Frequently Asked Questions & Answers

Where can I obtain general information on budgets, spending limits, travel forms, payroll codes, account codes, etc.?

General information is available in the Reference Guide for Budget & Accounting Services which is updated each year in July. The Guide provides a central source of materials that will help to ensure the consistency of the accounting process; provides a vehicle for the dissemination of College policy and procedures; and provides a document to assist in training new employees. The Reference Guide for Budget & Accounting Services is available in Public Folder and on the Finance Dept website at www.hccfl.edu/finance.

For general information about purchasing goods and services, you should visit the Purchasing Department website at www.hccfl.edu/purchasing.

Budget

Who should I contact if I have questions about my budget?

You should contact Rhonesia Dennard at rdennard@hccfl.edu with questions about your budget.

How can I access my budget?

Go to the College’s home page at www.hccfl.edu; select Hawk Net and sign into Web Advisor using your login. If you don’t have a login for Web Advisor, contact the Call Center at 253-7000. Once you have accessed Web Advisor, select Budget Summary. Enter the fund number (e.g. 10) and the eight digit number department number for each budget under your responsibility. You can enter the object code and location for a specific account.

Who is responsible for the budget?

Budget Officers are responsible for the budget allocation and spending from the accounts that are assigned to them. The Budget Office communicates with Budget Officers to inform them of the amounts allocated to accounts under their responsibility. Budget Officers are responsible for monitoring those accounts and for all transactions expended from the account assigned to them. This includes the appropriateness of transactions charged to P-Cards and through the requisition process. Budget Officers are responsible for the appropriateness of the type of expense, the cost of goods and services purchased and the correct and timely recording of the transaction.
How can I transfer funds within my budget?

To transfer funds within your budget, you need to complete a Budget Transfer form, obtain approvals based on the approval amount levels and have the highest/final approver submit the request to the Budget Office via email at Budget_Transfer Request. This address can be found in the HCC email contact list.

Budget transfers should include an explanation for the transfer. Transfers are usually processed within 2 business days. You should transfer funds to the correct account before you try to make the purchase. The On-line requisition system checks for available funds before it will process a requisition.

Account Codes

Who should I contact about obtaining or using a general ledger code for a transaction?

You should contact Larry Grubbs at lgrubbs@hccfl.edu. Larry is the Accounting Services Officer for financial reporting & accounting. He may ask questions about the transactions to ensure that the right general ledger account code is used. You should always contact Larry Grubbs when planning to set up a new program or project so that the proper accounts can be established in a timely manner.

Transaction Limits

What are the transaction limits?

Transaction limits apply to spending (requisitions and P-Cards) and budget transfers. Below are the current transaction limits:

- Up to $1,000: SGA Advisors
- Up to $10,000: Directors & Administrators
- Up to $25,000: Cabinet members
- Over $25,000: College President
P-Cards

When should I use a P-Card to purchase instead of a requisition?

P-Cards should be used for small purchases of goods, generally less than $750.00 per transaction and for travel (airline, rental car & hotels). P-Cards should not be used to purchase food or meals.

May charge unallowable items to my P-Card and reimburse the College?

No. Only allowable expenses may be charged to your P-Card.

Who should I contact with questions about my P-Card?

If you have questions or need training on using your P-Card, you should contact Terry Fryman at tfryman@hccfl.edu

Unallowable Expenses

Who should I call if I am not sure whether or not a particular expense is allowable?

Contact the Controller’s Office. You can email bcarr@hccfl.edu, or lgrubbs@hccfl.edu.

What types of expenses are considered unallowable?

In general, only expenses that are necessary for the College to operate in the normal course of business are allowable. Unallowable expenses include, but are not limited to the following:

Gifts of any type
Food
Refreshments (coffee, donuts, etc)
Condiments
Decorations
Greeting cards
Flowers
Donations and Contributions
Entertainment
Sales Taxes
Gratuities
Clothing
Individual memberships
Travel

What are the boundaries for in-district travel?

Travel is considered to be in-district if the location is within Hillsborough county or an adjacent county (Pinellas, Pasco, Hernando, Manatee or Polk). Lodging will not be reimbursed for in-district travel, unless the travel is more than 50 miles away from the traveler’s home and is for multiple days.

I plan to travel out of district, what should I do?

First, confirm the necessity of the trip with your immediate supervisor. Check with the Budget Officer to confirm that there are available funds in the account that you plan to use for your travel. Fully, complete a Travel Request Form and attach an agenda or itinerary which shows the business purpose, location, schedule of events, including any meals provided; Mapquest, if you are driving or an airline reservation, hotel quote/reservation and estimates for shuttles. Have your immediate supervisor review the supporting attachments and sign the form. Submit the form to the travel section in Accounts Payable (GWS/DAC, 5th floor). Within 10 days following your trip, submit the final travel form with original receipts attached. If you used an HCC P-Card, please note this next to the amount on the final reconciliation.

Do not submit expenses for reimbursement that are not allowable as they will not be paid. This includes meals in excess of the allowable amounts, sales taxes, gratuities, entertainment and movies.

Your travel must be reconciled and submitted to the Travel section in Accounts Payable within 10 business days following each trip. Future travel will not be approved if you have not reconciled travel from a previous trip. If your travel remains unreconciled beyond 90 days, depending on the circumstances, the charges may be reported to the Internal Revenue Services as compensation and further disciplinary action will be taken.

What are the meal allowances for out-of-district travel?

<table>
<thead>
<tr>
<th>Meal</th>
<th>Amount</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6</td>
<td>When travel begins before 6a.m., and extends beyond 8p.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>$11</td>
<td>When travel begins before 12 noon and extends beyond 2p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>$19</td>
<td>When travel begins before 6p.m. and extends beyond 8p.m. or when travel occurs during nighttime hours due to special assignment.</td>
</tr>
</tbody>
</table>

What documentation is necessary for travel?

