website.

For additional questions, contact your DBA.

**Foreign National Hires**

If you are hiring an international employee in any position, contact GEOPR as soon as possible. This individual will require additional, specialized processing and further contact with International Faculty and Scholar Services (IFSS) or International Student Services (ISS). These steps may sometimes take months to complete.

Additional processing varies on a case-by-case basis, so begin processing of foreign national hires early. Some additional processing items may include:
• Clearance with IFSS for the Department of Homeland Security
• Requirement of additional documentation
• Procurement of a Social Security card
• Procurement of an H1-B Visa (90-120 days lead time is required)
• Entering into the GLACIER Tax System

**Dual Employment**

Any employee, whether exempt or non-exempt under the provisions of the Fair Labor Standards Act, may accept additional employment with another department, unit, or component of The Texas A&M University System provided the employee obtains the advance approval of the head of both the current department or unit and the employing department or unit. This approval is necessary to assure proper coordination of payment for employment when more than one department is involved.

Ongoing dual employment requires completion of the Dual Employment Agreement Form and submission to your DBA. Texas A&M HR Classification and Compensation will document approval of dual employment arrangements and review of applicable overtime pay requirements under federal law. One department must accept responsibility for overtime pay requirements if HR Classification and Compensation determines it applicable. The agreement must be renewed at the beginning of each fiscal year (September 1).

**Internal Promotion/Transfer/Recategorization**

In accordance with Standard Administrative Procedure 31.01.01.M7.03 — Internal Promotions and Transfers of Non-faculty Employees, qualified employees may now be moved into a vacant position within a department as a promotion, without the department having to post this vacancy when an ideal candidate already exists. This rule only applies to full-time budgeted employees. It may not be used to promote a wage employee to a budgeted position.

To begin the process of initiating and approving an internal promotion or transfer, fill out the Non-Faculty Internal Promotion and Transfer Approval Form. Contact your DBA before you fill out the form to ensure compliance with all rules and procedures.

Reclassification is the process of changing an employee’s title. Sometimes this is a lateral move, but generally it is a form of promotion. To reclassify an employee, the department must be able to show the individual has met the minimum qualifications and requirements of the new title. If the reclassification is a vertical move, the department must also be able to show a reasonable increase in the responsibility level of the employee in question.

**An increased responsibility level is different from an increase in the volume of work assigned. The Classification and Compensation Office does not consider workload volume to be a viable reason for reclassification.**

For example, showing that an employee has gone from assisting with a function to being solely responsible for its completion is one type of responsibility increase. Indicating that an employee is now working with an increased number of students or files (but is still performing the same duties) is not a responsibility increase and is not grounds for reclassification.
It is recommended that you review the Suggested Action Verbs for Position Descriptions whenever working on any kind of reclassification.

***Reclassification of a staff, research, and faculty position all require different forms and processes. Contact your DBA to assist with this process.

**Communication Allowances/Device Reimbursement**

The department head is responsible for ascertaining if an employee should be granted a communication allowance and subsequent mobile device reimbursement. Only emergency personnel are eligible. All communication allowance actions require Dean’s approval (signature approval cannot be delegated).

Fill out the Monthly Communication Allowance Enrollment Form or Cellular Communication Device Reimbursement Form.  

See System Regulation 25.99.09 — Cellular Communication Devices and Services for more information.

**Exiting/Transferring Employees**

As soon as the department is aware of an employee exit or transfer, notify your DBA. Also consult the Employee Exit Checklist for further instructions.

If an employee needs to be terminated for cause, contact your DBA and they will guide you through the process.

Please note: Employees must be removed from payroll within 48 hours of termination.
# Section 4: Accounts Payable & Payment Cards

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>37</td>
</tr>
<tr>
<td>Contacting GEOAP</td>
<td>37</td>
</tr>
<tr>
<td>Departmental Signature Authority</td>
<td>37</td>
</tr>
<tr>
<td>Department Business Administrator (DBA)</td>
<td>38</td>
</tr>
<tr>
<td>Accounts Payable and Payment Cards</td>
<td>38</td>
</tr>
<tr>
<td>Completing a Departmental Cover Sheet (DCS)</td>
<td>38</td>
</tr>
<tr>
<td>State Tax Exempt</td>
<td>39</td>
</tr>
<tr>
<td>W-9s and W8BENs</td>
<td>39</td>
</tr>
<tr>
<td>W-9</td>
<td>39</td>
</tr>
<tr>
<td>W-8BEN/W-8ECI</td>
<td>40</td>
</tr>
<tr>
<td>Using State Contracts for Purchases</td>
<td>40</td>
</tr>
<tr>
<td>AggieBuy</td>
<td>40</td>
</tr>
<tr>
<td>Tejas Office Products, Inc.</td>
<td>41</td>
</tr>
<tr>
<td>Printing</td>
<td>41</td>
</tr>
<tr>
<td>Print Acquisition Orders</td>
<td>41</td>
</tr>
<tr>
<td>TAMU Print / TOPS (Alphagraphics) Printing</td>
<td>41</td>
</tr>
<tr>
<td>Information Technology (IT) Equipment/Software Purchase</td>
<td>42</td>
</tr>
<tr>
<td>IT Purchases for Departments</td>
<td>42</td>
</tr>
<tr>
<td>Receiving Goods/Equipment</td>
<td>43</td>
</tr>
<tr>
<td>Taking TAMU Equipment Off Campus</td>
<td>43</td>
</tr>
<tr>
<td>Contract Worker versus Wage Employee</td>
<td>43</td>
</tr>
<tr>
<td>Student Organization Expenses</td>
<td>44</td>
</tr>
<tr>
<td>Prizes/Gifts/Awards</td>
<td>44</td>
</tr>
<tr>
<td>Processing Prizes/Gifts/Awards for Students and Non–Texas A&amp;M Employees</td>
<td>44</td>
</tr>
<tr>
<td>Processing Prizes/Gifts/Awards for Employees</td>
<td>45</td>
</tr>
<tr>
<td>Payment Cards</td>
<td>45</td>
</tr>
<tr>
<td>Application Process</td>
<td>45</td>
</tr>
<tr>
<td>Payment Card Guidelines</td>
<td>46</td>
</tr>
<tr>
<td>Payment Card Receipts</td>
<td>47</td>
</tr>
<tr>
<td>Payment Card Statement/Receipt Submission to GEOAP</td>
<td>47</td>
</tr>
<tr>
<td>Review/Approval of Final Expense Reports</td>
<td>47</td>
</tr>
<tr>
<td>Payment Card Compliance Reviews</td>
<td>48</td>
</tr>
<tr>
<td>Wire Transfers / Foreign Bank Drafts</td>
<td>48</td>
</tr>
<tr>
<td>Emergencies</td>
<td>48</td>
</tr>
<tr>
<td>Accounts Receivable are Handled by each Department</td>
<td>48</td>
</tr>
<tr>
<td>Marketplace for Credit Card Payments</td>
<td>48</td>
</tr>
<tr>
<td>Marketplace Procedures</td>
<td>49</td>
</tr>
</tbody>
</table>
Marketplace Transactions ................................................................................................................ 49
Credit Card Sales .............................................................................................................................. 49
Credit Card Refunds .......................................................................................................................... 49
Reduction to Expense Request (RTE) ............................................................................................... 50
Returned Checks ................................................................................................................................. 50
NSF Checks ....................................................................................................................................... 50
Refund Checks .................................................................................................................................... 50

Contracts/Agreements for Services ................................................................................................... 50
Contract/Agreement Processing (except Hotel/Venue Agreements) .................................................. 50
U.S. Vendors ...................................................................................................................................... 50
International/Foreign Vendors ............................................................................................................ 51
Hotel/Venue Agreements ..................................................................................................................... 51
Departmental Correction Requests (DCRs) ....................................................................................... 52
Sponsored Research Services (SRS)/Research Foundation Procedures ........................................... 52
Texas A&M Foundation ....................................................................................................................... 53
Texas A&M Foundation Deposits ........................................................................................................ 53
ACCOUNTS PAYABLES & PAYMENT CARDS (GEOAP)

Introduction

Geosciences Accounts Payable & Payment Cards, GEOAP, provides support on accounting issues. Email ocng-staff-office@geos.tamu.edu with any questions. Each Department’s Business Administrator (DBA) handles its purchasing, contracts and receiving. GEOAP handles the payment of invoices, controls the reallocation of payment card purchases and the booking of inventory items. The capital/inventory asset purchase requisition/purchase order and packing slip email is purchasing@geos.tamu.edu.

Contacting GEOAP

If you are seeking information or clarification, first contact your DBA who will:

- Email your query to the GEOAP team email address.
- GEOAP team members will make every effort to respond to all email inquiries from the departments they are responsible for within 24 hours of receipt, even if that response is “I will have to research this and get back to you.”
- If the latter is the case, the GEOAP team member will provide an accurate answer to the question(s) within an additional 48 hours.

Each academic departments’ DBA is responsible for gathering invoices and signatures and sending the original documentation to GEOAP. Each DBA sending documents to GEOAP for processing:

- Mails the documents to GEOAP in campus mail address 3146.
- **MAKE SURE the account number and the appropriate account signature authority (account owner or responsible party) signature approvals are included in the information.** Email authorizations from the account owner are acceptable.

GEOAP assigns specific team members to the various departments. The GEOBUSINESS website lists these team members and their assigned departments.

Departmental Signature Authority

Every purchase, whether through AggieBuy or via payment card, must be authorized by the individual with authority over the account. Each DBA serves as signature authority over departmental accounts, as does its Department Head. **For research or chair/professorship accounts, only the account owner can authorize purchase.**

Authority for the purchase is evidenced either by signature or by an email from the authority’s email account approving the purchase on the account.

If GEOAP receives a document without the proper approval signature (or an accompanying email),
GEOAP will return the document to the DBA. This delays the processing of the invoice and could cause corrections of the payment card payment.

**Department Business Administrator (DBA)**

Each Department's Business Administrator, DBA, serves as its liaison with GEOAP.

