

PSA Vendor Requisition Procedure

For 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 the req or after it is approved
 - b. The Contractor’s signature should not be obtained until the PSA requisition is approved.
- 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
Requisitioner	JULIE BARTLETT	Non Taxable	.02
Order Site	S031 - SHASTA CO OFFICE OF EDUCATION	Taxable	.00
Delivery Site	S031 - SHASTA CO OFFICE OF EDUCATION	Tax (7.5000)	.00
Delivery Date		Shipping (0.00)	.00
Project		Room	Adjustment
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			
Description	Stores	Item #	Unit
1 JANE SMITH			Order Qty
CLERICAL SUPPORT			Rcvd Qty
07/01/2014-08/31/2014			Unit Price
\$20.00/HOUR			Extended
NOT TO EXCEED \$1,600.00			Change Level
			0
Accounts			
(000482) 01- 000- 0000- 5300- 2415- 0000- 7200- 530-	Amount	Encumbered	Expensed
(2015) ClerXDty,IntBusSv,UnRest,OthrGenAdm	.01		Outstanding
(007363) 01- 000- 0000- 5300- 2412- 0000- 7200- 530-	.01		.01
(2015) ClerSub,IntBusSv,UnRest,OthrGenAdm			

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

Comment field: enter amount of contract followed by employee last and 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**

Vendor Id field: enter 000000 (PSA vendor)

Items tab

Press **New** button on Items tab toolbar

Description field: click on the drop down arrow at the end of 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

Verify that the description entered includes required information above

Press OK button on Description text box window

Unit Price field: enter .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

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

Each account should have a minimum of .01 in the Account column. If an account does not have at least .01 in the Amount column the contract amount referenced in the Comment field on the Requisition tab is not displayed for the account on reports. **Verify that the account(s) indicated are the same account(s) indicated on the PSA form**

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: place 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

Note: 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) Select Open from the List tab

If no changes are necessary proceed to next step

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

- 12) Click on **Tasks** on the Form tab toolbar and click on **Submit**
- 13) 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.**

- 14) Once the requisition has been approved the Document Originator will be notified via an automated outlook e-mail From: **Escape Notifications** Subject: **OrgId 30, Req #PSA##-#####: Status set to Ready for Payment**

- 15) **Document Originator** upon receipt of the Escape Notifications e-mail shall obtain the following forms from Human Resources webpage under HR Forms and schedule an appointment with the contractor to complete them
 - a) Obtain Contractor signature on PSA form
 - b) Oath of Allegiance
 - c) Retirement Program Information
 - d) Form W-4
 - e) Form I-9
 - f) Employee Emergency Information Sheet (***retained by program**)

Once the above forms have been completed, scan the documents indicated below to your PC. The file name should reference the Escape assigned requisition number and the employee name.

(i.e. PSA13-00005 SMITH, JANE)

- a) Personnel Services Agreement (PSA) form **containing the Program Manager and Contractee signature**
- b) Oath of Allegiance
- c) Retirement Program Information
- d) Form W-4
- e) Form I-9

Save the file to the *PSA Docs* folder. Designated users may access the PSA Docs folder by entering [\\VM0009\](#) in Windows Start search field. Drag and drop the PSA Docs in to the PSA Docs folder

Send an e-mail to Human Resources Department at hr@shastacoe.org to let her know that the required PSA documentation has been placed in *PSA Docs* folder. Subject field of the e-mail should reference the requisition number and the employee name (i.e. PSA13-00005 SMITH, JANE)

16) Human Resources

- a) Review documents in *PSA Docs* folder
- b) Print Personnel Services Agreement form and Form I-9 for HR files
- c) Transfer file to the *PY PSA Docs* folder
- d) Indicate the following on the Notes tab of the requisition "HR FINAL REVIEW COMPLETED AND PAPERWORK FORWARDED TO PAYROLL"
- e) Notify program that the required hire process has been completed and the individual can provide services