

MCF LINO LAKES



Education Go To
Manual

Staff Work Hours:

Note: Official work schedule/hours are written in every offer letter.

Standard staff hours of operation: 07:45- 16:15

Lunch can be taken between 11:00-13:00

Student Programming Hours:

Morning—Education Switchout: 8:00

Morning—Education Switchout: 11:00

Afternoon—Education Switchout: 13:00

Afternoon—Education Switchout: 16:00

Library Hours:

Monday: Morning 8:35-11:00 Afternoon 13:00-15:10 Evening: 18:30-20:30

Tuesday thru Thursday Afternoon 13:35-15:10 Evening 18:30-20:30

Friday: Afternoon 13:35-1600

Book carts are rotated on Fridays.

Seg Carts are rotated monthly (there is a separate seg. collection).

Book drops are picked up on Mondays & Fridays.

Law Library Hours:

First come, first served, 10 offender maximum. Offenders notify librarian in order to participate.

Fridays: 14:20-16:00

The Law Library has four legal research computers and two typing computers. All research computers are to be used ONLY for legal research purposes.

The law librarian comes once per month, usually the First Friday, always in the morning.

Calendar:

Education staff members each have their own Outlook Calendar. Education Staff only calendar contains all educational events and special schedules outside of the normal programming schedule. All Education staff should have access to add, change and delete on this calendar.

Vacation and other Time-Off:

This calendar (in staff breakroom) also includes staff time-off. Education staff should add their time-off to this calendar once it has been approved.

Intermittent (substitute) Teacher:

This calendar also includes when our Intermittent Teacher has been scheduled at LL.

Other Activities:

Parenting with a Purpose
MPWW
College Courses
Art Class

Religious Services:

Offenders have the opportunity to participate in religious events which often occur during education programming hours. These services include, but are not limited to: Asatru, Bible Study, Juma Prayer, Wicca ceremonies, and Native American sweat lodge and pipe ceremonies. Approval is given for those wishing to participate, but students are not paid for attending. Offenders should tell their teachers if they plan on participating. The bubble officer tracks offenders who leave the area to participate in religious activities.

Keys:

Staff should have their own set of keys for the Education Department.

All staff should have key that will get them into the Education building, their assigned classroom(s), the restroom, and the storage rooms. Additional keys include Masterlock, mail box, and display box keys.

Voice Mail:

To setup your voicemail you must make an ARCHIBUS to have your phone reset. To get into your voicemail call 630 on your phone and input your password. If you are just setting up you voicemail please submit a ARCHIBUS.

Mail:

On a daily basis, an assigned CTA will pick-up the mail from the mail room and distribute it to the appropriate recipients.

Your Computer:

You should have received training/documentation in academy for DOC Computer Basics. If you have any trouble logging onto your work computer, you can call 200 from your phone. 200 is the help line for IT. The contact people in our IT Department are:

David Harvet x191

Dan Juelich x620

If problems occur with your computer it is ok to call IT directly but you must also submit a FOOTPRINTS ticket. Please submit the FOOTPRINTS ticket if possible. It is best to streamline all IT tickets so the Education Director is aware what tickets are open.

Education Documents:

You should have access to all Education documents. This is found under the Shared drive (S): Shared and click on "EDUStaff". There is a plethora of documents that staff use under EDUstaff so please ask other staff members to guide you in finding them.

Most Important Phone Numbers:

Emergency: pick up a Red Phone or dial 111 on any phone

Office bubble in Education 473

Watch Commander 129

Warehouse 506

West- C 405/406

Expense Report:

This form is attached in Manual. You would fill out this form for expenses incurred (travel, mileage, meals, etc.). This form can be found on iShare- *Business Units/Offices- Financial Services*, then **Information**, click Forms- Employee Expense Report.

This form is attached to Manual. List of DOC's accepted mileage chart. It can be found on iShare- Business Units/ Offices – Financial Services, then under information, click on Expense Reimbursement and click on 2016 mileage and meal rates.

Pre-approval for Special Expenses (conferences, lodging, meals). The Education Director should fill out form and attach it to the EIOR. It needs approval from Accounting Dept.

Your Payroll:

Employee Self Service is where you can access paystubs and other information can be found on iShare- Business Units/Offices –Financial Services, then under **Information**, Click on Payroll- Payroll Instructions.

Standard Operating Procedures:

Opening/Closing of Education

Opening Programming – MCO will make an announcement 5 minutes prior to the opening of education (morning and afternoon). This announcement is intended to let the staff know the students will be arriving soon.

Closing programming – MCO will call Education switchout and Education officer will announce for all education students to switchout.

Staff Radios: Education staff are given their own radio which they are to keep in their office when not in use. Charged batteries are kept in the Officer's Bubble. Staff are expected to carry a radio with them at all times while inside the secured area of the facility.

Call-outs- Periodically students may be called out of their classroom for various reasons (i.e., pill run, medical due process, visits, etc.) Students are given pre-approval for this type of absence. However, they do not receive hourly pay during any time they are not in their classrooms. They should notify their teacher if they do NOT plan on returning to their classroom.

Passes: Periodically offenders, including students, tutors, and clerks, may be called out of their classroom for a variety of reasons (i.e., health services, due process, religious programming, visiting, property). Students are approved for these types of absences (see Lay-Ins for unapproved absences). However, they are not paid for this time and Exceptions need to be entered into the class attendance for the day.

Class Attendance: See attachment on how to attendance. COMS classroom attendance/ scheduling is handled through the teachers and/or CTA's. All movement, absences, exceptions, course additions/exiting, etc. that occur with all students and workers is managed through the teachers and/or CTA's. MARCS input is also managed by CTA's.

Offender Payroll: See attachment on how to do payroll. Offenders should talk to their teacher and must first send a kite to CTA Shanklin whom is in charge of Offender Payroll in Education. Please see attachment for offender payroll.

YO Rules: All Education staff have YO's rules and discipline procedures. In the event staff has discipline for a YO, you must email C. Bender, H. Schepman, E. Knies, D. Petrich, A. Halseth and J. Gaterman reports. Bathroom times are posted in each classroom and on bathroom door.

Student Rule Agreement: See Appendix A, Education Rules
STUDENTS ARE REQUIRED TO HAVE A PASS ANY TIME THEY ARE OUTSIDE OF THEIR CLASSROOM. Students using the library are not allowed to leave until switchout is called.

Supplies:

CTA Shanklin orders all office supplies for the department from the warehouse. Our main vendor is Innovation Office Solutions, M. Hall handles these orders. Individual teachers and the librarian follow the EIOR process in conjunction with the Education Director. An EIOR **MUST** be completed **BEFORE** you obtain the

product or service, otherwise you will need to complete a 16A Purchasing Violation Form.

Photocopy Repair/Supplies and Contact Information:

If any copier needs repairs or supplies CTA R. Shanklin should be notified to contact Loffler to handle.

Student Intake:

An offender wanting to come to education they must send a kite to CTA M. Hall. Offenders must know that must have more than 90 days left and not on Unassigned Status.

Minnesota Department of Corrections

Division Directive:	204.010	Title: Offender Assignment and Compensation Plan
Issue Date:	6/30/15	
Effective Date:	6/30/15	

AUTHORITY: Minn. Stat. §§241.01, subd. 3a(b); 243.23, subd. 3; and 243.88

PURPOSE: To provide for an offender assignment and pay plan; maintain consistency between adult correctional facilities; contain costs whenever possible; and facilitate the budget process.

APPLICABILITY: Minnesota Department of Corrections (DOC); all adult correctional facilities and MINNCOR

DIRECTIVE: Adult facilities maintain a written plan for work program assignments and the pay plan. The offender workday will approximate the workday in the community, whenever possible.

DEFINITIONS:

Above average evaluation – an evaluation consisting of four or more above average marks and no below average marks.

Administrative reassignment – facility-initiated assignment transfer or reassignment for the convenience of the facility in situations including such examples as a shortage of offender workers in a particular area or a special project.

Allocation for Offender Assignment (attached) – a report generated by each facility documenting allocated jobs; offenders currently assigned to each allocation; and the variance between the allocation and assigned. Also includes totals for authorized idle, segregation, in-house segregation, unassigned idle, and temporarily unassigned.

Application (attached) – the process an offender uses to request assignment or reassignment.

Assigned offender – as defined in Division Directive 202.110, “Status Overview and Summary – Adult Facilities.”

Assignment – any work or program in which the offender receives a wage for participation.

Authorized idle (AI) – as defined in Division Directive 202.110, “Status Overview and Summary – Adult Facilities.”

Average evaluation – an evaluation containing no below average marks.

Behavior initiated assignment – reassignment to a new job due to the offender’s negative behavior including such examples as positive urinalysis or poor facility adjustment.

Below average evaluation – an evaluation containing one or more below average marks.

Certified assignments (MINNCOR) – assignments requiring certification or special training/skills completed through an approved training curriculum and approved by the MINNCOR executive team.

Idle Offenders Memorandum (sample attached) – a monthly report generated by each facility utilizing

the Allocation for Offender Assignment to document the total number of offenders on idle status.

Intermittent assignment – any designated work, program, or education assignment limited to a specified period or for a special project with an anticipated end date.

Job description – written expectations of job duties provided to an offender prior to his/her assignment.

Literacy mandate – all DOC offenders must have a verified general educational development (GED) or high school diploma issued in the United States or a foreign equivalency as defined in Division Directive 204.040, “Education.”

Literacy target group – offenders who have not satisfied the DOC literacy mandate.

Medical placement – as defined in Division Directive 202.110, “Status Overview and Summary – Adult Facilities.”

MINNCOR bridge – a pre-employment training and education program for a select group of adult offenders to assist their successful transition back into the community and private employment through the state work release program.

OnTrack – a vocational and MINNCOR partnership program offered to offenders to provide education and on-the-job training for specific industries.

Reception – as defined in Division Directive 202.110, “Status Overview and Summary – Adult Facilities.”

Required programming – treatment applications, such as alcohol and other drugs, sex offender, or behavioral modification required by legislation or department policy.

Temporarily unassigned (TU) – as defined in Division Directive 202.110, “Status Overview and Summary – Adult Facilities.”

Testing/screening – selection process requirements determined by an assignment area.

Unassigned idle (UI) – as defined in Division Directive 202.110, “Status Overview and Summary – Adult Facilities.”

Unassigned idle – education (UI-ED) – as defined in Division Directive 202.110, “Status Overview and Summary – Adult Facilities.”

Unauthorized lay-in – as defined in Division Directive 202.110, “Status Overview and Summary – Adult Facilities.”