The duties of the DBA include:

- **Ensuring each invoice is date-stamped received with account number and account owner authority affixed to the invoice.**
- **Ensuring that Departmental Cover Sheets (DCS) are attached to each payment card and reimbursement receipt, and that each invoice includes the account number to be used and the appropriate approval.**
- **Ensuring that payment card receipts are attached to the Departmental Cover Sheet; that receipts are itemized and state tax free; and that payment card receipts are submitted with the weekly payment card statements in a timely manner. All receipts should be submitted in hard copy or scanned and attached in the order in which they are listed on the statement. (The cardholder may wish to assume these duties for his or her card.)**
- **Payment Cards should NOT be USED for inventory purchases (laptops, tablets, projectors, etc.).**
- **Ensuring there are no discrepancies or problems with these items.**

**Accounts Payable and Payment Cards**

All purchases made using funds paid with Texas A&M accounts must be fully documented, with all documents retained in accordance with the university's records retention schedule.

**All purchases must be authorized.** This authorization is evidenced by the signature or other (email) approval by the account owner.

**All purchases should indicate the date received.** Ideally, this is the date the items are received. When that is not practicable, the date the invoice is received within the department is used. State law mandates the payment of interest for untimely payment. It is important to document receipt to control for this.

**Completing a Departmental Cover Sheet (DCS)**

Departmental Cover Sheets (DCS) are used for payment cards purchases and for reimbursements.

**Departments must attach a DCS with all payment card receipts and reimbursements.** The DCS provides important details about the transaction so that GEOAP can properly process it.
The account owner must sign the form. When you generate the PDF, print the form and obtain the proper signature. Acceptable approvals include either:

- an original signature on the DCS
  OR
- an email (that includes the DCS as an attachment) from the account owner authorizing payment

Each department is responsible for ensuring that all DCS forms include:

- A brief description of the purpose of the transaction
- What account and/or program the transaction should be applied to
- For business meal charges, the five W’s (who, what, where, when, and why)
- The **itemized, tax-free** receipt — not just the charge card receipt — must be attached with the DCS.
- For memberships and subscriptions, the effective dates of memberships and subscriptions and whether the membership is individual or institutional
- Notification if the vendor requires a purchase order. If so, GEOAP will generate the purchase orders (internal or via AggieBuy).
- For sole source purchases, the department must attach a Justification of Sole Source Purchases form. This completed form should be emailed with the DCS.
- Any other pertinent details related to the transaction

**State Tax Exempt**

As an entity of the State of Texas, Texas A&M is exempt from paying Texas State sales tax. The departments are responsible for advising vendors of this status and providing a [Texas Sales and Use Tax Exemption Certificate](https://geoap.tamu.edu/tamu-sales-tax/) when applicable purchases are made.

If the purchaser forgets to tell the vendor and tax is charged, the department needs to contact the vendor immediately and ask that the tax amount be credited. This information should be reflected on the invoice.

**W-9s and W8BENs**

A W-9 is a tax form for domestic vendors, and a W-8BEN or W-8ECI is a tax form for foreign vendors.

Departments are responsible for obtaining the required forms from new vendors and forwarding them to GEOAP. If the forms are not legible, the department needs to ask the vendor to resubmit a legible copy.

**W-9**

A W-9 is required for most **new** domestic vendor types, such as:

- Individual payments /reimbursements
- Sole proprietors
- Partnerships
- Corporations

Vendors may use the [TAMU Substitute W9 & Vendor Direct Deposit Form](https://geoap.tamu.edu/tamu-substitute-w9-vendor-direct-deposit-form), the official Internal
Revenue Service (IRS) W-9 Form, or the vendor's own company W-9 Form. W-9s are valid for five years.

If the department cannot obtain a W-9 from the vendor, the department must provide to GEOAP documentation showing that they have tried to obtain a W-9 at least four times within five business days prior to having the vendor set up in the system. If at all possible, try to get the Employee Identification Number (EIN) from the vendor.

If the vendor will not provide an EIN and the transaction is a 1099 reportable payment ($600 or greater for services or rentals), Texas A&M will have to withhold 28 percent of the payment and remit it to the IRS.

**W-8BEN/W-8ECI**

Texas A&M must have a completed and signed W8-BEN or W-8ECI before income is paid to a foreign vendor. A Certificate of Foreign Status may also be necessary:

- **Form W-8 TAMU Certificate of Foreign Status** must accompany the W-8BEN when payments to foreign vendors total more than $600 USD.
- **Form W-8BEN** is required if a foreign entity wants to use its tax treaty for a 1042 reportable payment.

Generally, these forms remain in effect for 3 years: from the date the form is signed to the last day of the third succeeding calendar year. For example, a Form W-8BEN signed on September 30, 2013, is valid through December 31, 2016.

If the foreign vendor will not provide or properly complete a W-8BEN or W-8ECI, and if the payment is U.S.-sourced income (in most instances, payment performed within the United States) and a 1042 reportable payment (services, rentals, software licenses, etc.), then Texas A&M will have to withhold 30 percent of the payment and remit it to the IRS.

**Using State Contracts for Purchases**

The State of Texas has awarded contracts that are available for use by all state agencies and institutions of higher education. Texas A&M encourages departments to review and use the state contracts whenever possible. Texas A&M Procurement Services administers many university and system-wide blanket-pricing contracts.

**AggieBuy**

GEOBUSINESS strongly encourages all departments to use AggieBuy to purchase supplies and equipment. AggieBuy is the internet-based marketplace where Texas A&M departments can go to purchase supplies at discounted rates.

Each department should establish AggieBuy shoppers for office supplies. The shoppers place the orders through AggieBuy. GEOBUSINESS recommends that orders for office supplies be placed no more than once a week.

Several excellent training tools for AggieBuy are available, both classroom and video snippets, at the AggieBuy Training Page. Some processes that are specific to departments serviced by GEOBUSINESS are not mentioned in these AggieBuy training tools.
**Tejas Office Products, Inc.**

Texas A&M’s current state contract for office supplies is with Tejas Office Products, Inc., which is a punch-out vendor in AggieBuy. To purchase from Tejas, the AggieBuy shopper follows the same steps as for AggieBuy.

**Printing**

Standard Administrative Procedure 25.99.99.M0.02 — Printing and Copying Procedures requires that all requests for printing services be processed through the Print Acquisition Office of Procurement Services. A competitive bid process will be used to secure printing services/contracts.

The following is the process for print orders:

**Print Acquisition Orders**

Effective January 1, 2014 the procedures for procurement of printing orders through Print Acquisition have been revised as follows:

1. **All** printing orders must be submitted through AggieBuy prior to the order being placed. The Department creates a Requisition in AggieBuy as a “Regular” order. Customer contact information is included on the Requisition.
   - All printing order Requisitions must have the “Route to Procurement Services” field checked, regardless of dollar value, to assure proper routing.
   - Make sure the description includes the word *Printing*.

1. A Print Acquisition representative contacts the Customer to discuss their needs.

2. Print Acquisition determines the method of procurement. Prior to award and order placement, Print Acquisition contacts the department to review options and recommendations.

3. Once an award decision is made, Print Acquisition creates the Purchase Order in AggieBuy from the original Requisition and distributes the PO to the vendor.

4. Upon completion of the order the **Vendor** will:
   - Ship the production materials to the requesting department, to include a packing list that references the AggieBuy PO number.
   - Submit the invoice directly to Financial Management Operations (FMO). All invoices shall reference the AggieBuy PO number.

5. **Upon delivery and acceptance of the printed materials, the department completes the receiving in AggieBuy.**

6. Upon receipt in AggieBuy, FMO processes the invoice against the PO.

**TAMU Print / TOPS (AlphaGraphics) Printing**

All AggieBuy Shoppers are able to access and order through the TAMU Print/TOPS punch-out catalog. This includes orders for business cards, letterhead, and envelopes. These orders will not route to Procurement Services since all products available through the catalog are covered by a Texas A&M Contract. The procedure is similar to that for Tejas Office Products, Inc.
1. The department creates the AggieBuy Requisition order by going to the appropriate punch-out catalog on the home page of AggieBuy.

2. The DBA approves the requisition and captures the reconciliation data.

3. Upon completion of the order the vendor will:
   - Ship the production materials to the requesting department, to include a packing list that references the AggieBuy PO number.
   - Submit the invoice directly to Financial Management Operations (FMO). All invoices shall reference the AggieBuy PO number.

4. The DBA performs receiving in AggieBuy.

5. Upon receipt in AggieBuy, FMO processes the invoice against the PO.

**Information Technology (IT) Equipment/Software Purchase**

*IT Purchases for Departments*

IT purchases include:

- Software
- Printers
- Scanners
- Laptop computers
- Desktop computers
- Monitors
- Tablets
- Projectors

The process to make purchases for IT items is in place to ensure the best price and uniformity of equipment/software for the units GEOBUSINESS serves. If a department needs to purchase any of these items, it should follow this process:

1. The department requester sends a Help ticket (help@geos.tamu.edu) to IT listing the item(s) needed for purchase.

2. Geosciences’ IT Office works with the requester to obtain a quote and approval.

3. Geosciences IT enters the requisition in AggieBuy and sends an email to purchasing@geos.tamu.edu

4. GEOAP completes the requisition/purchase order specifying 1204 O&M as the delivery address for OCNG, ATMO, and GEOG assets. Upon receipt, GEOAP receives the item in AggieBuy.

5. For GEOL items, the delivery address is the business office in Halbouty (108 HALB). The GEOL business staff receives the item and sends the packing slip, the user’s name, the location, the projected use of the item (instruction, research, etc.) and the serial number to GEOAP.
6. GEOAP generates the asset numbers through Canopy. GEOAP marks the equipment or emails GEOL the asset number for GEOL to mark the equipment.

7. The Geosciences IT Office coordinates with the departmental requester to deliver and install the equipment ordered.

The department may directly purchase the following IT-related non-capital peripheral items:

- Mouse
- Keyboard
- Wrist pads
- Toner

GEOAP marks the asset number on the asset and releases the asset to IT with an email to both IT and the individual who requested the asset. The Building Proctor’s Office receives asset tags for all inventoried items and is responsible for placing the actual asset tag on the equipment.

**Receiving Goods/Equipment**

All supplies and non-capital equipment (other than IT equipment mentioned previously) ordered by departments should be shipped to the departments.

