PSA Vendor Requisition Procedure

For all programs except After School Programs (Project SHARE)

Programs shall not receive services prior to receiving notification from Human Resources that the individual may begin providing services

---

Note: Requisition workflow is being used to expedite the PSA approval process. A purchase order will not be generated. Payment(s) will be generated through payroll upon receipt of an approved time card.

1) Read the Personnel Services Agreement Procedures located on Human Resources webpage under HR Forms.
2) Complete the Personnel Services Agreement Form also located on Human Resources webpage under HR Forms.
   a. The Program Manager's signature may be obtained prior to submitting requisition or after it is approved.
   b. The Contractor's signature will be obtained by Human Resources along with additional hire paperwork.
3) From the Escape activities tree select ***Finance-Requisitions-Vendor Requisitions.***
   a. Press the ***New*** button on *Search* tab toolbar.
   b. From the drop down menu select ***Personnel Services Agreement*** and appropriate fiscal year when applicable.

Example Snapshot – Instructions follow

VENDOR - Direct Pay — **Fiscal Year 2014/15**

Requisition Number **PSA15-00012** — Requisition Date **07/15/2014**

Summary

Created by	JBARTLETT, 7/15/2014			Goods & Services	1-STNDREQ
Department	PSA	Responsibility		Academic Dept	
Status	Open				
On Hold	No	Attachments	None		
				Non Taxable	.02
Requisitioner	JULIE BARTLETT			Taxable	.00
Order Site	S031 - SHASTA CO OFFICE OF EDUCATION			Tax (7.5000)	.00
Delivery Site	S031 - SHASTA CO OFFICE OF EDUCATION			Shipping (0.00)	.00
Delivery Date		Room		Adjustment	.00
Project					
Info	$1,600.00 SMITH, JANE			Requisition Total	**.02**

Requisition Vendor Information

000000/1 PSA
SHASTA CO OFFICE OF EDUCATION , REDDING, CA 96001

Line Items — Change Level 0

	Description	Stores Item #	Unit	Order Qty	Rcvd Qty	Unit Price	Extended
1	JANE SMITH CLERICAL SUPPORT 07/01/2014-08/31/2014 $20.00/HOUR . NOT TO EXCEED $1,600.00 .			1		.0200	.02

Accounts

	Amount	Encumbered	Expensed	Outstanding
(000482) 01-000-0000-5300-2415-0000-7200-530- (2015) ClerXDty,IntBusSv,UnRest,OthrGenAdm	.01			.01
(007363) 01-000-0000-5300-2412-0000-7200-530- (2015) ClerSub,IntBusSv,UnRest,OthrGenAdm	.01			.01

Requisition tab

Order Location field: enter partial location name and press F4 to select the location or use the drop down menu at the right of the field. *Use locations beginning with **S** only*

Delivery Location field: will default in from selected Order Location above. If Delivery location is different than Order Location select the desired Delivery Location

Comment field: enter amount of contract followed by employee last, first name
(i.e. $1,600.00 SMITH, JANE)

Goods and Services Category field: from the drop down menu at the right of the field choose ***4-PSA / 4-Personnel Svcs Agreement***

Vendor Id field: enter PSA or choose 000000 /PSA from the drop down menu at the right of the field

Items tab

Press ***New*** button on *Items tab* toolbar

Description field: click on the drop down arrow at the end or the field and enter the following information in the Description text box

- Employee name
- Description of service
- Service time period
- Rate of pay
- Not to exceed amount

Please verify that the description entered includes required information above

Press OK button on Description text box window

Unit Price field: *E*nter .01 x the number of accounts that will be charged. For example if the account distribution is to a single account enter .01. If the account distribution is to two accounts enter .02. If the account distribution is to three accounts enter .03…

Do not enter the actual PSA amount in the Unit Price field
The PSA amount should be indicated in the *Comment* field on the Requisition tab only. PSA requisitions are not generated for the purpose of encumbering funds. They are generated to expedite approvals via workflow. Payment will not be applied against the requisition. Payment(s) will be generated through payroll upon completion of an approved PSA and submission of an approved time card.