An approved out-of-district travel form signed by the appropriate level, agenda, registration form(s), confirmations from hotels, rental car agencies, check request payable to the appropriate parties (hotels, rental car agencies and organizations for registration).
Payroll & Timesheets

The College’s pay cycle is bi-weekly. Timesheets for hourly employees must be sent to the Payroll department in time for proper processing. If a timesheet is not received in time for processing, the employee will not be paid until the next pay cycle. With the implementation of the new process for processing timesheets, there will not be an interim process. Therefore, it is critical to make sure that you submit timesheets to the Payroll Department as required. Not submitting timesheets in a timely manner is considered to be a serious performance issue for the person responsible for submitting the timesheets. Also, leave forms must be submitted within the cycle affected. Late submission of leave forms is also considered to be a performance issue.

When are timesheets due in Payroll Department?

Timesheets are due bi-weekly on Thursday mornings in the non pay weeks. The Payroll Department may have to change the due date to accommodate a holiday or break period. When this is necessary, an email communication is sent to the individuals identified as coordinators for payroll. Do not submit your timesheet directly to the Payroll Department on an individual basis. You should submit your timesheet to your immediate supervisor who will submit it through the proper channels.

When should I complete and submit a leave form?

Leave forms are required when you are not working during your normal business hours, unless the College is closed.

You should keep the pink copy of your leave form for your record. The unit administrator should keep the yellow copy and the original white copy should be submitted to the Payroll Department by the administrator or coordinator for the department (usually, the Sr. or Exec. Staff Assistant).

Who should I contact regarding questions about my pay?

If you received pay, but have questions about the amount paid, contact Dave Collings at dcollings@hccfl.edu.

The Payroll Department and the Human Resources Department work hand in hand to process pay. The initial employment of employees is handled by the Human Resources Department. This includes entering the employee’s personal information into the College’s payroll system, setting up the pay rate and elected benefits. Once the employee is in the system and ready to be paid, the Payroll Department enters hours worked and deductions from pay (income taxes, social security and medicare taxes). The Payroll Department remits withholdings to third party vendors (retirement contributions, union dues, HCC foundation donations).
Who should I contact if I didn’t get paid at all?

First check with your immediate supervisor to make sure your timesheet was submitted timely. If you are a new employee, have your supervisor check with the Human Resources Department to make sure your paperwork was received and set-up in the College’s employee system in time for the pay process. If not, you will be paid in the next pay cycle.

Am I required to use Direct Deposit to receive my pay?

Yes. The College’s method of pay is via direct deposit. The form to sign-up for direct deposit was made available during your employee orientation session. Forms to change your banking information are available in the Payroll and Human Resources Departments. If you have not submitted a direct deposit form to the Payroll Department, you should do so immediately to avoid interruption in your pay.

Non-tuition Cash and Check Collections

What should I do if someone gives me cash or sends me a check payable to the College?

All cash and check collections should be deposited through the campus Bursar/Cashier office. If you receive a check, make a copy and turn it over to the campus Bursar. You will be given a receipt. The amount on the receipt should agree with the cash or check that you turned in. Also provide the Bursar with the remittance letter or any other documentation received in support of the payment that you received. The Bursar will promptly deposit the cash or check and notify accounting. The accounting department will code the payment to the correct account upon review of the information supporting the payment. Do not request the Bursar to code the payment to an expense account as this is not permissible. In order to make sure that payments are properly recorded and coded, the accounting department will provide the proper code for the receipt.

All tuition and fee payments are to be made directly by the student to the Bursar/Cashier Office.

Petty Cash

Petty cash is available on a limited basis for small emergency purchases and reimbursement of small amounts for vicinity travel. Petty cash should not be used to purchase routine supplies. Clubs may use petty cash up to the amount in the Club’s agency account.
Grant Accounting

Who should I contact about setting-up accounts for a grant?

The grant accounting area provides account numbers for grants after they are notified by the grant department that an award has been received. You should not incur an expense against a grant until you have an award and budget account in the HCC system.

Purchasing Goods and Services

What steps should I take to purchase goods and services?

First check the budget for available and sufficient funds to cover your purchase.

For goods, if the purchase is small consider using your P-Card.

All services require a Purchase Order (P.O.) and an Agreement for Services.

If the purchase is for more than $5,000 but less than $25,000, you need to get three quotes before you do a requisition. If the purchase is for more than $25,000, you need to contact the Purchasing Dept. to arrange for bids.

Complete the requisition process before you complete the Agreement for Services. Put the requisition number in the top right corner of the Agreement for Services, obtain all required signatures, including the vendor’s and the College Attorney’s. Do not receive services until the College Attorney has executed the contract.

When services are complete, have the vendor submit an invoice to Accounts Payable. When Accounts Payable contacts you for approval to pay, send a completion memorandum to the Accounts Payable Dept to let them know that services have been received and how much to pay. If periodic payments are required as work is completed, send interim memos to Accounts Payable with the amount to pay. Always reference the purchase order number (P.O.) in your communications.

Remember, you need to check your budget, do a requisition and have an executed agreement for service in place, before you receive any services. Once you receive services, you should send a payment memo or email to Accounts Payable referencing the P.O. number.

To purchase goods, you should check the available funds in the budget do a requisition and have the goods delivered to the HCC warehouse. When Accounts Payable contacts you for approval to pay the vendor, you should respond promptly.
What should I do if the goods are damaged or the service is unacceptable?

Immediately contact the vendor and Accounts Payable if you are not satisfied with the goods or services provided. Fully explain to the vendor, in writing why the goods or services are unacceptable. Instruct the College’s shipping and receiving department to return the goods.