When departments receive items (ordered through AggieBuy, online, by phone, or in person), follow these steps:

1. Check that the order received is correct.
2. The DBA will access the AggieBuy purchase order and create a Quantity receipt for the items received.

**Taking TAMU Equipment Off Campus**

Texas A&M employees often need to use capital assets or inventory items away from their office. When an asset is going to leave campus, the FDP-410 Loan of Texas A&M University Property Form should be filled out, signed, and sent to GEOAP. GEOAP will forward a copy to the Building Proctor to aid in locating items as a part of the annual inventory process.

**Contract Worker versus Wage Employee**

Departments may need to hire outside employees to work on specific tasks. Contract workers differ from employees on payroll and are paid through invoices, which must be sent to GEOAP for processing.

- **Contract workers** are defined as independent contractors, temporary workers supplied by staffing companies, contract company workers, and consultants.
- **Wage employees** are employed by Texas A&M temporarily, and the position is funded from a lump-sum budget category.
- **Part-time budgeted employees** are employed to work 50% or more effort for 4.5 months or more in a fiscal year (System Regulation 33.99.05). Student workers are excluded.

To determine if an individual should be hired as a contract worker (contracted services through
Procurement Services) versus a wage employee, the following questions need to be answered. If the answers are “no,” then the department will have to go through the requisition process to hire the individual as a contract worker. If the answers to these questions are “yes,” then the individual should be hired as a wage employee and put on payroll.

1. Will Texas A&M control or have the right to control what the worker does and how the worker does the job?

2. Are the business aspects of the worker’s job controlled by Texas A&M? For example, will the university reimburse the worker for expenses, and will the university provide any tools, supplies or other assistance to the worker?

3. Will this relationship continue, and is the work performed a key aspect of this business process? (This is to determine if the work performed by the individual will be an integral part of the mission of the department.)

4. Is this the individual’s sole workload (i.e., does this individual have other similar jobs)?

**Student Organization Expenses**

The Student Organization Finance Center (SOFC) provides banking and financial services in support of the activities and programs of recognized student organizations at Texas A&M University. To charge expenses for student organizations, the student organization should contact SOFC and request to set up its own student organization account.

Departments cannot donate TAMU funds to student organizations. To keep our reporting as clean as possible, we need to avoid paying student organization expenses directly from departmental accounts. We can only pay a student organization for services that it has performed for a department. To pay an invoice on behalf of a student organization, the department must clearly document what the benefit to Texas A&M is, and the invoice must be paid with an account that relates to that purpose and allows that type of payment.

**Prizes/Gifts/Awards**

**Processing Prizes/Gifts/Awards for Students and Non–Texas A&M Employees**

The department should follow these steps when giving prizes, gifts or awards to students and non–Texas A&M employees:

1. Complete the DCS and include the following information:
   - Who the prize/gift/award is being presented to (name, address, and Social Security number)
   - Why the prize/gift/award is being presented to this person

2. If the gift (including gift certificates, cash or physical items) is more than $600, it may be considered taxable income to the recipient:
   - Include a W-9 for all students/non–Texas A&M employees who are citizens of the United States or Legal Permanent Residents
3. Email all required documents to your DBA.

4. If the recipient is a foreign national student:
   
   - **As soon as possible** after the gift is presented, have the student go into Glacier and report the gift. Glacier is a nonresident alien tax compliance system designed to allow institutions to collect information, make tax residency and treaty determinations, manage paperwork, maintain data, and file reporting statements with the IRS. Texas A&M uses this web-based tool to ensure tax compliance on payments made to foreign nationals.
   
   - To request a Glacier password for guest speakers and independent contractors, see [Glacier for Guest Speakers, Independent Contractors or Royalty Recipients](#).

### Processing Prizes/Gifts/Awards for Employees

The department should submit the forms listed in the table below when giving prizes, gifts, or awards to Texas A&M employees.

<table>
<thead>
<tr>
<th>If the prize/gift/award is…</th>
<th>then email to your DBA…</th>
</tr>
</thead>
<tbody>
<tr>
<td>cash less than $100,</td>
<td>a completed and signed <a href="#">Award to Faculty, Staff or Student Worker</a> form.</td>
</tr>
<tr>
<td>cash more than $100,</td>
<td>a completed and signed <a href="#">Award to Faculty, Staff or Student Worker</a> form and a <a href="#">Request for Tax Withholding on Non-Salary Compensation Items</a> Form.</td>
</tr>
<tr>
<td>a gift certificate in any amount,</td>
<td>a <a href="#">Request for Tax Withholding on Non-Salary Compensation Items</a> Form.</td>
</tr>
<tr>
<td>a retirement gift and not cash or a gift certificate,</td>
<td>documentation describing the relationship between the retiree’s length of service and value of the gift (the prize/gift/award may be excluded from income if the dollar amount of the gift relates to the retiree’s length of service).</td>
</tr>
<tr>
<td>any other item,</td>
<td>a DCS and an explanation of why the prize/gift/award is being presented to the employee.</td>
</tr>
</tbody>
</table>

### Payment Cards

An individual payment card or a department payment card may be issued to purchase goods and services. Payment cards issued in the name of individual employees are not meant for card sharing. Payment cards issued in the name of a department may be shared, but must be logged out and in properly by the departmental card administrator.

Each department administers its own payment cards and related purchases. Any new payment cards must obtain department head approval.

### Application Process

The following is the process for obtaining a payment card:
1. The department completes the application and emails the application to FMO.

2. FMO emails the department liaison, advises the cardholder that he or she must take the payment card online training, and then sets up the card in Citibank reporting.

**Payment Card Guidelines**

**Use of a payment card is a privilege, not a right.** Noncompliance with TAMU and college regulations can revoke that privilege.

Departments must attach a DCS (Departmental Cover Sheet) with all payment card receipts and reimbursements. The DCS provides important details about the transaction so that GEOAP can properly process it.

The department head or designee must sign the form. When you generate the PDF, print the form and obtain the proper signature. Acceptable department head/designee approvals include either:

- an original signature of the department head or designee on the DCS
- an email (that includes the DCS as an attachment) from the department head or designee authorizing payment

Each department is responsible for ensuring that all DCS forms include:

- A brief description of the purpose of the transaction
- What account and/or program the transaction should be applied to
- For business meal charges, the five W's (who, what, where, when, and why)
- The **itemized, tax-free** receipt — not just the charge card receipt — must be attached with the DCS.
- For memberships and subscriptions, the effective dates of memberships and subscriptions and whether the membership is individual or institutional
- Any other pertinent details related to the transaction

Cardholders have the following responsibilities:

- Obtain an itemized receipt; make sure it is correct and sales tax free; and turn in the receipt to the departmental liaison or card administrator.
- You may purchase taxable gifts for students and non-employees on the payment card. The reallocator must enter the required recipient information (listed in [Prizes/Gifts/Awards](#)) in the reallocation program for these transactions.
- Cardholders are responsible for payment card processing. They may delegate these duties to their departmental liaison but are still ultimately responsible.
- **Capital assets should not be purchased using a payment card.** Inventory assets should only be paid with payment cards in an emergency.

For *departmental payment cards* (cards that are not in an individual's name and are checked out as needed), the card administrator must maintain a Payment Credit Card Check In/Check Out Log documenting who is given the card and when it is returned. These logs should be kept on file by the department in the event of an audit or to determine who had possession of the card should a questionable charge appear on the statement.
**Payment Card Receipts**

The following are guidelines on how to prepare payment card receipts for GEOAP:

- Complete a Department Cover Sheet (DCS) for each receipt.
- Make sure Texas state sales tax is not charged on the receipt. If Texas state sales tax is charged on a payment card purchase, the department must contact the vendor and obtain a credit for the tax amount and some type of credit receipt to confirm the credit. If the deadline for reallocation has already passed, the credit will show up on the next month’s statement. If this happens, the department needs to hold the credit receipt and submit it the next month with a DCS.
- Do not write on the receipts.
- Do not put tape over any amounts or other important receipt information.
- For meals, submit an itemized receipt along with the charge card receipt.
- If the receipt has been lost, the cardholder will need to submit a Payment Card Document In Lieu of Receipt or Invoice. The form must be signed by the cardholder and the department head.

**Payment Card Statement/Receipt Submission to GeoAP**

Cardholders or card administrators should follow these steps to check a payment card statement and submit receipts to your DBA to submit to GEOAP:

1. Each week on Monday, the DBA will receive an email with the weekly statement attached.
2. Match up all receipts and Department Cover Sheets to the weekly statement.
3. Attach the actual receipts. The reallocation/reconciliation cannot be completed until GEOAP receives a proper receipt.
4. Send the statement and receipts to your DBA no later than noon on Wednesday. The DBA then sends to GEOAP by 5:00 p.m. Wednesday. Receipts should be attached in the order they are listed on the statement. Weekly statements do not need to be signed by anyone.

**Review/Approval of Final Expense Reports**

The following is the process for review and approval of Final Expense Reports, which lists the charges and their designated accounts:

1. Upon receipt of the weekly statement and receipts, GEOAP reallocates all payment card charges to the designated accounts. At month end, GEOAP runs the Final Expense Report for each card.
2. GEOAP mails the Final Expense Report to the DBA along with backup documentation.
3. The cardholder (for individual payment cards) or card administrator (for departmental cards) and the department head/designee must review and sign the Final Expense Report. Emails from signers indicating approval of all charges and reallocations will be accepted; however, the Final Expense Report must be attached within the e-mail
correspondence.

4. The cardholder or card administrator sends the signed Final Expense Report to their DBA to send to GEOAP by the deadline, usually on or around the 23rd. These charges hit the FAMIS account the last day of the month.

Payment Card Compliance Reviews

Periodically, FMO conducts compliance reviews on payment card transactions. FMO checks that items charged are allowable and that the backup documentation is proper. Normally, FMO should email these requests to GEOAP, but these requests sometimes go to the departments. If a department receives this type of request, immediately forward the email to GEOAP.

Wire Transfers / Foreign Bank Drafts

In some instances, vendors will request funds be wired to their account or paid by a foreign bank draft. A wire transfer is an electronic transfer of funds delivered directly to the client’s bank account. Specific bank information is required to process a wire transfer. This information should be treated as confidential. Do not send the information via email unless password protected.