PROCEDURES:

- A. Determining offender assignments/placing offenders
1. Facilities post vacancies or place offenders in work/programming assignments based on facility and offender needs. Facilities utilize the application process and, when applicable, the factors outlined below.
 2. The assignment committee/coordinator determines all offender assignments and considers the following when placing offenders:

- a) Application for assignment;
 - b) Interview process, if applicable;
 - c) Needs of the facility and security;
 - d) Offender's work experience/history/attainment of GED or high school diploma;
 - e) Racial diversity;
 - f) Offender's past disciplinary action;
 - g) Offender's classification score;
 - h) Relevant incompatibility issues;
 - i) Literacy mandate;
 - j) Any required programs;
 - k) Offender's ability to apply;
 - l) Skills screening, if applicable; and
 - m) Length of remaining sentence.
3. The assignment committee/coordinator and/or work area supervisor must not discriminate against an offender qualified for an assignment based on disability. Reasonable accommodation is considered if the offender is otherwise qualified for the assignment.
 4. The assignment committee/coordinator reviews all staff requests for intermittent assignments.
 5. The assignment committee/coordinator must be informed in writing of all offenders placed in any status that interferes with routine assignments including such examples as special duty and segregation.
 6. The assignment committee/coordinator uses the Allocation for Offender Assignment (attached) whenever offender assignments are being reconsidered and/or reviewed.
 7. The assignment committee/coordinator must be informed in writing of all terminations and the circumstances of the terminations so appropriate reassignments can be made.
 8. The assignment committee/coordinator receives the master count sheet and computer reports of all offenders eligible for assignment.

B. Offender assignments

1. All newly committed offenders' are placed in reception status. Offenders are evaluated to determine their program preference, program needs, and the facility needs during this process. Offenders are required to submit applications, if applicable.
2. Offenders are required to remain in an assignment for a minimum of 90 days after placement. The assignment committee/coordinator:
 - a) Utilizes temporarily unassigned (TU) status offenders to fill assignments without sufficient applicants;
 - b) Only considers unassigned idle (UI) status offenders after all other applicants have been considered; and
 - c) May suspend the 90-day waiting period according to facility needs.
3. New applications are accepted after 90 days of continuous assignment in the current job. Offenders are not allowed to withdraw their bid after it has been accepted by the facility. Non-MINNCOR offenders drop to step one and MINNCOR workers drop to step two

when starting new positions. This procedure takes effect after the first assignment.

4. An offender who refuses to accept an assignment from the assignment committee/coordinator is in violation of offender discipline regulations.
5. All assigned offenders may be required to serve a probationary period of ten working days after beginning each new work assignment. The intent of a probationary period is to determine whether the offender is qualified and capable of completing the duties of the assignment. Conditions of the probationary period may be specified in the work rules provided to the offender. An offender who is released from his/her assignment during the probationary period returns to TU status and does not have termination appeal rights. Probationary terminations are documented on the Termination Notice (attached) and routed for approval.
6. Offenders in the literacy target group are assigned to literacy education programming as openings occur. If an assignment is not available, offenders must be placed on a wait list. Facilities may place wait-list offenders into other work assignments and offenders may retain their current assignment on a temporary basis until an appropriate literacy education assignment is available. Offenders in the literacy target group who refuse placement into educational programming are placed on unassigned idle – education (UI-ED) status. UI-ED offenders are not eligible for other work assignments and face appropriate facility discipline for refusal to work.
7. Specific assignments can be held open for a maximum of ten calendar days due to medical, writ, or “no-fault” absences. Those terminated under this provision are placed on TU status and are immediately eligible to apply for a job after their return. Offenders must start at the beginning step of the pay scale for the new assignment.
8. Specific assignments can be held open for a maximum of five calendar days for segregation or offender-initiated absences. Those terminated under this provision who have received formal discipline are placed on UI status after completion of their segregation sentence and are not eligible to apply for a job for 90 days. Unassigned offenders who serve a disciplinary segregation penalty must, upon completion of the segregation term, be placed on UI status and are not eligible to apply for a job for 90 days. Those terminated under this provision, in which all charges were dismissed, must be placed on TU status and are immediately eligible to apply for a job. The offender starts at the beginning step of the pay scale for the new assignment. The warden/designee may suspend the 90 day period according to facility needs.
9. Offenders assigned to a new job due to a behavior initiated reassignment drop to step one.
10. The facility may waive the pay reduction to step one if an offender is transferred or reassigned to a new job due to an administrative reassignment.
 - a) The warden or designee must give written approval for administrative reassignments;
 - b) Administrative assignments must not be used as standard procedure and only as an exception; and
 - c) Offenders must not receive pay exceeding the scale for the new assignment area.
11. Employment preference
 - a) Vocational graduates have preference for related facility support/MINNCOR

assignments and enter at step two of the pay range. This is a one-time deviation from the pay plan.

- b) Offenders who earn their high school or GED diploma have hiring preference for other education-related assignments (e.g., vocational programs, tutor, or clerk).

C. Pay ranges

Steps	1	2	3	4	5	6	7	8
Base	\$0.25	\$0.50	\$0.75	\$1.00				
Pre-Advanced					\$1.25	\$1.50		
Advanced							\$1.75	\$2.00
Certified					\$1.25	\$1.50	\$1.75	\$2.00

1. Reception status

All Minnesota court commitment offenders in reception status and pre-sentence investigation (PSI) holds, excluding release violators, have a one-time \$15.00 advance placed in their spending account and a \$15.00 obligation created for repayment of the advance. The advance accommodates their needs for the first 28 days of incarceration. The obligation must be repaid from money received from any source including compensation and receipts.

2. Base pay (steps one – four)

Intermittent workers and most non-MINNCOR workers begin at step one and with positive evaluations advance through step four. MINNCOR workers begin at step two and with positive evaluations advance through step four.

3. Pre-advanced/advanced/certified (steps five – eight)

MINNCOR, computers for schools, and private company offender workers are authorized to earn pre-advanced and advanced pay. No more than 20% of the offenders may advance through step six (pre-advanced) and no more than 10% of the offenders may advance through step eight (advanced). Calculation of percentages does not include certified assignments. All pre-advanced and advanced placements are contingent on the offender's written request and supervisor recommendation. Certified reassignments are excluded from these percentages.

4. Flat rate

- a) All offenders enrolled in education and treatment assignments are paid a flat rate of \$0.50 per hour. Pay raises are not applicable to this assignment. Written feedback to offenders is provided on an "as needed" basis through evaluations or a grading format.
- b) The Challenge Incarceration Program (CIP) pays \$2.50 per day. Evaluations are not required for this assignment.
- c) Aftercare treatment programming
Offenders attending approved aftercare treatment programming are eligible for a flat rate of \$.50 per hour, up to a maximum of seven hours per day.
- d) All offenders participating in the department's pre-release program/class are paid at the rate of \$0.50 per hour. Upon program/class completion, the offender reverts to the regular work assignment and pay, as if there were no interruption. If unemployed at the time of assignment to the program/class, the offender is paid

at the flat education rate of \$0.50 per hour. At facilities where pre-release is mandatory, an offender refusing pre-release assignment is terminated from his/her current assignment.

5. Special activities
Tour guides, referees/umpires, youthful offender program mentors, and offender representative group members are paid \$1.00 per event. Approval must be obtained from the applicable budget manager prior to the event. An offender assigned to bio-hazardous waste cleanup receives \$2.00 per event.
6. Institution Community Work Crew (ICWC), Sentencing to Service (STS), and Hennepin County STS Homes Crew
Offenders participating in these programs are paid \$1.00, \$1.25 and \$1.50 per hour. Offenders assigned to the Red Wing recycling crew who have reached the top of the range receive an additional increase of \$.50 after 90 days. This \$.50 increase is reimbursed according to the income contract negotiated with the City of Red Wing. Offenders participating in the MINNCOR bridge program are paid a flat rate of \$3.00 per hour, unless it is interstate pay. All deductions are in accordance with Policy 300.100, "Offender Accounts." All other aspects of the pay plan continue to apply including the evaluations and other procedures outlined in this directive. All screening, referral and assignments follow contract conditions established with participating agencies.
7. Piece work
Each facility using this range must ensure the piece work rates and progressions coincide as closely as possible to the hourly base rate applicable to the work area. MINNCOR piecework assignments must fall within the guidelines for base pay, pre-advanced and advanced placements.
8. Tutors and editors
Tutors and editors are hired at \$0.50 per hour and may advance through step six.
9. Transfers between facilities
Offenders transferring from one facility to another, begin at step one of pay.
10. Holiday pay
Offenders who work a holiday are paid at the regular rate of pay.
11. Extended hours
 - a) Extended hours are only authorized by the division head/industry director in pre-arranged and/or emergency situations. Offenders may work extended hours in areas other than those they are permanently assigned if they obtain advance approval from the supervisor of the extended hours area and are qualified to perform the work.
 - b) Offenders who fail to report for extended hours may be subject to a work rule violation(s) and the failure to report will be taken into consideration when preparing the offender's next evaluation and pay increase.
12. No-pay status
Offenders are not paid when away from the work area. The offender is only paid for the actual time worked at the assignment.

13. **Medical lay-in**
Offenders on medical lay-in/authorized idle (AI) are on no-pay status. Only offenders who sustain a work-related injury are paid at their regular rate of pay for the remainder of the day of injury. Offenders are not paid for subsequent days of medical lay-in.
14. Offenders refusing treatment, refusing to transfer for treatment, or failing a mandated treatment program are charged with a Rule 510 violation. In addition to the appropriate discipline sanction, these offenders are reduced to step one pay on their current assignment (refusals) or are required to start at step one pay on their new assignment (failures). These offenders then progress through the normal pay range.
15. **Idle status**
Any offender on idle status is not paid.
16. **Exception to pay range**
If a pay range does not meet the needs of the facility, the warden may request permission for an exception. The request must be submitted in writing to the assistant commissioner for facilities for approval. If approved, offenders assigned to the specific pay status may be eligible for the amended pay range.

D. Interstate assignments

1. Offenders working on products sold in interstate commerce may be eligible for interstate pay. Offenders are required to have above average evaluations to qualify for and maintain an interstate assignment.
2. Offenders assigned to the interstate program receive the rate of pay determined annually by the Minnesota Department of Employment and Economic Development. There are three levels of withholding for interstate assignment positions. The base level withholds a maximum of 80% of the gross wage; pre-advanced level withholds a maximum of 74% of the gross wage; and advanced level withholds a maximum of 64% of the gross wage. All deductions are in accordance with Policy 300.100, "Offender Accounts."
3. No more than 20% of the interstate assignments may be in the pre-advanced level, no more than 10% in the advanced level. The remaining 70% are in the base level and remain there until an opening exists in the pre-advanced level. Certified assignments are excluded from these percentages and may advance if the criteria are met. Movement from base level to pre-advanced or from pre-advanced to advanced level is determined by the area supervisor based on the offender's work performance and evaluations. Certified reassignments are excluded from these percentages.
4. Offenders are paid one and one-half times their normal rate of pay for hours worked in interstate assignments in excess of forty hours per week. Hours worked in non-interstate assignments are excluded in the calculation of hours.

E. Progressive discipline

Staff generally use progressive discipline (see the Assignment Discipline Record form, attached) in an attempt to correct an offender's behavior; however, the severity of an incident may warrant quicker progression through the steps including immediate termination. Work violations affect the offender's performance evaluation and any violation may be subject to a formal discipline report. The assignment discipline record is used to document verbal warnings, written warnings,

and suspensions.

