

Payments to Consultants

At Foundation, we separate consulting services into two different categories. One category includes consultants who will earn \$5,000 or less, and the other category is for those who will earn more than \$5,000. The forms used to approve the work and to submit for payment for each of these two categories is different, as outlined below. To ensure timely payment for consultant services, it is important to follow the below process and use the appropriate forms.

For consultant services where the payment is \$5,000 or less, the appropriate form to complete and submit is *"Payment of Individual Services Less Than or Equal to \$5,000"*.

All required information to pay the consultant is included on this one-page form. Once the form has been completed, the consultant and Foundation Account Authorized Signer sign the form and submit to Foundation Financial Services for processing. A Disbursement Voucher is not required for payment under this category of consultant.

The *"Service Invoice Form"* will no longer be used, or accepted by Foundation accounting.

The second category of consultants, where payment is more than \$5,000 for the consultant, the appropriate form to complete and submit is *"Agreement for the Performance of Consultant Activity for Services in Excess of \$5,000"*.

In this category, after agreement on the scope of work and payment terms is reached between the Foundation account holder and the consultant, the *Agreement for the Performance of Consultant Activity for Services in Excess of \$5,000.00* Form is completed, signed by the Foundation Account Authorized Signer and submitted to the consultant for review and signature. This form also includes the two page questionnaire which helps document the designation as a "consultant" according to IRS guidelines and is required to be completed, signed, and submitted.

Once signed by both the consultant and the Foundation Account Authorized Signer, all four completed pages are forwarded to Foundation Employment Services for final review. Once final review and approval has been provided by Employment Services, a fully-executed (four page) document will be returned to the account holder within two business days. Only after receipt of the fully executed document is the consultant permitted to begin work on the project.



Continued on page 2

In this month's issue ...

- ♦ Payments to Individual Consultants
- ♦ New Employment Based Laws for 2009
- ♦ Bi-tech 7i Implementation Update January 2009



Continued from page 2

Payments to Consultants

To receive payment under this second category of consulting services, the consultant needs to submit their invoice(s) along with a completed Disbursement Voucher and a copy of the signed *Agreement for the Performance of Consultant Activity in Excess of \$5,000 Form*.

Payments can only be authorized and processed after receipt of all appropriate documents and forms, and only after the completion of the agreed upon work. Advance payment is not authorized in any situation.

New Employment Based Laws for 2009

There are only a handful of newly implemented employment based laws for 2009, and the two most notable for our environment are presented below.

TEXT BASED COMMUNICATIONS

It is illegal to send, receive or read text based communications, which includes text messages, email messages, and instant messages, while driving a motor vehicle, and as such these actions are now prohibited as a matter of policy (Foundation follows all laws even when those laws are not recited in the Employee Handbook). This set of laws becomes applicable when a Foundation employee is operating a Foundation vehicle (any and all Foundation vehicles), or when a Foundation employee is operating their personal vehicle while on Foundation business. The hands-free cell phone laws remain in place.

FALSIFYING TIME CARDS

It is now a violation of law to require any employee to sign a false time card. Up until now, this practice has been a written Foundation policy. For our purposes, this new law means it is illegal to require one of your employees to approve their time in Kronos if you know the time they have recorded in Kronos is false. Also, it is illegal for someone to sign-off time in Kronos if they know what has been stated is false. We will continue to discipline any employee who knowingly submits false time in Kronos. But, if an individual supervisor signs-off on time in Kronos and they know the time in Kronos is false, that could result in personal liability for that supervisor from a legal standpoint.

Please ensure employees in your respective areas are aware of these new laws and follow them.

Bi-tech 7i Implementation Update January 2009

Welcome back and Happy New Year! We have a lot planned in January 2009. Two discovery sessions were rescheduled to mid-January as 7i test server was not at optimal performance at the time of discovery sessions. We had the initial discovery call for Check Management to Bank Reconciliation conversion on January 6th and provided the Bi-tech consultant the bank BAI format specification to develop a file to upload the bank statement into the Bank Reconciliation module. The BAI format is the most commonly used file in inter-bank communication of account balance and activity.

During the week of the 5th and the 12th, financial managers worked with the Bi-tech report writer consultant on CDD report development: to identify good CDD reports, those that have been developed, and those are still in progress. Our next step is to create a web page for administrative supports (stakeholders) from each college to request user id during the first phase of implementation. We assign the user id in February and will set up preliminary dashboards for initial training to the stakeholders by Mid-March for the first look. We will publish more updates in future issues of Financial Facts Newsletter