The information foreign banks require may change without notice. It is not FMO’s responsibility to search past vouchers to obtain the required information. We strongly recommend that departments call FMO for the wire transfer form.

A foreign bank draft is a guaranteed check that is issued in a currency of the client’s choice and must be physically transferred. Departments have to pick up these drafts from FMO, and they must be mailed by receipt mail.

Please work with your DBA to initiate any Wire Transfers and/or Foreign Bank Drafts.

Emergencies

GEOBUSINESS realizes that legitimate emergencies do occur (e.g., repairs). We will work with the departments to ensure these items are properly processed and paid. If the request is justifiably urgent, the department’s email should have RUSH as the first word in the subject line and be tagged as High Importance.

Accounts Receivable are Handled by each Department

Marketplace for Credit Card Payments

Marketplace is a ready-made online shopping cart system hosted entirely by a third party.

Many departments use Texas A&M’s Marketplace program to process payments received by credit cards. If approved by FMO, departments may accept credit card payments over the counter, over the telephone, through the mail, or over the Internet.
**Marketplace Procedures**

The following are some procedures to remember:

- Departments need to include the following information in their email request to FMO for a Marketplace account:
  - Type of products to be sold
  - Names and UINs of users needing access to online training
  - Default FAMIS account (where funds will automatically be deposited)

- When the Marketplace account is set up, users will receive an email notifying them how to set up their user ID and password and any required training.
- Deposits should be made on a daily basis. The credit card detail report should be balanced and kept on file.

**Marketplace Transactions**

Contact FMO to determine the best solution for your credit card transaction needs. FMO will establish a new merchant account through the credit card processor on your behalf. New merchant account activation typically takes 3 weeks from the time FMO receives the form.

The following are some departmental responsibilities concerning marketplace transactions:

- **Credit Card Service Fees:** Accepting online payments comes with a cost for doing business. Departments must pay credit card fees charged by the credit card brands, as well as a small per-transaction fee for the use of Texas A&M's payment gateway.
- **System Fee:** Texas A&M also incurs an expense for using the e-commerce system currently operated and maintained by TouchNet. As a user of this system, you agree to contribute to its maintenance by paying $0.50 per transaction. This expense will be charged monthly against the same account as the credit card service fees.

**Credit Card Sales**

The following rules apply to credit card sales:

- Credit card sales should be recorded like any other sale. Customers should be given receipts verifying payment for purchases unless the associate vice president and controller grant an exception.
- To process sales for walk-in customers presenting an acceptable credit card, the card should be run through the credit card machine at the time of the sale to validate the account number. The credit card must be kept within the customer's sight, and the CVV code must never be copied or stored. The associate vice president and controller must approve any exceptions.

**Credit Card Refunds**

Credit card refunds cannot be issued for more than the original transaction amount and can only be refunded on the card used for the original purchase.
The department will email FMO to request the refund and provide the following information:

- Document number
- Date of original transaction
- Name of payee
- Amount

**Reduction to Expense Request (RTE)**

An RTE is payment received as reimbursement for an expense that has already been paid. For example, the department head is traveling to a conference to serve as a guest speaker. When he/she returns, the conference sponsor sends a check for the airfare. This is a reimbursement check. Other examples might include reimbursement from a sponsor for event expenses, a refund of a deposit for room rental, or a check for duplicate payment of an invoice.

For each check received, the DBA completes a Reduction to Expense Request Form, endorsing check and listing the account numbers and amounts the reimbursement is to be applied against. The DBA mails the form and the check to FMO Corrections at MS 6000.

**Returned Checks**

*NSF Checks*

If a Texas A&M deposit includes a check that the bank determines to have non-sufficient funds (NSF), the bank will return the check to FMO. FMO will notify the department to seek the best resolution.

*Refund Checks*

Please see the Reduction to Expense section above.

**Contracts/Agreements for Services**

Departments should submit contracts/agreements for goods or services to its DBA as early as possible. The turnaround time for processing through Contract Administration is at least 2 to 4 weeks. Contracts should be submitted to their DBA without signatures from the department or the vendor. Contract Administration will process and obtain the signatures.

**Contract/Agreement Processing (except Hotel/Venue Agreements)**

*U.S. Vendors*

Contracts/agreements should be routed through Contract Administration (via AggieBuy), except agreements made for the reservation of hotel and/or conference facilities (see next section for more information).

The following is the process for getting a contract/agreement approved:
1. The department negotiates and obtains a contract/agreement from a vendor for the purchase of goods or services. The contract/agreement should not be signed by the vendor or the department.

2. The department emails the contract/agreement to Contracts Administration before the agreement is signed by anyone.

3. The table below shows the next step depending on the amount of the purchase. Procurement Services must approve all purchases over $10,000 before the department makes the purchase. If this is not done, Procurement Services will require a Letter of Non-Compliance signed by the department head.

<table>
<thead>
<tr>
<th>If the contract is...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 or less</td>
<td>a. DBA creates a requisition in AggieBuy and attaches the unsigned contract.</td>
</tr>
<tr>
<td></td>
<td>b. DBA emails through AggieBuy the unsigned contract to Contract Administration.</td>
</tr>
<tr>
<td></td>
<td>c. Contract Administration reviews the contract and may make changes on the existing contract by crossing out and/or adding information. If the changes are major, Contract Administration may require a new contract.</td>
</tr>
<tr>
<td></td>
<td>d. Once Contract Administration approves the contract, a Contract Administration member signs the Contract and the AggieBuy requisition processes.</td>
</tr>
<tr>
<td>more than $10,000</td>
<td>a. DBA creates a requisition in AggieBuy and attaches the unsigned contract.</td>
</tr>
<tr>
<td></td>
<td>b. All purchases over $10,000 automatically route through Procurement Services.</td>
</tr>
<tr>
<td></td>
<td>c. Procurement Services reviews the purchase to determine that the purchase is in compliance.</td>
</tr>
<tr>
<td></td>
<td>e. DBA emails a copy of the fully signed document to the department requester.</td>
</tr>
</tbody>
</table>

**International/Foreign Vendors**

Agreements with foreign vendors providing lodging (hotel agreements) and/or travel (airfare, car rental and bus transportation) do not need to route through Contract Administration. Agreements for everything else must be routed through DBA to Contract Administration using the same process as for U.S. vendors.

**Hotel/Venue Agreements**

Hotel/venue agreements are **not** required to be routed through Contract Administration as long as the department and the vendor have signed a Facility Use Addendum in addition to the facility’s standard agreement.

The table below shows the process for hotel/venue agreements depending on the dollar amount.
Process for Hotel/Venue Agreements

<table>
<thead>
<tr>
<th>If the agreement is...</th>
<th>then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than $10,000,</td>
<td>the agreement does not need to be routed to your DBA until the invoice is received. The department head or designee can sign the agreement and the Facility Use Addendum, and it can be routed directly to the vendor.</td>
</tr>
<tr>
<td>$10,000 or more,</td>
<td>The agreement must be routed to your DBA in advance for entry into AggieBuy as a requisition.</td>
</tr>
</tbody>
</table>

Departmental Correction Requests (DCRs)

For Corrections to your accounts, please see your DBA. Departments create DCRs when expenditures and income need to be corrected for accounts or object codes. When reviewing your monthly statements, if you see any transaction(s) that do not appear correct, contact your DBA for help with verifying charges that may need corrections.

Sponsored Research Services (SRS)/Research Foundation Procedures

Project administrators at Sponsored Research Services (SRS) review all project costs on SRS accounts for compliance with the applicable sponsor guidelines. Costs are reviewed for allowability to confirm that the expense is accurate under the terms of the sponsored agreement.

SRS is responsible for ensuring proper coding for each expense to the proper FAMIS cost category as indicated by the sponsor award document. The category for the same cost could be different depending on the awarded budget and how the costs are to be reported to the sponsor in the financial reports. For instance, one sponsor may include test tubes under supplies, while another sponsor could include test tubes under medical and lab equipment.

The different types of transactions to be paid on SRS accounts are processed the same way as explained in each section of this manual with the following exceptions:

- Payment of invoices and purchase orders processed through AggieBuy also route through SCA and SRS for review and approval.
- All invoices and receipts paid from SRS accounts must be stamped with the “I certify” stamp. The principal investigator (PI) must sign the stamp. The project number includes the system part number and the account number, e.g., 02-123456 or 99-499000.

I certify that these costs were incurred to conduct research for Project ____________________ and are properly chargeable to the project.

Signature (Principal Investigator or Authorized Representative)

“I certify” Stamp
The following documents require the “I certify” stamp for processing on SRS accounts:
  o Invoices: The department stamps the actual invoice.
  o Purchase orders: The department stamps the quote and sends it to your DBA. If the quote is stamped and signed by the PI and the invoice matches the quote, the invoice does not need to be stamped.
  o Payment card receipt: The department stamps the actual receipt for each purchase charged to an SRS account and sends it with the Payment Card Transaction Detail form. **Do not stamp over any crucial information on the receipt.**
  o IDT: If the department receives the IDT, it stamps and processes.
  o DCR: If the DCR involves moving any expenses onto any SRS account/support account, the original invoice or receipt needs to be re-stamped and re-signed. A [SRS Cost Transfer Request Justification Form](#) must be completed, signed by the PI and attached to the DCR.

---

**Texas A&M Foundation**

**Texas A&M Foundation Deposits**

All **gifts** received by Texas A&M University should be deposited immediately through the Texas A&M Foundation. A 5% fee is charged to the department for processing gifts.

DBAs handle deposits into Texas A&M Foundation accounts the same way they do for Texas A&M accounts. The Development Foundation deposits are hand delivered to the Development Foundation.
Section 5: Scholarship Accounting Services

Introduction........................................................................................................................................55
Departmental Scholarship Payment Processing..............................................................................55
Departmental Tuition Payment Processing.....................................................................................55
Scholarship Accounting Services (GEOSAS)

**Introduction**

Scholarship Accounting Services (GEOSAS) provides support to units that have scholarships, fellowships, tuition payments, or other student aid. Email scholarshiptuition@geos.tamu.edu with any questions.

Students that have not paid in full or made arrangements through an installment plan for the balance on their student account will be dropped for non-payment on the 17th class day.

