

General

Child Care: Employees are reminded that providing child care in the workplace is prohibited.

Hiring: New employees are not officially hired until the Personnel Requisition has been signed by the President.

Medical Plan: Employees are encouraged to use PPO physicians for maximum benefit. Use of other physicians will result in reduced payment (example: 65% instead of 80% for outpatient card).

Operating Hours: Offices are to be opened on time and should be covered at all times except during the posted lunch period.

Orientation: New employee orientation for full-time workers is conducted once a month. Contact Employee Services for date, time, and location.

Overtime: Prior approval is required for overtime. Supervisors are required to monitor the use of overtime in terms of budgeting.

Termination: Employees who terminate must complete the proper paperwork in order to receive final paycheck. The final

paycheck will be released at the next available pay period. Employee Clearance Procedure form is available on the website.

Time Cards: Office hours are 8:00 a.m. to 5:30 p.m., Monday through Thursday, and 8:00 a.m. to 12 noon on Friday. **One hour is allowed for lunch.** Federal Law requires hourly employees using official time cards to punch in and out by an official time clock.

Hourly employee must punch out and in for all leave time away from the office, including lunch hour. TimeClock Plus is the system to use to record hours.

Time Reports: Supervisors are required to manager approve time for all employees using TimeClock Plus. The deadline is the Wednesday following an official pay day. Only approved hours will be processed for pay.

Institutional Travel

Oakwood University is **NOT** responsible for unauthorized travel.

Campus Leave: Campus Leave travel advance are processed through the Jenzabar (EX) system. Funds will not be released without an approved online requisition. In order to receive funds in a timely manner, it is imperative that the requisition process is completed **at least ten days** before the trip in order to receive a check in time for the trip.

Registration fee: Completed registration form must accompany the signed requisition. Include the date the registration fee is needed and to whom the check is to be made payable. This information should be highlighted on the registration form and requisition.

Per Diem: For out-of-town trips there is a fix amount for per diem per day and mileage. Per diem for in town conferences is up to one-half of the amount for out-of-town and must be accompanied by receipts. Figure subject to yearly change. Verify current figures with Accounting.

Travel Report: Any reimbursement to the school must be paid and receipted with the cashier, and the original receipt attached to the Travel Report form before turning it in to Accounting. **If Travel Report and reimbursement (if applicable) to the school are not turned in within 5 working days upon return, the amount of the travel advance will be deducted from the employees' next paycheck.**

Any reimbursement to employee must be processed through Jenzabar (EX)—request for check. Travel Report is located in MyOakwood under “OU Online Travel.

If the company hosting the seminar has a cancellation policy and it is not followed, any incurred payment for the seminar will become the sole responsibility of the employee.

Reimbursement will only be given for items authorized on the requisition. Reimbursements are not given for the following:

1. Items without receipts
2. Unauthorized spending (books, gifts, etc.)
3. Travel to/from the airport.
4. The mileage rate is not paid when renting a car. If you rent a vehicle, original receipts for gas and car rental should be turned in for reimbursement only. When driving your own car, you can receive the mileage rate. Gas is included in the mileage rate.
5. Unauthorized trips.

Travel report are located in MyOakwood. The report must be done online. For more information refer to the OU Travel Policy located on the website under the Accounting Department.

All Grants and Contracts (Sponsored Programs) travel policies are in compliance with Oakwood University's travel policies. Any alteration must be prior approved by the governing agency.

OAKWOOD UNIVERSITY

Various Institutional Guidelines



Oakwood University

Employee Services
Human Resources
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◆ *God First* ◆