1. Verbal warning: a verbal reminder of a program rule violation that may result in an evaluation reduction.
2. Written warning: a written reminder of a program rule violation resulting in a below average evaluation under the behavioral expectations category.
3. Suspension: a job suspension that includes removal from the program area. Staff must complete an incident report(s) where applicable.
 - a) A suspension results in a below average evaluation;
 - b) The offender is not paid while on suspension; and
 - c) The length of suspension is commensurate with the severity of the rule infraction.
4. Termination: a termination results in the offender being immediately removed from the program area and placed on UI status. Staff must complete an incident report where applicable and a Termination Notice form (attached).
 - a) The offender drops to the starting rate of pay when assigned to a new job;
 - b) The offender does not receive pay for hours missed during the appeal; and
 - c) The offender is not eligible to apply or be assigned to a job for 90 days or as determined by the needs of the facility.
5. Job actions affecting offender prison industry enhancement certification program (PIECP) wages:
 - a) An offender receiving PIECP wages must have due process before a job action affecting wages (e.g., suspension, demotion, or termination) is implemented;
 - b) The offender must immediately receive a copy of the Notice of PIECP Wage Action (attached);
 - c) The staff serving the notice must ask the offender if he/she wants to appeal the action and must check the corresponding box on the notice form;
 - d) If the offender chooses not to appeal, the wage action takes effect immediately;
 - e) If the offender chooses to appeal, the offender has one day following receipt of the wage action notice to submit a kite contesting the action; and
 - f) The industry director or designee (a supervisor not directly involved in the wage action) reviews the PIECP Wage Action Notice and the offender's kite, and provides written notice to the offender of the decision. The industry director's or designee's decision is final. PIECP wages are paid until the decision is made.
6. Appeals:
 - a) Verbal and written warnings cannot be appealed;
 - b) Offenders may appeal suspensions by submitting a kite to the appropriate department head/designee within 24 hours of receipt of suspension paperwork;
 - c) Offenders may appeal terminations by submitting a kite to the appropriate division head/designee within 24 hours of receipt of termination paperwork;

- d) Appeals must be responded to within five working days;
- e) If the appeal is upheld, the offender is returned to his assignment at the same rate of pay;
- f) Offenders do not receive back pay; and
- g) If the appeal is denied, the offender remains on UI status.

F. Record keeping information

1. Raises

Offenders are considered for pay raises each fiscal quarter. Offenders starting a new job assignment must be employed a minimum of 60 calendar days in an evaluation period to be eligible for a raise. The 60-day period includes holidays and the day of the evaluation. Eligibility for raises is based on satisfactory evaluations. Pay raises are effective the first day of the new pay period following the end of the quarter.

2. Evaluations

a) Evaluations (attached) are due on the last working day of the quarter. Evaluations must be completed at least annually after the offender works one year in the same assignment or is receiving the top pay for said assignment.

b) Any below average evaluation results in denial of a raise. Two consecutive below average evaluations result in the loss of \$0.25 per hour. Each consecutive below average evaluation thereafter continues to result in the loss of \$0.25 per hour until the offender reaches the starting rate of pay. Offenders may be subject to disciplinary action including termination if this process does not improve the offender's work performance.

3. Pay periods

Offenders are paid every other week, based on a two-week pay period.

4. Hourly pay

Offenders are paid only for actual hours worked. Payroll records are maintained to reflect the actual time worked on the assignment.

5. Offender payroll timekeeping and timesheets

Hours worked by offenders must be verified by staff. Documentation supporting this verification must be retained by the work area supervisor in support of the hours reported on the timesheet. All timesheets must be completed, signed, and submitted to finance according to the posted deadlines.

G. Offender compensation audits

Facility financial services staff must randomly audit 25% of all compensation centers (timekeepers) annually. This audit includes a random sample of at least 10% of the offenders for each cost center for one pay period. The auditor must submit a written report and distribute findings to the regional finance manager, warden, associate wardens, and others as needed. All over/under payments must be collected from or paid to the offender as appropriate. Excessive findings necessitate a complete review of affected compensation centers.

INTERNAL CONTROLS:

- A. Offender compensation audits performed as outlined in policy are retained in finance according to the finance retention schedule.
- B. All assignment applications are retained by the offender assignment coordinator for two years.
- C. All evaluations and assignment discipline forms as well as associated reports are maintained by the applicable living unit officer or work area supervisor and retained for four years or until the compensation audit is completed.
- D. All forms and documents related to offender allocation and idle reports are retained indefinitely.
- E. The PIECP form is retained by the PIECP coordinator for four years or until the compensation audit is completed.

REVIEW: Annually

REFERENCES:

Policy 300.100, "Offender Accounts"
Division Directive 204.011, "Offender Advancement in MINNCOR Pay Scales"
Division Directive 300.300, "Incident Reports"
Policy 303.010, "Offender Discipline"
 ACA Standards 4-4448 to 4-4452; 4-4454; 4-4458; 4-4461; 4-4462; 1-ABC-5A-01 to 1-ABC-5A-04; 1-ABC-5A-07
Policy 303.100, "Grievance Procedure"
Policy 205.140, "Offender Transitions"

SUPERSESSON: Division Directive 204.010, "Offender Assignment and Compensation Plan," 6/2/15.
 All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Application (204.010A)
Allocation for Offender Assignment (204.010B)
Idle Offenders Memorandum – sample (204.010C)
Evaluation (204.010D)
Assignment Discipline Record (204.010E)
Termination Notice (204.010F)
Notice of PIECP Wage Action (204.010G)

/s/
 Assistant Commissioner, Facility Services

Instructions

204.010FRB, "Offender Assignment and Pay Plan"
204.010-3LL, "Reassignment After Four Years at Worksite"
204.010-4LL, "Offender Assignments"
204.010OPH, "Canteen Contingency Plan"
204.010-1OPH, "Offender Assignments"
204.010RC, "Offender Assignments"

204.010SCL, "Offender Assignment and Pay Plan"

204.010SHK, "Offender Assignment and Pay Plan"

204.010STW, "Offender Assignment"

204.010ML, "Offender Work/Programming Related Discipline"

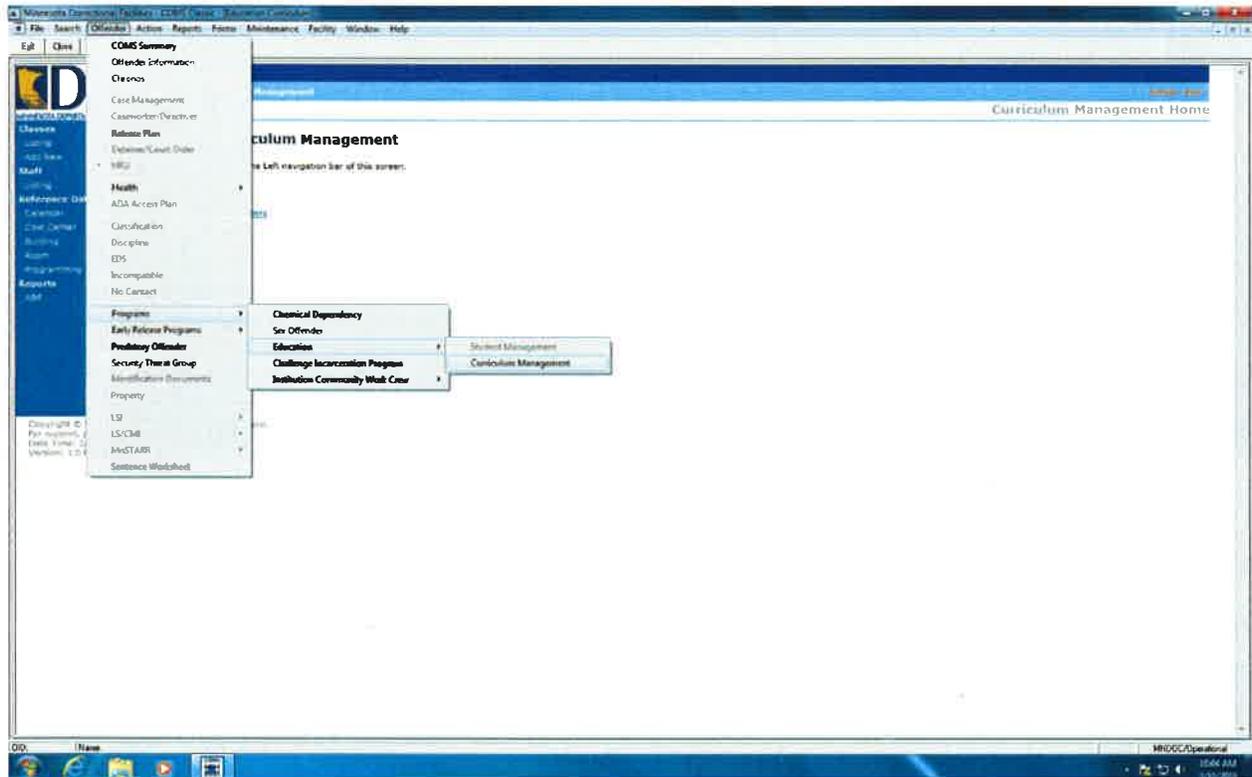
Doing Attendance for Class

Click Icon: COMS CLASSIC

Click on top row Offender

- Programs
- Education
- Curriculum Management

(Refer to picture below)



You will see attendance in the right corner. Click it.

Everyone in the class is listed. You change time you have to click the pencil for their name.

Class Information
 Name and Schedule: LL ENG 1188 Research Writing 10:25-20:30 T
 Location (Room, Building, Institution): 138 , Education, Leno Lakes

Attendance for LL ENG 1188 Research Writing on 3/10/2016
 To view attendance for another date, use the calendar below, select a new date and click on the GO button.

FX1: the class is not offered on this day.

Student ID#	Current Name	Start Date	Scheduled Min	Exception Min	Actual Min	Exception Reason	Action
189927	Bufloni, Frederik Neal	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
239638	Brown, Clinton Ench	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
236965	Collier, Anthony Doris	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
242334	Doughlas, Frederick Anthony	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
181760	Greene, Elbert Eugene	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
245727	Jaimes, Jorge Romero	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
242124	Jullo, Joshua Joseph	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
203176	Mahoney, Kurt David	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
248892	Meyer, Lance Thomas	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
222962	Milgrom, Jason Michael	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
188408	Norris, John Samuel	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
201111	Rakow, Jonathan Mark	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
243280	Seipel, Chad Lorin	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
233974	Tillmanstein, Jose David	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
242348	Turco, Andrew Ernest	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
188798	Wilson, Robert Hugh	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD
239383	Xiang, Oudone	3/13/2016	0	0	0	No Exception	<input checked="" type="checkbox"/> JD

Total Count: 17

In this screen you are able to add and subtract time.

When you are done. Click Submit and it will bring you back to attendance page. You can move on to the next student if you need to adjust their time.