**Departmental Scholarship Payment Processing**

The department Scholarship/Fellowship Committee provides the names of scholarship and fellowship recipients to the DBA. The DBA provides all of the information via Laserfiche submission for GEOSAS to enter in the SPARTA System.

- Scholarships – Normally for undergraduate students and received at the beginning of each semester.
- Fellowships – Normally for graduate students and received each month.
- Deadlines for entering scholarships/fellowships:
  - Fall – July 1
  - Spring – November 1
  - Summer – May 1

If a student is a “Sponsored Student” additional steps are required that will be handled by GEOSAS.

Email GEOSAS if you have any questions regarding the posting of any scholarship requests or other questions. GEOSAS will be your point of contact for the scholarship/fellowship request and will work with Student Business Services (SBS) as needed.

**Departmental Tuition Payment Processing**

Departments are required to pay tuition for PhD students that are funded as a Graduate Assistant Teaching (GAT) or Graduate Assistant Non-Teaching (GANT). Principle Investigators (PI) are required to pay tuition for PhD students that are funded as a Graduate Assistant Research (GAR). The PI may pay tuition for MS students if their grant allows and may pay fees for both PhD and MS students if their grants allow.

- The DBA provides all of the information via Laserfiche submission.
- GEOSAS posts the tuition payments in Compass using (TWAPMTS) at the beginning of each semester until approximately the 12th class day. In most instances the payment posts to the student’s account on the next business day. Students must be enrolled in 9 hours for Fall/Spring Semesters and 3 or 6 for Summer Semester(s) – 3 hours if funded in Summer Session 1 or 2 and 6 hours if funded in both Summer Sessions 1 and 2 or 10-week.
- After the 12th class day TWAPMTS closes and any late submissions are processed via the SBS Third Party IDT Form. GEOSAS will complete this form and submit to SBS for further
processing and copy DBA on email. The payment should post to the student’s account in 2 – 5 business days.

- The payment for the student’s tuition payment is posted to TAMU accounts approximately 20 days after the close of the TWAPMTS, or 1 - 3 business days after the Third Party IDT Form is posted to the student’s account.
- To cancel or remove a previously submitted Graduate Tuition Payment Request, email your DBA and include the student(s) name, UIN, and reason for the cancellation/removal. The DBA will forward the information to GEOSAS for processing using the Third Party IDT Form.
- Students must be on payroll to receive a tuition waiver that will be processed at the same time the tuition and/or fees are processed. **If their PI is only paying tuition and/or fees, they will not receive a waiver through this process.**

Email your DBA if you have questions regarding the posting of any tuition payment requests. Your DBA will be your point of contact for the tuition request via the graduate student contract and will work with GEOSAS and SBS as needed.

Students should email scholarshipstuition@geos.tamu.edu (include their name, UIN and department) if they have questions regarding payments to their Student Business Accounts for either tuition/fees or scholarship/fellowship. GEOSAS will follow-up with their request and respond to their email.
Section 6: Sponsored Contracts & Agreements

Introduction........................................................................................................................................58
Pre-award (Proposal Development and Submission) .................................................................58
Post-Award (Award Received) .......................................................................................................58

Contract Negotiation..................................................................................................................59
DBA's Role.....................................................................................................................................59
The Role of SRS and Contract Administration........................................................................59
Projects Involving Animals, Biohazards, or Human Subjects...................................................59
Negotiation for SRS......................................................................................................................59
Negotiation for Contract Administration....................................................................................60

Contract Account Setup..............................................................................................................61
Setup for SRS Contracts..............................................................................................................61
Setup for Contract Administration Contracts...........................................................................61

Processing Expenses..................................................................................................................61
Processing Deposits on Sponsored Contract Accounts..............................................................62

Contract Amendments...............................................................................................................62

Interim (Bridge) Funding.............................................................................................................63
Interim Funding..........................................................................................................................63
SPONSORED CONTRACTS & AGREEMENTS

Introduction

The Sponsored Contracts & Agreements team (GeOFIN) coordinates business functions for sponsored contracts and agreements that are administered through both Sponsored Research Services (SRS) and Texas A&M Contract Administration. Whether a proposal or sponsored contract is routed or administered through SRS or Contract Administration depends on the unit and the type of contract. Email GeoFIN at GeoFIN@geos.tamu.edu with any questions.

Sponsored contracts and agreements are agreements in which Texas A&M agrees to provide goods or services and will receive payment.

Contracts for which a department is purchasing goods or services are processed by each department. Review the processes in the GeOAP section for contracts of this sort. However, the basic components for all types of contracts include the same elements. To view the elements of a contract, please view the Contract Administration document created by the A&M System legal office: The Top Ten Things You Need to Know Before You Sign a Contract for The Texas A&M University System.

Pre-award (Proposal Development and Submission)

SRS can assist in the budget calculations of the proposal, including assisting with cost sharing requirements and personnel expenses. The proposal administrator for CLGE, GERG, SEAG, IODP, GEOL, OCNG is Andrea Calland (845.8731, acalland@tamu.edu). The proposal administrator for GEOG is Elizabeth Vasquez (458.8074, evasquez@tamu.edu). The proposal administrator for ATMO is Sue Hibbs (845.8630, shibbs@tamu.edu).

To assist our units, we have developed a basic proposal submission checklist for SRS and Contract Administration:

- Proposal Checklist for Contract Administration
- Proposal Checklist for Sponsored Research Services
- Proposal Submission Guidelines

Once the proposal is complete, inform GeoFIN on the routing during the signature phase to ensure that we are aware of the proposed program or grant submission, as well as to assist and follow up if necessary.

Post-Award (Award Received)

When you receive a letter of intent or notice of award from the sponsor, send a copy to your DBA.
**Contract Negotiation**

**DBA’s Role**

Your DBA can assist as needed with interim bridge funding and interim payroll-related issues and expenses.

When your DBA receives the letter of intent or notice of award, they will request a copy of the proposal and draft contract so that they are prepared to get cost share accounts and any necessary internal codes established to track the contract and cost share expenses.

If necessary, the DBA will work with the principal investigator (PI) to establish interim bridge funding and an account to facilitate having expenses posted to the appropriate account from the beginning of the contract period and minimize corrections.

**The Role of SRS and Contract Administration**

Contract negotiation will be handled either by SRS or by Contract Administration. Agreements require careful review to protect the interests of the researcher, A&M System member, and A&M System office. SRS or Contract Administration will review the terms and conditions of agreements for non-standard conditions and negotiate any necessary changes. All sponsored contracts, even ones that did not require a proposal to be submitted to the sponsor, should be routed through SRS or Contract Administration.

To confirm agreements are acceptable, SRS and Contract Administration may also consult, as needed, with the A&M System’s Office of General Counsel and Office of Technology Commercialization, and the appropriate A&M System member’s administration.

PIs should **not** sign the agreements on behalf of the university. There is a delegation for signature authority for all agreements and contracts. Individuals not specifically delegated to sign specific types of contracts are not authorized to sign on behalf any A&M System member.

**Projects Involving Animals, Biohazards, or Human Subjects**

If the sponsored project involves animals, biohazards or human subjects, the PI should obtain applicable approval from the appropriate oversight entity. The Office of Research Compliance and Biosafety website has a complete listing.

The Institutional Review Board (IRB) is typically the most common for involvement of human subjects. The IRB website has more information.

The PI and other possible staff working on the project may be required to obtain CIIT training.

**Negotiation for SRS**

If you do not already know your SRS contract negotiator, use the SRS My Contact Feature.

Most funding agreements will come directly to SRS in response to a proposal prepared and submitted by SRS on behalf of PIs. If not, funding agreements should be forwarded to awards@tamus.edu in order for them to be logged into Maestro for review, routing and approval.
**Negotiation for Contract Administration**

The following is the process if the contract negotiation goes through Contract Administration:

1. The PI in the department typically receives the notice of award.

2. If the notice does not come with a contract from the sponsor, the PI should request a draft or sample contract.

3. Upon receipt of the contract, the department should complete the [Contract/Agreement Approval Transmittal Form](#). Contact your DBA if you would like assistance in completing the transmittal form.

4. If the sponsor requires a cost share or waiver of all or part of the indirect cost, forms on the [Vice President for Research (VPR) Website](#) should have been completed during the proposal stage. But if not, the department must fill out the forms at this time for approval prior to the final contract being signed:
   - It is preferred that these forms be sent with the packet, but they may be sent separately so that Contract Administration can start the review process before they are complete.
   - For most of the units GEOBUSINESS serves, the packet should be routed from the contract originator (PI) through the department head to the Provost Office (through the appropriate associate provost or associate vice president for the unit) for approval prior to routing to Contract Administration.

5. The department gathers appropriate documentation to attach to the transmittal form, including the basic/sample contract, sponsor contact information, proposal and notice of award. If the sponsor indicates a preference to use a basic Texas A&M template, that information should be included in the packet.

6. The department sends the packet to the Department of Contract Administration by fax, email or campus mail, and a copy to GEOFIN. GEOBUSINESS’s preference is to email the packet to Contract Administration at contracts@tamu.edu and to GEOFIN at GeoFIN@geos.tamu.edu.

7. The department can check the status of a contract through the [Contract Listing Page](#). The department can also call Contract Administration at 979.845.0099.

8. After the negotiation process is complete and a final version of the contract is acceptable to both sides, Contract Administration sends the contract to the sponsor for signature.

9. When the final signed contract is returned, it must again be routed using the transmittal form. Again, it will start with the contract originator (PI) and go to the department head, Provost Office and Contract Administration. Contract Administration will ensure appropriate routing after they have signed.

10. A copy of the fully executed contract is sent to the PI.
**Contract Account Setup**

The setup of the sponsored contract accounts will be handled differently depending on whether or not the contract will be administered by SRS or Sponsored Contracts Accounting and Reporting in FMO. (Contracts negotiated through Contract Administration will be administered by FMO.)

Awards will be linked to a proposal to maintain a consistent record of the statement of work and the researchers involved.

**Setup for SRS Contracts**

The following is the process if SRS sets up the contract:

1. Once SRS has accepted a document on behalf of an agency, the award processing team sets up an account in the FAMIS accounting system and creates a record in Maestro.