Taxable field: change the default of Yes to No

Press ***Save/Close*** on the *Items* tab toolbar

Accounts tab

Press ***New*** button on the *Accounts* tab toolbar

Enter account(s) to be charged

Verify that both the PSA form and the requisition have the same account(s) referenced.

Payroll processes pay from the PSA form not the requisition.

Each account should have a minimum of .01 in the Account column. When an account does not have at least .01 in the Amount column the contract amount and the individual referenced in the Comment field on the Requisition tab is not displayed for the account on reports.

Notes tab

Utilize the *Notes* tab for additional information you would like to provide about the PSA

4) Press ***Save/Close*** on the *Form* tab toolbar.
5) Write the assigned Req # in the space provided on the Personnel Services Agreement form.
6) Scan the Personnel Services Agreement form to your PC.
7) From the List tab press the Open button on the toolbar to access the Attachments tab and attach the PSA.

Attachments tab

Press ***New*** button on Attachments tab toolbar

File to Attach field: *p*lace cursor in the File to Attach field. Click on the button located at the end of the field to browse your computer. Locate the PSA form to attach, double click on it to insert it into the field.

Description field: enter ***PSA***

Press ***Save/Close*** on the *Attachments* tab toolbar

Program shall retain the original Personnel Services Agreement form.

8) Press Save/Close on the Form tab toolbar.
9) From the List tab click on the snapshot icon. Choose Snapshot with Notes and History.
10) Verify that the entries are accurate then close the snapshot.
11) Press Close button on the Report tab toolbar.
12) Select Open from the List tab toolbar.

If no changes are necessary proceed to next step

If changes are needed make necessary changes, save the changes and view the Snapshot again

13) Click on ***Tasks*** on the *Form* tab toolbar and click on ***Submit.***
14) Verify that the ***Status*** column on the *List* tab indicates ***Submitted.*** To view approvers open the requisition from the *List* tab. From the Form tab click on the *Approvals* tab.

Payroll processes pay from the PSA form not the requisition.

When changes are made to the requisition, please update the PSA form accordingly.

15) Once the requisition has been approved the Document Originator will be notified via an automated e- mail From: ***Escape Notifications*** Subject: ***OrgId 30, Req #PSA##-#####: Status set to Ready for Payment***.
The email is not approval to work it is approval for HR to proceed with necessary hire paperwork.

---

16) **Document Originator** upon receipt of the automated e-mail notification ***From: Escape Notifications*** indicating that the PSA has been approved (Status=Ready for Payment) shall do the following:

a) Forward the e-mail from Escape Notifications that informed you that the requisition was approved (Ready for Payment)
b) Select Forward
c) Attach the PSA form. The form should include the Program Manager signature
d) In the body of the email provide the PSA contact information. Please provide <u>both</u> an e-mail address and a telephone number
e) Send to Human Resources Department at *hr@shastacoe.org*

17) **Human Resources** upon receipt of e-mail from the program will review the PSA and schedule an appointment with the individual to complete the following forms.

    a) Obtain the contractor signature on the PSA form
    b) Oath of Allegiance
    c) Retirement Program Information
    d) Form W-4
    e) Form I-9
    f) Employee Emergency Information Sheet

18) When the required forms have been completed, HR will send the following forms to Payroll and indicate "HR FINAL REVIEW COMPLETED AND PAPERWORK FORWARDED TO PAYROLL" on the Notes tab of the requisition

    a) PSA Form
    b) Oath of Allegiance
    c) Retirement Program Information
    d) Form W-4
    e) Form I-9

19) After forms have been sent to payroll, HR will locate the e-mail received from the program and do the following:

    a) Attach the Employee Emergency Information Sheet
    b) Indicate in the body of the e-mail that the required hire process has been completed and the individual can provide services