Class Attendance Exceptions

Class Information
 Name and Schedule: LL ENG 1188 Research Writing 10:25-20:30 T
 Location (Room, Building, Institution): 138 , Education, Leno Lakes

Teacher: Volunteer

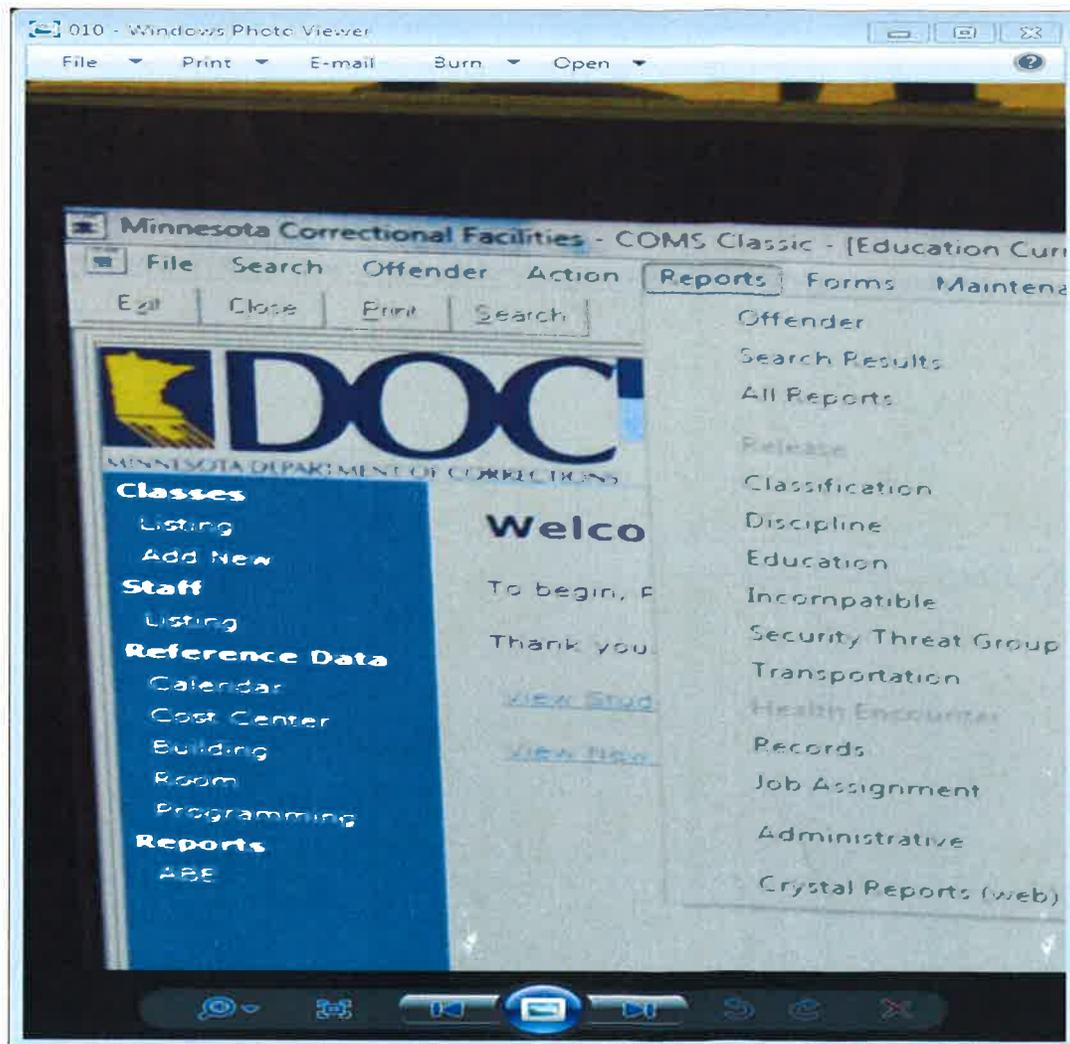
Modify Attendance for 189927 on 3/10/2016

Date: 3/10/2016
 Scheduled Minutes: 0
 Pencil Scheduled Minutes: 120
 Exception Minutes: + = (Select Exception Reason)

[Back to Class Attendance](#)

HOW TO DO PAYROLL FOR TUTORS

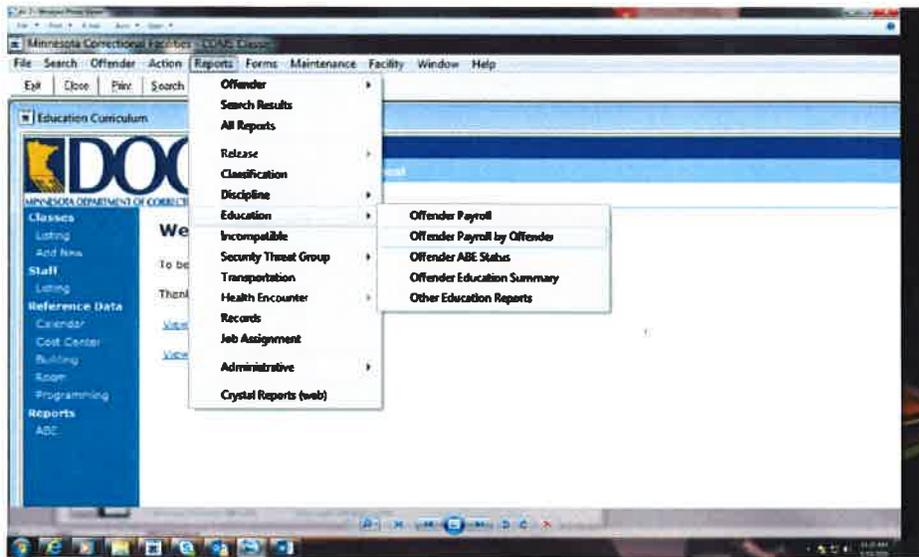
Go to COMS Classic



CLICK ON REPORTS

-Go to Education

-then over to Offender Payroll by Offender



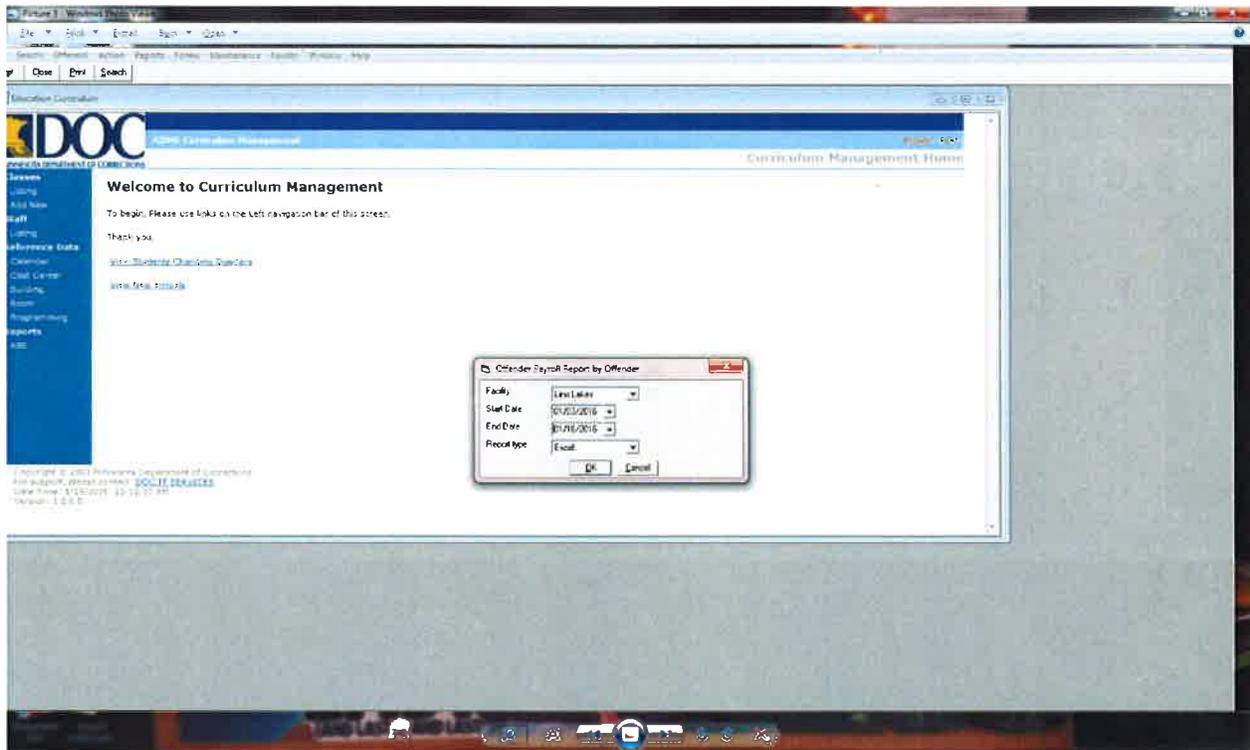
A square screen will pop up:

In this box the facility must be Lino Lakes

State Date: Start of Pay Period

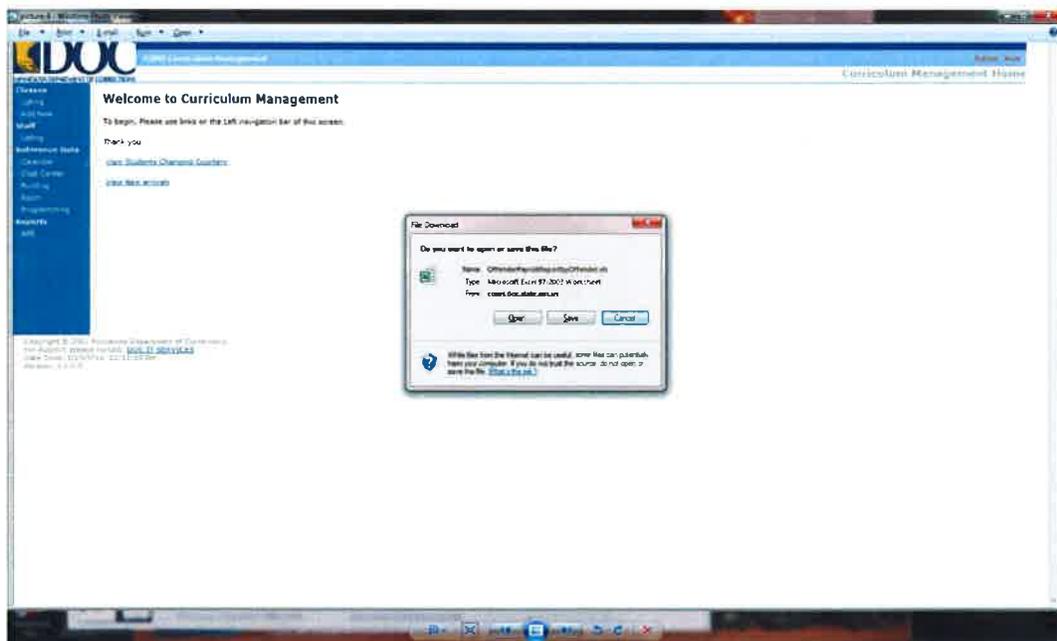
End Date : End of Pay Period

Report Type Excel



CLICK OK

THEN CLICK OPEN



The spread sheet will show all offenders in Education. You must scroll down to tutors.