2. The project administrator completes the account setup by entering the budget and any spending restrictions.

3. The project administrator scans the completed package into Maestro, where it will be accessible to the PIs, the department/unit, and SRS personnel. The project administrator typically sends an email to the PI to notify him or her that setup is complete.

4. The project administrator emails a copy of the contract and setup documents to your DBA upon request.

5. Upon receiving the award, your DBA coordinates the appropriate changes to payroll and related expenses within the guidelines of the budget in coordination and direction with the PIs estimated effort on the contract or project.

**Setup for Contract Administration Contracts**

The following is the process if Contract Administration negotiates the contract:

1. The PI emails a copy of the final signed contract to your DBA.

2. Your DBA coordinates with VPR and FMO to get the necessary contract and cost share accounts established if the interim funding process was not performed.

**Processing Expenses**

Upon receiving the award, your DBA coordinates the appropriate changes to payroll and related expenses within the guidelines of the budget in coordination and direction with the PIs estimated effort on the contract or project.

Except for the expenses on accounts held at the Research Foundation, the other teams within GEOBUSINESS will process payroll (GEOPR), purchasing and payables (GEOAP), and other non-travel expenses. Travel expense processing differs depending on where the contract is administered or held (e.g., Texas A&M versus Research Foundation).
In most cases, your DBA will review the expenses before final approval.

The department should notify GEOFIN in certain cases.

<table>
<thead>
<tr>
<th>If the PI…</th>
<th>then the department should…</th>
</tr>
</thead>
<tbody>
<tr>
<td>has a budget that includes student workers or positions not named to an individual,</td>
<td>notify your DBA of the individuals working on the contract for those positions. <strong>If time was spent in support of the project prior to the account being established, notify your DBA of the hours spent on the project per individual per pay period.</strong></td>
</tr>
<tr>
<td>identifies any type of expense that does not appear to be on the contract or should not be on the contract,</td>
<td>contact your DBA to review the expense and initiate corrective action.</td>
</tr>
<tr>
<td>does not believe the total amounts in the budget categories appear correct when it receives reports from GEOFIN at month end</td>
<td>contact your DBA to review the expense category and help determine if a correction is needed. If it is, your DBA will initiate the corrective action.</td>
</tr>
</tbody>
</table>

**Processing Deposits on Sponsored Contract Accounts**

All deposits of revenue for sponsored contract/project accounts should be handled by either SRS or FMO. If the unit receives any revenue funds for a sponsored contract account, the check should be forwarded to your DBA to be reviewed and sent to the appropriate project administrator in SRS or FMO.

If an expense will be reimbursed separate from the contract, then the expense should not be posted to the contract account. The expense should be posted to one of the unit’s regular operating accounts so that the deposit of the reimbursement may be processed as a reduction to expense. Please reference the Reduction to Expense procedures in the GEOAP section.

**Contract Amendments**

For any **changes** to an existing sponsored contract requiring an amended contract:

- For SRS, contact your project administrator for assistance in amending the contract. Notify your DBA when the request is made and when the contract has been amended.
- For Contract Administration, route the request for a change to the contract using the same transmittal form as the original contract. Reference the contract number (see the Contract Listing Page to find your contract number). You may attach the original contract and the document that describes the changes.

For **budget increases** or major changes to the budget, your SRS project administrator will assist in calculating the revised budget.

For **no-cost extensions**, without a change to the budget amount or split of budget categories:

- Notify your project administrator.
- Create the text and justification of the change and send them to SRS or Contract Administration for change to the contract. When **renewing** a contract or grant with a sponsor.
• Notify your DBA as early as possible about your intent to renew (your DBA will assist with the budget planning and the personnel cost for the upcoming contract period).
• Keep your DBA informed throughout the renewal process.

After any change, email a copy of the completed contract amendment to your DBA. For contracts through Contract Administration, your DBA will work with VPR and FMO to update the account information in FAMIS.

Interim (Bridge) Funding

Interim funding is financing provided by a PI’s A&M System member and/or department for expenses incurred before the fully executed award document is received from the sponsor.

Interim funding may also be required, when necessary, to bridge time between the contract start date and the date the contract is fully executed, or before the next phase of the budget is negotiated and completed or the funding is received.

This process can be started by the PI, contract negotiator, project administrator, or your DBA with PI approval. Your DBA offers the following assistance:

• Assist customers in completing and routing for approval the interim funding request form.
• Work with the department to obtain the appropriate information needed to calculate the budget to cover expenses that are able to count toward the sponsored contract.
• Assist the department in determining the backup accounts that the department will use to cover any expenses if for some reason the contract is never executed or is executed with a later starting date or lower budget.

Interim Funding

The following is the process for interim funding for SRS:

1. Your DBA completes the SRS Interim Funding Request Form in coordination with the PI and routes it for signature.

If the interim funding amount is $30,000 or less, a backup account is not necessary.
Section 7: Travel & International Support

Introduction........................................................................................................................................... 65
Contact Information................................................................................................................................. 65
  Emails and Calls................................................................................................................................ 65
  Assistance with University Liability Travel Card ............................................................................. 65
Concur and Shorts Travel.......................................................................................................................... 65
  Concur Training................................................................................................................................ 66
    Concur Online Training....................................................................................................................... 66
    Concur Classroom Training................................................................................................................. 66
  Mobile Apps ....................................................................................................................................... 66
    Setting Up a Traveler Profile in Concur ............................................................................................ 66
    Setting Up Email Preferences in Concur............................................................................................ 66
University Liability Travel Cards............................................................................................................ 67
  Application........................................................................................................................................... 67
  Guidelines .......................................................................................................................................... 68
  When You Get the Card ....................................................................................................................... 68
  DART Travel Card ................................................................................................................................. 68
  Cash Advances ................................................................................................................................. 69
  After-Hours Assistance ....................................................................................................................... 69
Travel Requests...................................................................................................................................... 69
  Completing Travel Requests.............................................................................................................. 69
  Travel Request Routing for Approval ............................................................................................... 70
  Travel on Behalf Of ............................................................................................................................. 70
Travel Arrangements for Employees...................................................................................................... 71
  Rules ................................................................................................................................................... 71
  Reservations ..................................................................................................................................... 71
    Travel Reservations ......................................................................................................................... 71
      Professional Conference Reservations .......................................................................................... 72
Paying for Expenses During the Trip..................................................................................................... 72
  Processing an Expense Report ........................................................................................................... 72
    Initiating an Expense Report ........................................................................................................... 72
    Processing ....................................................................................................................................... 73
  90-Day Policy ................................................................................................................................... 73
  Report Status ..................................................................................................................................... 74
Group Travel or Other Special Circumstances........................................................................................ 74
State Travel.............................................................................................................................................. 74
Research Foundation Travel .................................................................................................................. 74
SRS Travel ............................................................................................................................................. 74
TEES Travel ........................................................................................................................................... 74
TRAVEL & INTERNATIONAL SUPPORT (GEOTRAVEL)

Introduction

GEOTRAVEL works with all academic departments within the college on travel needs, including the review of travel requests and expense reports. Email travel@geos.tamu.edu with any questions.

Contact Information

Emails and Calls

For general questions, email GEOTRAVEL. We will make every attempt to respond to inquiries within 24 hours. If a request/question is urgent, use the High Importance flag on your email.

If a request/question is urgent, you can also call 979.845.7141 (the GEOTRAVEL main line).

GEOS Business Staff Contacts

If receiving screen shots would be helpful, you can also instant message any member of GEOTRAVEL on Slack. See the link for instructions on installing Slack – https://goweb.tamu.edu/get-involved/slack/

Assistance with University Liability Travel Card

For after-hours assistance with your university liability travel card, you must call Citibank using the number on the back of the card. See University Liability Travel Cards for more information.

Concur and Shorts Travel

Concur is the module used by The Texas A&M University System for all aspects of travel — authorization, booking and expenses. Employees access the system through Single Sign On.

Integrated within Concur is an online travel booking system powered through Shorts Travel for airline, hotel and car rental reservations for complex reservations or reservations for groups. Regardless of how the reservations are made, when you use Shorts, the reservation is fed directly into the traveler’s Concur profile.

The online booking fees (booked through Concur) remain largely the same. Changes were made to the full service, and after hour fees and can be found at Shorts Travel Agency Fees online.
**Concur Training**

**Concur Online Training**

Concur training is available online through video snippets and other web resources:

- **Concur Travel and Expense Training Site:** video snippets and FAQs specific to Texas A&M
- **Concur Technologies YouTube Channel:** video snippets of reservations and expense reports.

**Concur Classroom Training**

Concur classroom training information is available in TrainTraq through SSO. Contact your Department Business Administrator (DBA) for more information on classroom training.

**Mobile Apps**

Mobile Apps for your smart phone

- **Expensify:** Travelers simply snap a photo of a receipt with their smartphone, and Expensify Pro auto-magically creates and categorizes an expense entry and even itemizes hotel bills and will be available to attach to your expense reports saving you time and hassle.
- **TripIt:** Keeps all your travel plans in one place. Provides updates for gate changes, cancellations, delays, etc.
- **Concur:** Keeps track of Travel Requests/Approvals and your expenses and helps the traveler stay productive anytime – from anywhere.

**Setting Up a Traveler Profile in Concur & Adding Assistants and Delegates**

See the step-by-step instructions for Setting Up a Concur Profile Guide.
See the step-by-step instructions for Adding Assistants and Delegates under the Leave Policies heading on the GeoBusiness website.

**Setting Up Email Preferences in Concur**

The following is the procedure for setting up email preferences:

1. Log in to Concur from SSO.
2. Select the Profile tab.
3. Select Expense Preferences. This is where you can specify when you want to receive email notifications.
4. Once you have checked your desired preferences, click Save.
University Liability Travel Cards

It is a privilege that employees are eligible to apply for a university liability travel card. Transactions from these cards feed directly into the traveler’s Concur account for easy uploading to the expense report.

A travel card should also be requested for department employees who make reservations and pay expenses for visitors, speakers, prospective employees, non-employee students or graduate students within the department.

Travelers are encouraged but not required to use the university travel card. Personal credit cards may be used, and some people prefer them because they earn miles, points or cash back from their cards. This is perfectly acceptable.

Application

To apply for a university liability travel card, complete the University/Agency Travel Card Application and Agreement Form and submit it to your DBA.

If the employee is transferring from another Texas A&M department, the travel card can be transferred to the new department. It is not necessary to request a new card. Contact DBA to make sure the card is transferred.

If the card is for the department head, the application must be signed by the department head’s supervisor.

In most cases, cards will maintain a zero credit limit until a limit is requested, along with an approved pre-trip authorization request. If you feel a permanent limit needs to be established on the card, contact DBA to discuss your needs.
**Guidelines**

The following general guidelines apply to the university liability travel card:

- No personal charges are allowed on the card.
- Receipts are required for individual travel meals costing $75 or more.
- Receipts are required for all business meals regardless of cost.
- Transactions must be reviewed and attached to a travel expense report within 30 days of the charge and submitted within 30 days of trip end date.
- Unlike employee travel, all receipts are required for student travel expenses including meals.

The Travel Receipts Requirements has more details.
The Travel Expense Checklist - Local Funds has more details.
The Travel Expense Checklist - State Funds has more details.
The Travel Card Checklist has more details.

**When You Get the Card**

Once you receive the card, follow these steps:

1. Activate the card immediately by calling the Citibank customer service number on the back of the card. The four-digit activation code is the last four digits of the cardholder’s UIN.
2. Add the card to your Concur profile.

**DART Travel Card**

DART Travel Card is intended to be issued to students or invited guests for the procurement of all travel related expenses. The DART Travel Card may be issued to employees in certain circumstances.

Applying for the DART Travel Card must be requested through your DBA. Applications are processed within 48 hours of receipt. Cards will be mailed to the departmental card administrator for distribution to the cardholders. FMO/FMS will notify the departmental card administrator by email when the cards are mailed.

**Cardholder Responsibilities**

- The cardholder is responsible for the security of the card at all times.
- Departments may opt to maintain the cards in a central location to be distributed at time of travel.
- At end of travel departments may require the card be returned to a central location.
- Only business related travel expenses are allowed. NO PERSONAL EXPENSES may be charged to the travel card.

**Card Usage**

The DART Travel card may be used for Airfare, Hotel, Car Rental, Restaurants, Parking and Incidental expenses. When the DART Travel card is used by non-employees or is used for a working fund all receipts are required.

**Cash Advances**

Because of the availability of the university liability travel card, cash advances will not be issued for domestic trips. You should have minimal out-of-pocket expense. If you feel an exception should be made, contact your department Business Administrator to discuss the reason for the need and why other options will not satisfy your needs. If a travel advance is issued, it will be on a case-by-case basis and will not set a precedent for future advances.

**After-Hours Assistance**

For after-hours assistance with your university liability travel card, you must call Citibank using the number on the back of the card. The traveler should be prepared to answer security questions such as the mail stop or the last 4 digits of their employee ID number.

If you are traveling and having problems with your card, Citibank will provide a temporary increase to allow for meals, hotel and airfare (in-country) if necessary. Citibank has assured us that travelers will not be stranded; however, the traveler will still need to contact TIS the next business day so we can follow up and ensure the temporary increase is sufficient and is sustained through the end of the trip.

If the cardholder is not traveling (e.g., at home wanting to book an airline ticket), Citibank will not increase the limit. Contact DBA to increase the card limit during normal business hours.

**Travel Requests**

Travel Requests are managed electronically within the Concur system. A Travel Request is required for all employees (including undergraduate and graduate student employees) leaving the local area (Brazos County or other headquarters location), regardless of costs incurred.

In order to figure out what expenses are allowable for your upcoming trip, you will need to find out what type of funds you will be using to pay for the travel (Local, State or Federal/Grant money).

**Completing Travel Requests**

Refer to the [Domestic](#) and [Foreign](#) videos for step-by-step instructions on how to complete the Travel Request and examples of acceptable business purpose and benefit.

DBA will review Travel Requests for completeness and proper routing before all approvals are completed. If any adjustments need to be made to the content of the request, DBA will return the Travel Request to the traveler for modification.

If your Travel Request is returned for modification, an email notification will be sent to the traveler, and comments will be noted toward the bottom of the email explaining the reason for the return.
Travel Request Routing for Approval

Travel Requests route along the approval path requested by the department.

There is one routing path to accommodate both domestic and foreign travel, but foreign travel must be approved at the department head/dean level. The current routing is established to accommodate the most frequent type of travel within the department. If adjustments need to be made to ensure proper approval of foreign travel, DBA will determine if modifications need to be made to the routing path and route to appropriate approvers.

You will receive an email from Concur each time your Travel Request moves along the approval chain. The email that indicates final approval will say, “Changed by Concur system” and “Approval status changed to AUTHORIZED.”

Travel on Behalf Of

If an employee (including undergraduate or graduate student employee) of another department is traveling on behalf of your department using your department account number:

- The traveler’s Travel Request must be submitted through his or her Concur profile and will route through his or her chain of command.
- Comments should clearly explain the name of the person authorizing travel and the reason for using these departmental funds.
- The guest function should not be used to submit Travel Requests for employees of any of the A&M System parts using Concur.

If an employee (including undergraduate or graduate student employee) of your department is traveling on behalf of another department using that department’s funds:

- The traveler should request an email authorization from the funding department approving the estimated expense and authorizing the availability of funds for said trip.
- The traveler should attach this approval to the Travel Request.

If an employee pays for travel expenses on behalf of another employee, please include the following statement for approval that (Name of person that paid) paid for (expense and amount) on your behalf and should be reimbursed for the expenses from account (XXXXXXXX-XXXXX). The following certification
Travel Arrangements for Employees

In order to figure out what expenses are allowable for your upcoming trip, you will need to find out what type of funds you will be using to pay for the travel (Local, State or Federal/Grant money).

Travel reservations may be made once the Travel Request has completed all approval steps. Contact DBA to make sure your university liability credit card is increased to cover the arrangements.

The traveler and/or his or her designated travel assistant (as set up in the traveler’s Concur profile) will make travel reservations through Concur. GEOTRAVEL can provide advice on complex travel arrangements, but completion of the booking process is made within the department.

Rules

According to Texas Government Code Section 660.007, “A state agency shall minimize the amount of travel expenses paid or reimbursed by the agency. The agency shall ensure that each travel arrangement is the most cost effective considering all relevant circumstances.”

Travel arrangements should be made in compliance with the following rules:

- **Textravel** – This website does not work in Firefox
- Texas A&M Guidelines for the Disbursement of Funds
- Any additional rules that may be set by your department

Reservations

Travel Reservations

Most domestic travel reservations can be made through the online booking tool in Concur. Shorts Travel is the state-contracted travel agent behind the scenes handling bookings through this system. You can find the agency fees for Shorts travel online.

If you find a lower price for airfare, hotel, or rental car through a website or a travel agent, or if your department has negotiated a permanent special rate with a particular vendor, contact DBA for special travel arrangements.

Other notes when booking through Shorts/Concur are as follows:

- **Airfare**: Airfare is charged to the travel card immediately upon booking. Non-refundable airfare tickets are subject to change fees imposed by the airline and a change fee charged by the travel agent. The agent fee increases if you call or email Shorts directly.
- **Hotel**: Hotel bookings are generally only guaranteed with the card, but hotels charge a deposit (which is charged immediately upon booking) and have strict cancellation deadlines. Reminder: Be sure to present Hotel Occupancy Tax exempt form upon check-in if traveling in Texas.
• **Rental car:** Bookings are generally only guaranteed with the travel card. *Reminder:* Be sure to present the Motor Vehicle Rental Tax exempt form when picking up rental car if traveling in Texas.

**Professional Conference Reservations**

If a conference is away from the employee’s headquarters and other travel expenses will be incurred, the registration fee should be paid with the employee travel card. If a conference is within the employee’s headquarters, and no travel expenses will be incurred, the fee should be paid with either the departmental or individual payment card, or through Buy A&M. Note: Registration expenses on personal credit cards cannot be reimbursed until after the conference takes place.

Hotel rates negotiated by the conference may be lower than the rate available through Shorts. Once employees have verified the rate is less than the Shorts rate, they may use their university travel card to secure conference hotel reservations directly with the hotel.

**Paying for Expenses During the Trip**

Travelers will pay for reservations and expenses incurred during the trip with their university travel card or out of pocket if the traveler chooses not to use the card. Travel expenses may not be direct-billed to the department.

As a state agency, Texas A&M is **exempt** from the following taxes in Texas. The appropriate forms must be presented to the vendor.

- **Motor Vehicle Rental Exemption Certificate**
- **Hotel Occupancy Tax Exemption Certificate**
- **Texas Sales and Use Tax Exemption Certificate** (for use when general purchases are made during travel within Texas)

**Cost Comparisons**

The Texas Comptroller of Public Accounts recently implemented the [Rental Car vs. Mileage Reimbursement Calculator (Excel)](https://example.com) that helps employees make informed and fiscally sound decisions regarding vehicle travel when conducting state business. This resource is available in the right feature column of [Textravel (FPP G.005)](https://example.com). The electronic tool considers a combination of factors and performs a cost comparison between renting a vehicle and receiving reimbursement for using a personal vehicle in business travel. To conserve state funds, travelers should consider all relevant circumstances and use this new resource to determine the best transportation option. The Rental Car vs. Mileage Calculator is required to be attached on reports using state funds when claiming personal mileage.

**Processing an Expense Report**

**Initiating an Expense Report**

The traveler and/or delegate will initiate the expense report through Concur. Expense reports should be submitted within 30 days of the end of travel. Instructions for completing the expense report can be found on the [Concur Travel and Expense Training Site](https://example.com).
It may take up to a week for all university travel card charges to feed into Concur. **Do not submit your expense report until all charges have fed into Concur** and can be pulled into the expense report. Your account will be charged for each additional expense report (currently $7.08 per report).

Very rarely will any of our employees list a “Company Paid” item. Travelers must certify their expenses in Concur and submit the report for approval from the Concur mobile app or the website. A delegate cannot perform this function.

**Processing**

Expense Reports route to a GEOTRAVEL staff member for review and then to the GEOTRAVEL associate director for final approval. Travel on grant accounts will route through the Sponsored Research Services office to ensure expenses meet the grant requirements.