This will have hours for the pay period for the tutors. (you must include the Pay Rate (0) Total at the end)

Offender Payroll Report by Offender (Protected View) - Excel

MINNESOTA DEPARTMENT OF CORRECTIONS
 Finance
 Offender Payroll Report By Offender
 Facility: MCF-LL, Class Date: 01/03/2016 to 01/16/2016
 Sorted By: Offender Class Rate, Pay Rate and Offender Name

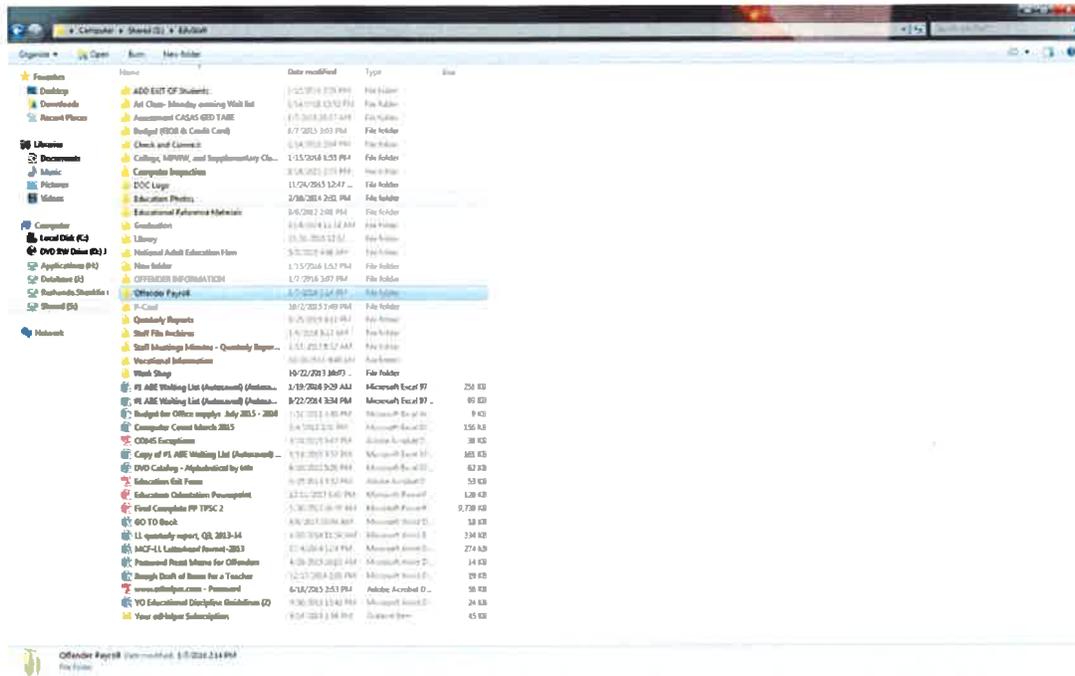
Offender ID	Offender Name and Classes	Teacher	Pay Rate	Hours	Total
247304	All, Khalid Abdullahi LL LIT 1 PM 2011 NEW	Schwelke	0.50	27.25	13.63
194036	Ancal, Sam Michael LL Computer Literacy PM	Ross-Christensen	0.50	23.75	11.88
127881	Anderson, Jeffrey Lee C Tech PM	Ross-Christensen	0.50	23.50	11.75
2416441	Anderson, Julian Hjalte Cover and Employability AM C Tech AM	Kaydel Ross-Christensen	0.50 0.50	6.00 19.50	3.00 9.75
22628	Anderson, Nicholas Bradley Cover and Employability PM C Tech PM	Kaydel Ross-Christensen	0.50 0.50	6.00 24.00	3.00 12.00
234358	Armstrong, Evert Deweyan LL Computer Literacy PM	Ross-Christensen	0.50	22.00	11.00
231278	Bachlor, Bryan Donald LL Computer Literacy PM	Ross-Christensen	0.50	24.00	12.00
24282	Bamba, Marcus Lamhaun LL ABE L4 2/3 PM	Derby	0.50	2.00	1.00
245336	Bachar, Nathaniel Lee Adult Pre-Peterson 2016	McCoy	0.50	15.00	7.50
236342	Bello, Carlo Anthony LL ABE L4 2/3 PM	Derby	0.50	29.00	14.50
22628	Bombard, Bryan Alan LL Computer Literacy PM	Ross-Christensen	0.50	24.00	12.00
228258	Bonnett, Paul Wayne LL L4 4 TPBC	Scalfeld	0.50	25.50	12.75

Offender Payroll Report by Offender (Protected View) - Excel

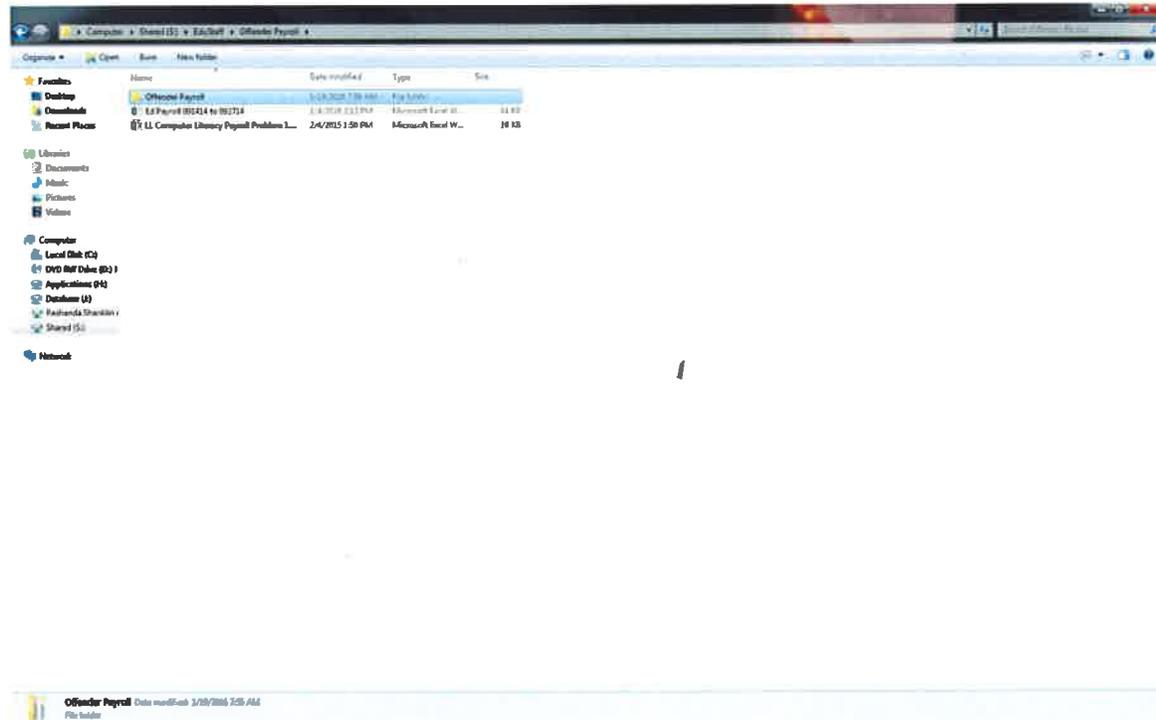
MINNESOTA DEPARTMENT OF CORRECTIONS
 Finance
 Offender Payroll Report By Offender
 Facility: MCF-LL, Class Date: 01/03/2016 to 01/16/2016
 Sorted By: Offender Class Rate, Pay Rate and Offender Name

Offender ID	Offender Name and Classes	Teacher	Pay Rate	Hours	Total
241403	Aronold, Chad Edward LL LIT 1 AM 2011 NEW LL LIT 1 PM 2011 NEW	Schwelke	0.00	24.00 25.25	0.00 0.00
23881	Bertsch, Brian Jacob B Ross PM Tutor B Ross AM Tutor	Ross-Christensen Ross-Christensen	0.00	25.25 0.00	0.00 0.00
205553	Callaghan, Ezekiel Michael LL LEDGER AM 2011 NEW LL LEDGER PM 2011 NEW	Shannon Shannon	0.00	30.00 48.50	0.00 0.00
212359	Choate, Earl Christopher PM Library Clerks EV Library Clerks AM Library Clerks	Hang	0.00	15.00 15.50 12.00	0.00 0.00 0.00
246011	Clawson, Alexander Lee LL LIT 1 PM 2011 NEW	Schwelke	0.00	26.75	0.00
238053	Cordie, Andrew James LL LIT 1 AM 2011 NEW LL LIT 1 PM 2011 NEW	Schwelke	0.00	29.50 27.00	0.00 0.00
226708	Deris, Jeffrey Wills B Ross PM Tutor B Ross AM Tutor	Ross-Christensen Ross-Christensen	0.00	28.25 25.25	0.00 0.00
242334	Douglas, Frederick Anthony LL ABE L4 2/3 AM	Derby	0.00	27.00 22.00	0.00 0.00
244790	Dykes, Khalil Awaner LL ABE L4 2/3 PM	Derby	0.00	26.25	0.00
123175	Ecker, Joseph Arne LL Junior Temp-AM LL Junior Temp-PM	Hall	0.00	30.00 27.00	0.00 0.00
238293	Eklund, John Arvin LL LIT 1 AM 2011 NEW LL LIT 1 PM 2011 NEW	Schwelke	0.00	29.50 26.75	0.00 0.00
150556	Gore, Matthew Charles RE-ENTRY TUTORS AM RE-ENTRY CLERK PM 2011	McCoy	0.00	32.50 30.50	0.00 0.00

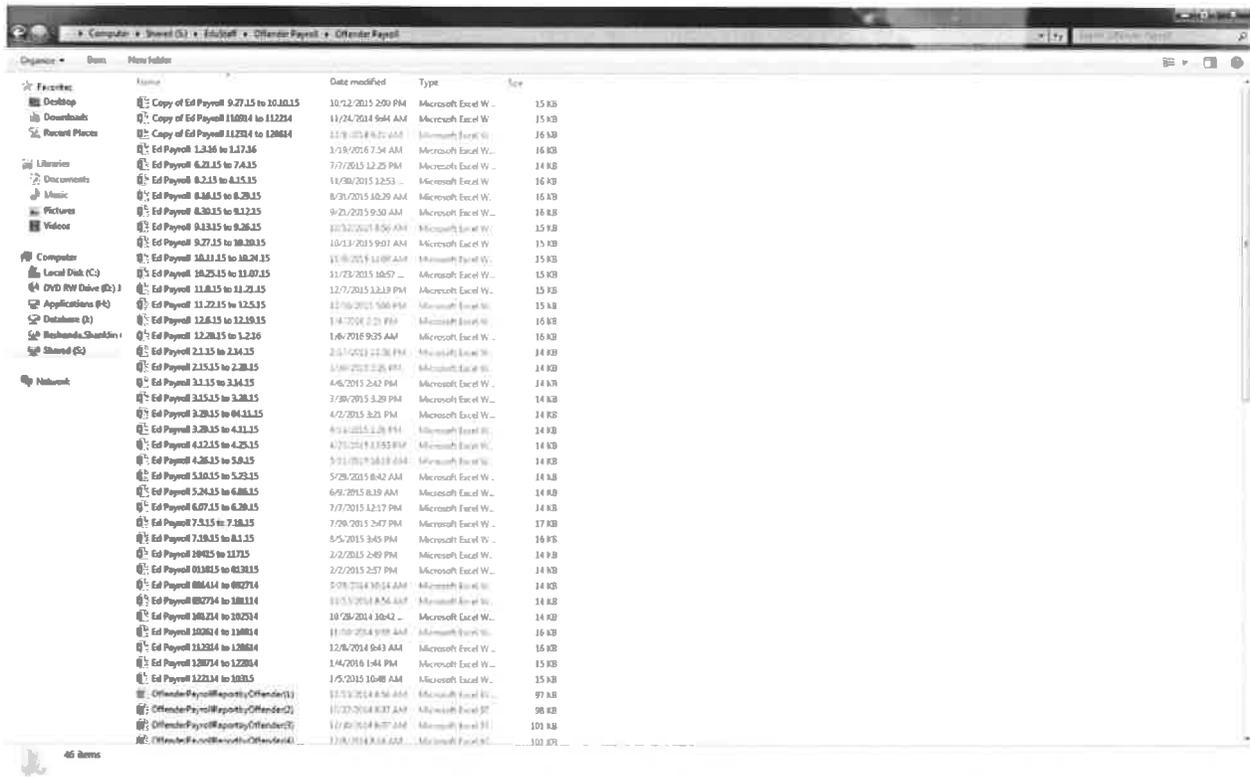
Offender Payroll (Click)



Offender Payroll (Click)



You can click the last payroll you did and resave it as your current payroll.



Put in the new hours and add new employees (highlight in yellow) by inserting an entire row.

-Make sure you have their start date, teacher whom they work for and if they are a tutor or clerk

-Pay raises happen every quarter (makes sure you look at MINNCOR Calendar)

-The calendar will have fiscal quarters, pay periods and effective pay raise

Ed Payroll 1316 to 1318 - Edit

Row	ID	Name	Position	Rate	Hours	Pay	Start date
1	241403	Arnold, Chad Edward	tutor	KS	21.50	49.25	1/4/2015
2	218961	Bertsch, Brian Jacob	tutor	KS	50.75	21.25	5/18/14
3	205553	Calipari, Eric	tutor	BS	\$ 1.50	76.5	5/11/15
4	232339	Chaste, Earl Christopher	tutor	KS	\$1.00	42.5	6/28/2015
5	246011	Claussen, Alexander Lee	tutor	KS	50.50	26.75	5/13/15
6	218855	Coche, Andrew James	tutor	KS	50.75	56.5	9/24/2015
7	226708	Davis, Jeffrey	tutor	KS	\$ 1.50	57.5	5/6/2013
8	242334	Douglas, Frederick Anthony	tutor	ED	\$ 1.50	27	5/40/50
9	246790	Dukes, Khalil Aunna	tutor	ED	\$0.50	26.25	5/13/15
10	123175	Ecker, Joseph	tutor	MH	\$ 1.00	57	5/57/00
11	238293	Eskam, John	tutor	KS	\$ 1.50	56.25	8/19/2014
12	150556	Gar, Matthew	clerk	IM	\$ 1.25	76	5/95/00
13	239861	Gruba, Jonathan	tutor	ED	\$1.00	18.25	3/22/2015
14	244964	Hin, Thu	tutor	ED	\$ 1.25	26.25	5/23/15
15	218333	Hobbs, Corey	tutor	ED	\$1.00	37.75	5/27/2015
16	218333	Hobbs, Jeremiah Raymond	tutor	MS	\$0.75	55.75	8/11/2015
17	241118	Hobbs, Eddie Niles	clerk	BS	\$0.50	36	3/4/2014
18	241527	Ives, Robert	ledger clerk	BS	\$0.75	41.5	5/11/13
19	233471	Klappenbach, Michael Shawn	tutor	KS	50.75	29.25	5/21/14
20	240342	Laker, Larry Darrell	tutor	BRC	\$1.00	35.25	5/25/2015
21	120132	Latonelle, Charles	tutor	IM	\$1.25	71.50	8/16/2015
22	244201	Lee Adam Michael	tutor	IM	\$0.50	26.75	5/13/15
23	232463	Lichten, Christopher Jobe	tutor	ED	\$ 1.50	50.25	5/7/15
24	176478	Lopez, Edward Duane	tutor	BRC	\$ 0.75	57	5/42/74
25	221250	Mahoney, Kurt	tutor	MS	\$ 1.50	47.9	5/71/25
26	203679	Menges, Charles Warren	tutor	ED	\$ 1.50	59.5	5/59/24
27	241527	Miller, Aaron	tutor	KS	\$ 1.50	78.5	5/117/15
28	239300	Moore, Cody	tutor	PO	\$ 1.50	23.75	5/24/14
29	164983	Morrow, Randy Lee	tutor	BRC	\$ 0.50	29.25	5/14/61
30	230613	Murphy, Maurice Alexander	clerk	BS	\$0.50	13.5	5/6/79
31	116310	Neyer, Dennis	tutor	KS	\$ 1.25	58.25	5/72/81
32	156438	Perez, Vincent Keith	ledger clerk	BS	\$ 1.25	74	5/92/50
33	234509	Pickett, David	tutor	BRC	\$ 1.50	51.25	5/76/88
34	231406	Standiford, Pen	tutor	ED	\$1.00	29.5	5/29/15
35	240248	Sweet, Anthony Neil	tutor	ED	\$ 1.50	30	5/45/00
36	239610	Sweeney, Jason Paul	clerk	BS	\$ 0.75	53	5/39/75
37	166507	Veenkamp, Stacy	tutor	BRC	\$0.50	40	5/20/00
38	235741	Wilson, Jason	Lib. Clerk	BS	\$1.00	46.5	5/46/50
39	239581	Xiong, Chadron	tutor	BRC	\$1.50	58.5	5/87/75
40		names in yellow new					
41					\$ 39.25	1,779.25	

Once you entered hours for each tutor make sure you put the total hours at the end.

Ed Payroll 1316 to 1318 - Edit

Row	ID	Name	Position	Rate	Hours	Pay	Start date
5	246011	Claussen, Alexander Lee	tutor	KS	50.50	26.75	5/13/15
6	218855	Coche, Andrew James	tutor	KS	50.75	56.5	9/24/2015
7	226708	Davis, Jeffrey	tutor	KS	\$ 1.50	57.5	5/6/2013
8	242334	Douglas, Frederick Anthony	tutor	ED	\$ 1.50	27	5/40/50
9	246790	Dukes, Khalil Aunna	tutor	ED	\$0.50	26.25	5/13/15
10	123175	Ecker, Joseph	tutor	MH	\$ 1.00	57	5/57/00
11	238293	Eskam, John	tutor	KS	\$ 1.50	56.25	8/19/2014
12	150556	Gar, Matthew	clerk	IM	\$ 1.25	76	5/95/00
13	239861	Gruba, Jonathan	tutor	ED	\$1.00	18.25	3/22/2015
14	244964	Hin, Thu	tutor	ED	\$ 1.25	26.25	5/23/15
15	218333	Hobbs, Corey	tutor	ED	\$1.00	37.75	5/27/2015
16	218333	Hobbs, Jeremiah Raymond	tutor	MS	\$0.75	55.75	8/11/2015
17	241118	Hobbs, Eddie Niles	clerk	BS	\$0.50	36	3/4/2014
18	241527	Ives, Robert	ledger clerk	BS	\$0.75	41.5	5/11/13
19	233471	Klappenbach, Michael Shawn	tutor	KS	50.75	29.25	5/21/14
20	240342	Laker, Larry Darrell	tutor	BRC	\$1.00	35.25	5/25/2015
21	120132	Latonelle, Charles	tutor	IM	\$1.25	71.50	8/16/2015
22	244201	Lee Adam Michael	tutor	IM	\$0.50	26.75	5/13/15
23	232463	Lichten, Christopher Jobe	tutor	ED	\$ 1.50	50.25	5/7/15
24	176478	Lopez, Edward Duane	tutor	BRC	\$ 0.75	57	5/42/74
25	221250	Mahoney, Kurt	tutor	MS	\$ 1.50	47.9	5/71/25
26	203679	Menges, Charles Warren	tutor	ED	\$ 1.50	59.5	5/59/24
27	241527	Miller, Aaron	tutor	KS	\$ 1.50	78.5	5/117/15
28	239300	Moore, Cody	tutor	PO	\$ 1.50	23.75	5/24/14
29	164983	Morrow, Randy Lee	tutor	BRC	\$ 0.50	29.25	5/14/61
30	230613	Murphy, Maurice Alexander	clerk	BS	\$0.50	13.5	5/6/79
31	116310	Neyer, Dennis	tutor	KS	\$ 1.25	58.25	5/72/81
32	156438	Perez, Vincent Keith	ledger clerk	BS	\$ 1.25	74	5/92/50
33	234509	Pickett, David	tutor	BRC	\$ 1.50	51.25	5/76/88
34	231406	Standiford, Pen	tutor	ED	\$1.00	29.5	5/29/15
35	240248	Sweet, Anthony Neil	tutor	ED	\$ 1.50	30	5/45/00
36	239610	Sweeney, Jason Paul	clerk	BS	\$ 0.75	53	5/39/75
37	166507	Veenkamp, Stacy	tutor	BRC	\$0.50	40	5/20/00
38	235741	Wilson, Jason	Lib. Clerk	BS	\$1.00	46.5	5/46/50
39	239581	Xiong, Chadron	tutor	BRC	\$1.50	58.5	5/87/75
40		names in yellow new					
41					\$ 39.25	1,779.25	

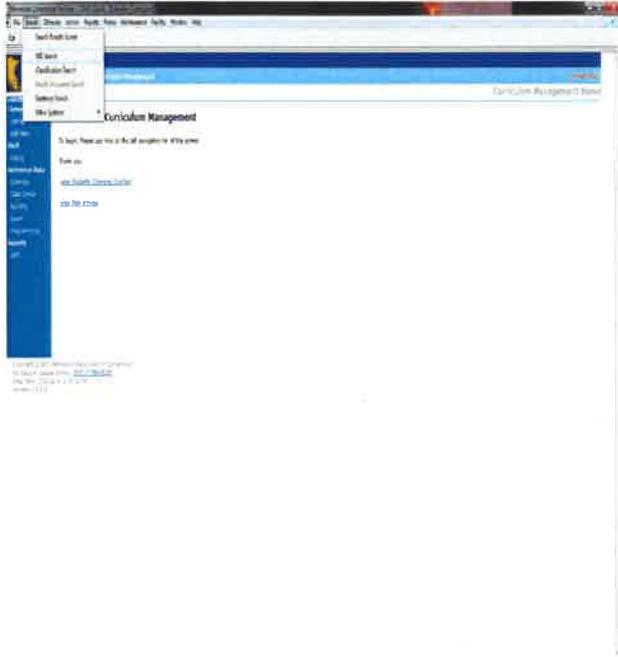
All hours are entered you need to send a copy as an attachment to Karen Domino and Jeanne Lexecon.

The is done on the Monday the same week we get paid.

Save all you copies and put in the drawer with the other payroll.

COMS Listing

- Click COMS CLASSIC
- Click Search and go down to OID search



Change Case Responsibility to MCF Lino Lakes and click search

A screenshot of the "OID Search" dialog box. The dialog contains various search criteria fields. The "Case Responsibility" field is highlighted and set to "MCF Lino Lakes". Other fields include "OID", "Component", "Last", "First", "Middle", "Six", "Moniker", "Race", "Gender", "Height", "Weight", "Skin", "Eyes (L/R)", "Hair", "DOB", "Admit Date", "Living Assignment", "Work Assignment", "Cust Resp Type", "Cust Responsibility", "Delegation Type", "Delegation Resp", "Delegation Reason", "Caseworker", "Agent", "STG", and "STG Group". There are also checkboxes for "Search Alias Records", "Active STG Member", and "Has Front and Side photos". Buttons for "Reset", "Search", and "Cancel" are located at the bottom.