Approvers may add notes to reports and are able to make some changes. However, the system does limit the changes that an approver can make. Every attempt will be made to avoid returning the expense report to the traveler or delegate for correction.

If unavoidable, the report will be returned to the employee (or delegate) for modification and resubmission. A delegate can also receive an email notification to modify the report (this depends on the delegate’s email settings), but the employee will have to resubmit once the correction(s) have been made.

After GEOTRAVEL approval, the expense report routes to FMO for review and payment. It is likely that FMO staff will contact the employee directly if they have a question or need modification on the expense report. If you have any concerns about questions you receive from FMO or feel the information you received from them would be helpful for future travelers, please let us know. We want to help and make this process as easy as possible for all.

**90-Day Policy**

Submission of expense report within 90 days of travel end date:

- Best practice is to submit within 30 days
- Applies to out of pocket and travel card transactions
- If not submitted within 90 days of travel end date:
  - Travel card immediately suspended until expense report is submitted and approved
  - **Expenses become tax reportable income to the employee and a tax withholding form must be attached to the expense report**

Unassigned travel card transactions assigned to an expense report within 90 days of post date:

- Documents travel end date, which allows for aging/tracking of expenses
- Best practice is to assign transactions within 30 days
- After 60 days lose dispute rights with the bank
- If not assigned within 90 days of post date:
  - Travel card immediately suspended until transactions are assigned to an expense report and the travel end date can be evaluated.
- If the travel end date is less than 90 days, the card suspension will be removed.
- If travel end date is older than 90 days, the expenses become tax reportable income to the employee and card will remain suspended until expense report is submitted and approved.

Third Strike Rule - for cards suspended for the third time:

- Travel Card will be suspended for one year with notification of card suspension sent to traveler, department head, assistant dean and dean/VP.
- No travel advances will be made available to the employee during this time period.
- Any time a travel card is suspended, Dean's approval is required to reinstate the card.

Report Status

Travel on grant accounts will route through the Sponsored Research Services office, instead of Geosciences, to ensure expenses meet the requirements.

Priority is given to those that create their own travel expense report. Travelers can see the status of their report in Concur by selecting “Expense” and then “View Reports.” If FMO has not processed your expense report within 2 weeks of leaving the GEOTRAVEL approvers, let GEOTRAVEL know and we will follow up.

When it is in GEOTRAVEL approvers boxes it will say “Pending Cost Object Approval”. When it has gone to FMO, it will say “Approved & In Accounting Review”.

You can speed things up by:

- Signing up for direct deposit of reimbursements through HR Connect. Be aware that direct deposit for payroll does not mean you are automatically set up for direct deposit of accounting reimbursements. Verify your account information at HR Connect if you have any doubt or change in account information.
- Providing explanations for any receipts that could appear out of the ordinary or are in a foreign language.

Group Travel or Other Special Circumstances

For assistance with group travel arrangements or other special circumstances, contact your DBA.

State Travel Funds Checklist
Research Foundation Travel
SRS Travel
TEES Travel — Effective 9/1/15, TEES travel will be processed in the Concur system
<table>
<thead>
<tr>
<th><strong>GEOBUSINESS</strong></th>
<th>Geosciences Business Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adloc</strong></td>
<td>Administrative Location — account used by BPP to designate an employee’s hiring department</td>
</tr>
<tr>
<td><strong>AggieBuy</strong></td>
<td>Internet-based system used by Texas A&amp;M departments to order and pay for supplies and services (contract expires 12/31/15, use BAM from now on)</td>
</tr>
<tr>
<td><strong>ALWP</strong></td>
<td>Administrative Leave with Pay — non-monetary reward given to recognize outstanding performance that consistently exceeds expected or required productivity or exceptional contributions by employees performing special projects of significant importance</td>
</tr>
<tr>
<td><strong>BAM</strong></td>
<td>Internet-based system used by Texas A&amp;M departments to order and pay for supplies and services</td>
</tr>
<tr>
<td><strong>BPP</strong></td>
<td>Budget/Payroll/Personnel — a centralized administrative system through which personnel operating budgets are created and maintained</td>
</tr>
<tr>
<td><strong>Canopy</strong></td>
<td>System that provides web-based functions for FAMIS and BPP</td>
</tr>
<tr>
<td><strong>CIS</strong></td>
<td>Computing and Information Services</td>
</tr>
<tr>
<td><strong>CISI</strong></td>
<td>Cultural Insurance Services International</td>
</tr>
<tr>
<td><strong>Compass</strong></td>
<td>Texas A&amp;M’s web-based student information system and includes the Howdy web portal</td>
</tr>
<tr>
<td><strong>Concur</strong></td>
<td>Module used by employees of The Texas A&amp;M University System for all aspects of travel — authorization, booking, and expenses</td>
</tr>
<tr>
<td><strong>DBA</strong></td>
<td>Department Business Administrator – Lead business person in your respective department.</td>
</tr>
<tr>
<td><strong>DBR</strong></td>
<td>Departmental Budget Request — automated process of fund transfer from one account to another following embedded business rules</td>
</tr>
<tr>
<td><strong>DCR</strong></td>
<td>Departmental Correction Request — web-based module that allows users to initiate corrections to the account number or object class codes for transactions already processed</td>
</tr>
<tr>
<td><strong>DCS</strong></td>
<td>Departmental Cover Sheet — form used by GEOS\textsubscript{AP} for departments to request and approve a transaction</td>
</tr>
<tr>
<td><strong>Departmental Liaison</strong></td>
<td>Individual in a unit served by GEOBUSINESS identified as the primary contact for GEOBUSINESS</td>
</tr>
<tr>
<td><strong>EOD</strong></td>
<td>Employee Organizational Development — the vendor for most human resource courses offered by Texas A&amp;M</td>
</tr>
</tbody>
</table>
Office of Scholarships and Financial Aid

Financial Accounting Management Information System — electronic accounting system used by The Texas A&M University System

Fair Labor Standards Act — the federal law that established a common 40-hour work week for employees and dictates the circumstances under which an employee may earn overtime

Family Medical Leave Act — a federal job protection that allows qualified employees to be absent for up to 12 weeks per fiscal year for a documented medical condition without fear of being terminated

Financial Management Operations at Texas A&M

Graduate Assistant — may be hired as teaching, research, or non-teaching assistants and work an average of 20 hours per week

Graduate Assistant, Non-Teaching

Graduate Assistant, Research

Graduate Assistant, Teaching

Accounts Payables & Payment Cards team within GEOBUSINESS

Finance Budgets, Balances, & Reporting team within GEOBUSINESS

Human Resources & Payroll team within GEOBUSINESS

Scholarship Accounting Services team within GEOBUSINESS

Travel & International Support team within GEOBUSINESS

Human Resources

Online system to assist employees in monitoring information about their pay, benefits, leave, training, and emergency contact; accessed through Single Sign On

Interdepartmental Transfer — used by one TAMU account to charge another TAMU account for goods or services (e.g., Mail Services, Rudder Theatre)

International Faculty and Scholar Services

Web-based application that allows IDTs, accounts receivables, and deposits to be submitted electronically

International Student Services

Information Technology
<p>| <strong>LeaveTraq</strong> | Online leave program that allows employees to check their leave balances, request leave, or track the status of outstanding leave requests |
| <strong>Marketplace</strong> | A ready-made online shopping cart system, hosted entirely by a third party, to process payments received by credit cards |
| <strong>NOV</strong> | Notice of Vacancy — online system used to advertise an available position |
| <strong>NSF</strong> | Non-Sufficient Funds |
| <strong>ORP</strong> | Optional Retirement Program — individualized defined plan in which each participant selects from a variety of investments offered by several companies |
| <strong>PD</strong> | Position Description |
| <strong>PI</strong> | Principal Investigator — individual whose name is on the contract/grant account |
| <strong>PIN</strong> | Position Identification Number — five-digit number (preceded by the letter M for Texas A&amp;M budgeted positions) permanently assigned to each position within a department’s budget; if a new budgeted position is created, a new PIN is assigned by the BPP system |
| <strong>RTE</strong> | Reduction to Expense — a payment received as reimbursement for an expense that has already been paid |
| <strong>SABR</strong> | Study Abroad department |
| <strong>SBS</strong> | Student Business Services |
| <strong>SFA</strong> | Scholarships and Financial Aid |
| <strong>Sick Leave Pool</strong> | Provides a source of additional paid sick leave for employees who have exhausted available sick, vacation and compensatory time as a result of a catastrophic illness or injury |
| <strong>SOFC</strong> | Student Organization Finance Center — provides banking and financial services in support of activities and programs of recognized Texas A&amp;M student organizations |
| <strong>SPARTA</strong> | Web-based program used by the Office of Scholarships and Financial Aid to select and/or award scholarship recipients |
| <strong>SRS</strong> | Sponsored Research Services |
| <strong>SSO</strong> | Single Sign On — allows Texas A&amp;M employees to access multiple employment systems using one login |
| <strong>TAMUQ</strong> | Texas A&amp;M University at Qatar |
| <strong>TBS</strong> | Today’s Business Solutions — vendor used in AggieBuy to order supplies |</p>
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TimeTraq</td>
<td>Online system of timesheets for hourly employees</td>
</tr>
<tr>
<td>TR</td>
<td>Travel Request — required for all employees (including undergraduate and graduate student employees) whose trip will entail leaving the local area, regardless of any costs incurred</td>
</tr>
<tr>
<td>TrainTraq</td>
<td>Online system that offers employees training programs and tracks all state-mandated trainings</td>
</tr>
<tr>
<td>TRS</td>
<td>Teacher Retirement System — traditional defined state retirement program in which investment risks are generally absorbed by the state</td>
</tr>
<tr>
<td>TWAPMTS</td>
<td>Tuition Waiver and Payments form</td>
</tr>
<tr>
<td>UB</td>
<td>University Business</td>
</tr>
<tr>
<td>UFO</td>
<td>Unit Financial Obligation — allow departments to set aside funds to cover commitments for future activities; these commitments are not contracts or encumbrances, but rather internal designations to fund specific projects or programs</td>
</tr>
<tr>
<td>UIN</td>
<td>Universal Identification Number — nine-digit number issued to all Texas A&amp;M affiliates; includes students, staff, faculty, and applicants</td>
</tr>
</tbody>
</table>