- A List of offender's will come up.
- Another box will show up called COMS classes Report System
- Click View
- A printable version will show and click print on left top corner
- Click on File to print and make sure you cut of all birthday's

SEMA4 EMPLOYEE EXPENSE REPORT

IN-STATE
 OUT-OF-STATE

SHORT TERM ADVANCE
 RECURRING ADVANCE

Check if advance was issued for these expenses
 FINAL EXPENSE(S) FOR THIS TRIP?

Employee Name: _____ Agency: _____ Job Title: _____
 Home Address (include City and State): _____ Permanent Work Station (include City and State): _____ Expense Group ID (Agency Use): _____
 Reason for Travel/Advance (30 Char. Max) [example: XYZ Conference, Dallas, TX]: _____

Employee ID: _____ Trip Start Date: _____ Trip End Date: _____ Agency: _____ Expense Group ID (Agency Use): _____
 1-Way Commute Miles: _____

Accounting Date: _____ Fund: _____ Fin DeptID: _____ AppropID: _____ SW Cost: _____ Sub Acct: _____ Agency Cost 1: _____ Agency Cost 2: _____ PC BU: _____ Project: _____ Activity: _____ Mileage Category: _____ Sub-Cat: _____ Disbrib %: _____

A. Description:

Date	Daily Description	Itinerary		Trip Miles	Total Trip & Local Miles	Mileage Rate	Meals			Total Meals (overnight stay)	Total Meals (no overnight stay)	Lodging	Personal Telephone	Parking	Total
		Time	Location				B	L	D						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00

EMPLOYEE EXPENSE REPORT (Instructions)

DO NOT PAY RELOCATION EXPENSES ON THIS FORM.

See form FI-00568 Relocation Expense Report. Relocation expenses must be sent to Minnesota Management & Budget, Statewide Payroll Services, for payment.

USE OF FORM:

1. To reimburse employees for the following purposes:
 1. To reimburse employees for authorized travel expenses.
 2. To request and pay all travel advances.
 3. To request reimbursement for small cash purchases paid for by employees.

COMPLETION OF THE FORM: Complete, in ink, all parts of this form. If claiming reimbursement, enter actual amounts you paid, not to exceed the limits set in your bargaining agreement or compensation plan. If you do not know these limits, contact your agency's business expense contact. Employees must submit an expense report within 60 days of incurring any expense(s) or the reimbursement comes taxable.

All of the data you provide on this form is public information, except for your home address. You are not legally required to provide your home address, but the state of Minnesota cannot process certain mileage payments without it.

Supervisor: Approve the correctness and necessity of this request in compliance with existing bargaining agreements or compensation plans and all other applicable rules and policies. Forward to the agency business expense contact person, who will then process the payments. Note: The expense report form must include original signatures.

Final Expense For This Trip?: Check this box if there will be no further expenses submitted for this trip. By doing this, any outstanding advance balance associated with this trip will be deducted from the next paycheck that is issued.

1-Way Commute Miles: Enter the number of miles from your home to your permanent workstation.

Expense Group ID: Entered by accounting or payroll office at the time of entering expenses. The Expense Group ID is a unique number that is system-assigned. It will be used to reference any advance payment or expense reimbursement associated with this trip.

Earn Code: Select an Earn Code from the list that describes the expenses for which you are requesting reimbursement. Be sure to select the code that correctly reflects whether the trip is in state or out-of-state. **Note:** Some expense reimbursements may be taxable.

Travel Advances, Short-Term and Recurring: An employee can only have one outstanding advance at a time. An advance must be settled before another advance can be issued.

Travel Advance Settlement: When the total expenses submitted are less than the advance amount or if the trip is cancelled, the employee will owe money to the state. Except for rare situations, personal checks will not be accepted for settlement of advances; a deduction will be taken from the employee's paycheck.

FMS ChartStrings: Funding source(s) for advance or expense(s)

Mileage: Use the **Mileage Reimbursement Calculation** table to figure your mileage reimbursement. Mileage may be authorized for reimbursement to the employee at one of three rates (referred to as the equal to, less than, or greater than rate). The rates are specified in the applicable bargaining agreement/compensation plan. Note: If the mileage rate you are using is above the IRS rate at the time of travel (this is not common), part of the mileage reimbursement will be taxed.

Vehicle Control #: If your agency assigns vehicle control numbers follow your agency's internal policy and procedure. Contact your agency's business expense contact for more information on the vehicle control number procedure.

Personal Travel Benefits: State employees and other officials cannot accept personal benefits resulting from travel on state business as their own. These benefits include frequent flyer miles/points and other benefits (i.e. discounts issued by lodging facilities.) Employees must certify that they have not accepted personal travel benefits when they apply for travel reimbursement.

Receipts: Attach itemized receipts for all expenses except meals, taxi services, baggage handling, and parking meters, to this reimbursement claim. The Agency Designee may, at its option, require attachment of meal receipts as well. Credit card receipts, bank drafts, or cancelled checks are not allowable receipts.

Copies and Distribution: Submit the original document for payment and retain a copy for your employee records.

Description	Earn Code		Description	Earn Code	
	In State	Out of State		In State	Out of State
Advance	ADI	ADO	Membership	MEM	MEM
Airfare	ARI	ARO	Mileage > IRS Rate	MIT*	MOT*
Baggage Handling	BGI	BGO	Mileage < or = IRS Rate	MLI	MLO
Car Rental	CRI	CRO	Network Services		NWK
Clothing Allowance	CLA		Other Expenses	OEI	OEO
Clothing-Non Contract	CLN		Parking	PKI	PKO
Communications - Other	COM		Photocopies	CPI	CPO
Conference/Registration Fee	CFI	CFO	Postal, Mail & Shipping Svcs.(outbound)		PMS
Department Head Expense	DHE		Storage of State Property		STO
Fax	FXI	FXO	Supplies/Materials/Parts		SMP
Freight & Delivery (inbound)	FDS		Telephone, Business Use	BPI	BPO
Hosting	HST		Telephone, Personal Use	PHI	PHO
Laundry	LDI	LDO	Training/Tuition Fee		TRG
Lodging	LGI	LGO	Taxi/Airport Shuttle	TXI	T XO
Meals With Lodging	MWI	MWO	Vest Reimbursement		VST
Meals Without Lodging	MEI*	MEO*	Note: * = taxable, taxed at supplemental rates		

MILEAGE/MEAL REIMBURSEMENT RATES

Effective 01/01/2016 – 06/30/2017

	If State Vehicle is not available...	If State Vehicle is available, but declined...	Breakfast	Lunch	Dinner
AFSCME	54.0 cents/mile	47.0 cents/mile	\$9.00	\$11.00	\$16.00
Commissioner's Plan	54.0 cents/mile	47.0 cents/mile	\$9.00	\$11.00	\$16.00
Managerial Plan	54.0 cents/mile	47.0 cents/mile	\$9.00	\$11.00	\$16.00
MAPE	54.0 cents/mile	47.0 cents/mile	\$9.00	\$11.00	\$16.00
MMA	54.0 cents/mile	47.0 cents/mile	\$9.00	\$11.00	\$16.00
MNA	54.0 cents/mile	47.0 cents/mile	\$9.00	\$11.00	\$16.00
SRSEA	54.0 cents/mile	47.0 cents/mile	\$9.00	\$11.00	\$16.00
MN Law Enforcement Association	54.0 cents/mile	47.05 cents/mile	\$9.00	\$11.00	\$16.00

Claim the actual amount paid for meals, not to exceed these maximums. Meals must occur more than 35 miles from work station.

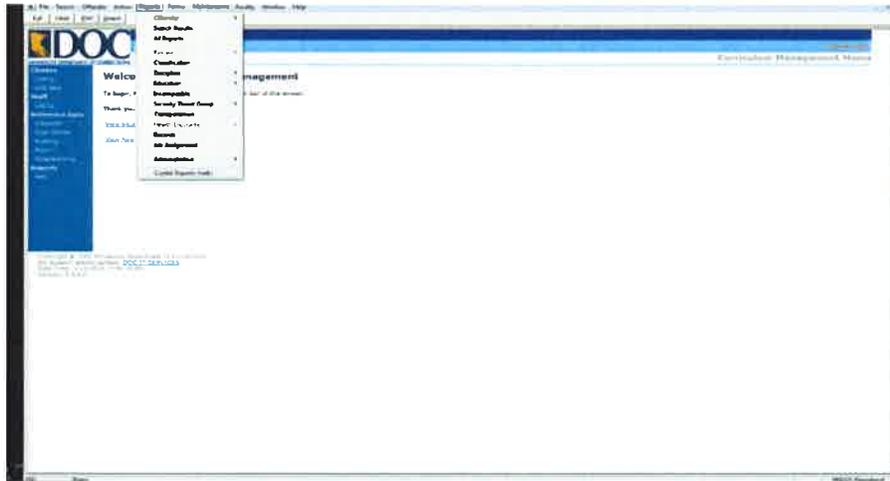
- Breakfast may be claimed if an employee is in an overnight travel status, or departs from home in assigned travel status before 6:00 am.
- Lunch may be claimed if an employee is in a travel status more than 35 miles from their work station over the normal lunch period.
- Dinner may be claimed if an employee is in an overnight travel status, or is required to remain in travel status after 7:00 pm.

Greater meal reimbursement rates may be available for large metropolitan areas – check your labor agreement

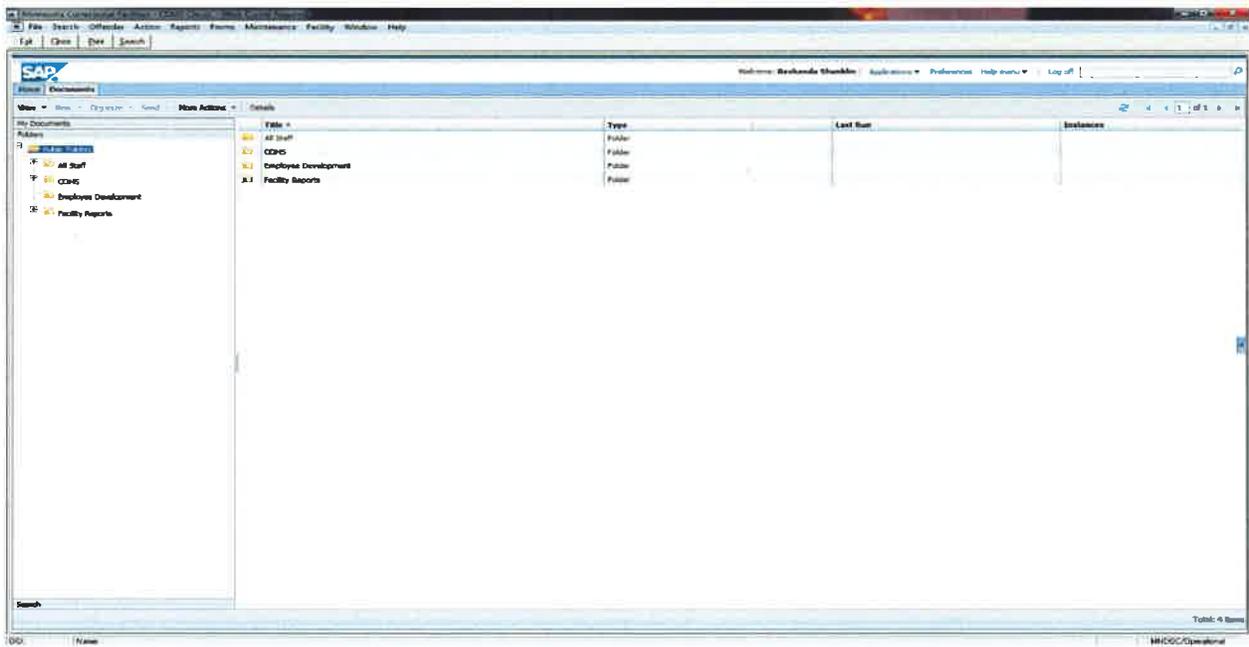
See Minnesota Department of Corrections Policy 104.461, Employee Travel and Reimbursement of Expenses, for more information.

How to Make a Switch Out List

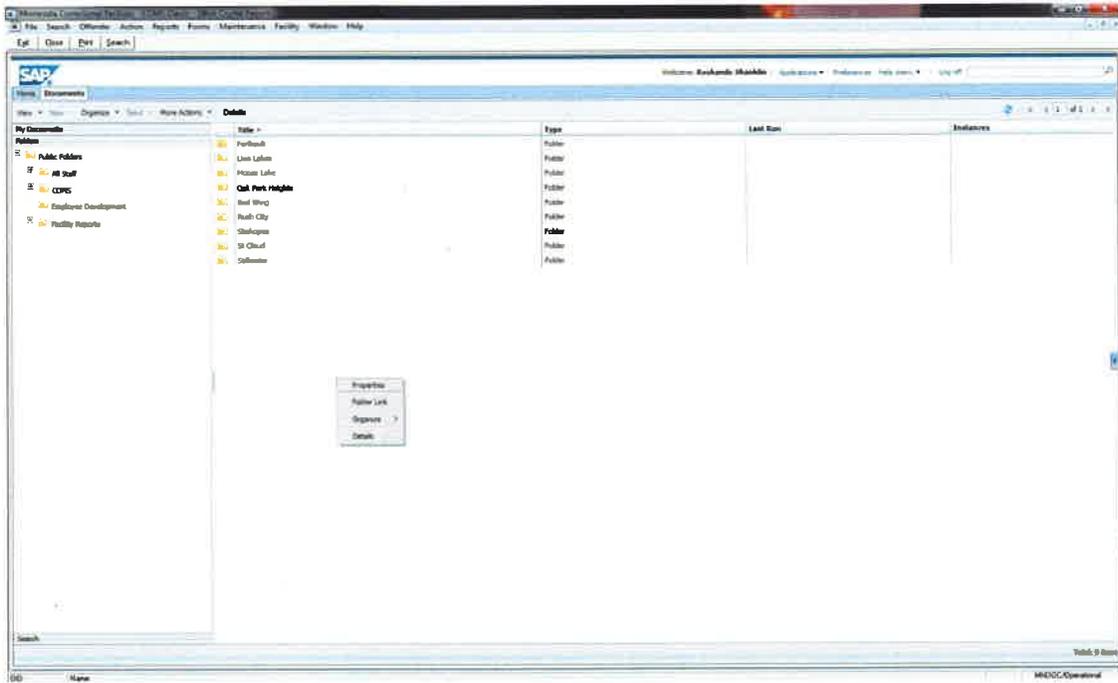
- Click on COMS CLASSIC
- Click on Reports and go down to Crystal Reports



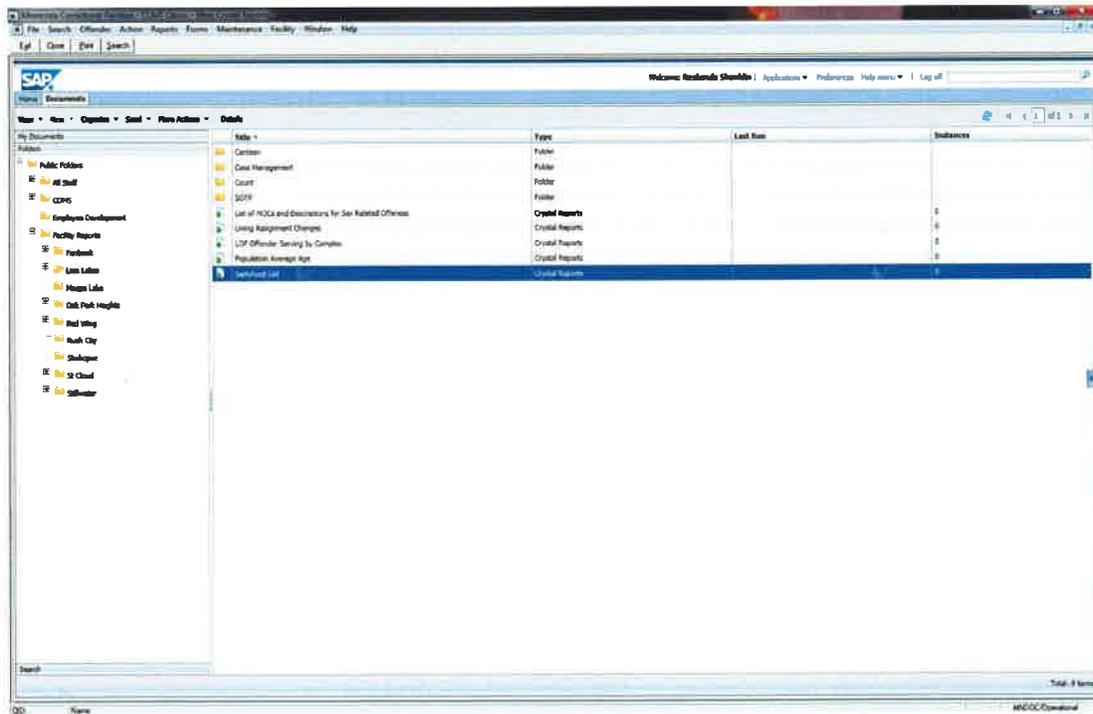
- Click on Facility Reports



- Click on Lino Lakes



- Click on Switchout List



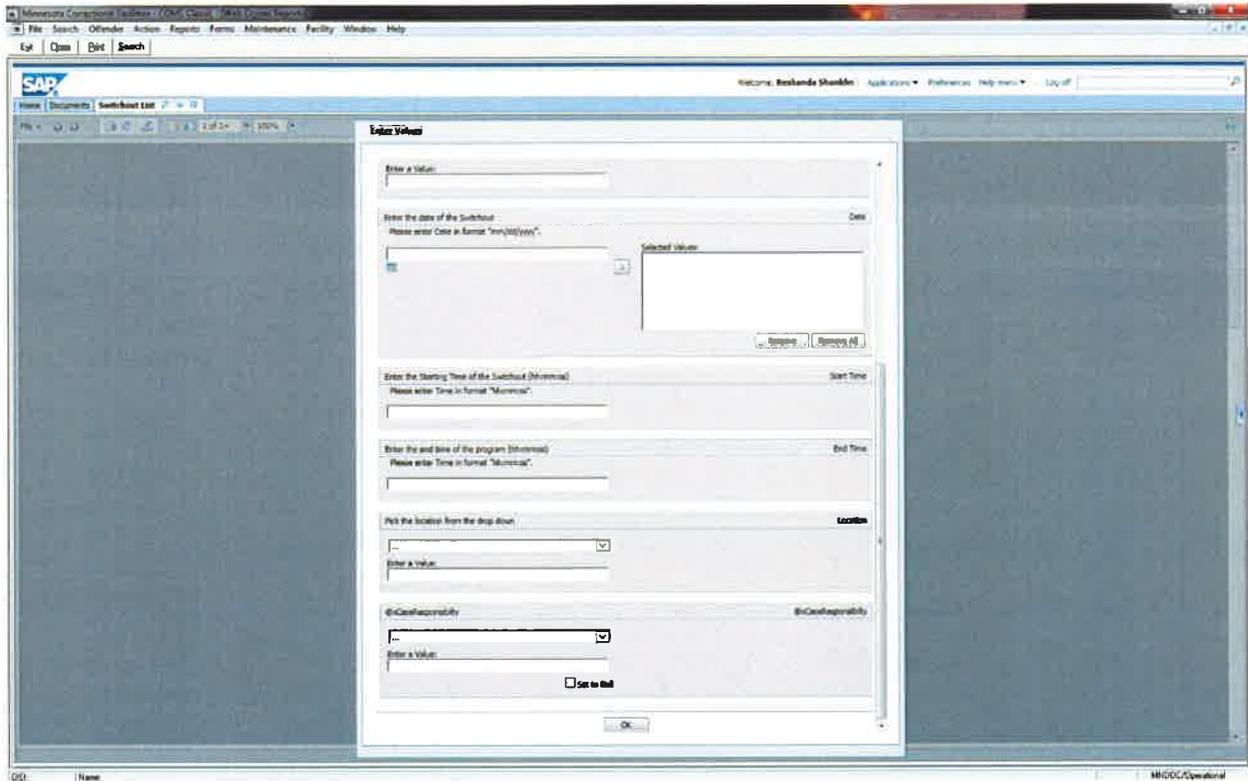
- Fill in following areas:
 - Fill in, “the value must be between 6 and 6 characters long”
 - Put in OID and click the arrow to put in selected values
 - You must erase and enter new OID and click the arrow
 - In the Enter a Value area, Put in the name of the event or class
 - The Area where Staff Requesting the Switchout, click the arrow to find Education
 - The Enter the date of the Switchout, put the date in mm/dd/yyyy format

The screenshot shows an SAP 'Enter/Update' form for a 'Switchout List'. The form is titled 'Enter/Update' and contains several input fields with instructions and validation messages. The fields are:

- Enter the Offender's OIDs:** This field has a validation message: "The value must be between 6 and 6 characters long." It includes a 'Selected Values' list and 'Remove' and 'Remove All' buttons.
- Please enter what activity switchout is for:** This field has a validation message: "The value must be between 1 and 20 characters long." It includes a 'Selected Values' list and 'Remove' and 'Remove All' buttons.
- Enter the name of the Staff requesting the Switch Out:** This field has a validation message: "The value must be between 1 and 20 characters long." It includes a 'Selected Values' list and 'Remove' and 'Remove All' buttons.
- Enter the date of the Switchout:** This field has a validation message: "Please enter Date in format 'mm/dd/yyyy'." It includes a 'Selected Values' list and 'Remove' and 'Remove All' buttons.
- Enter the Starting Time of the Switchout (Minimum):** This field has a validation message: "Please enter Time in format 'hh:mm:ss'." It includes a 'Selected Values' list and 'Remove' and 'Remove All' buttons.

The form also includes a 'Save' button at the bottom right. The SAP logo is visible in the top left corner, and the user's name 'MROCCOperator' is visible in the bottom right corner.

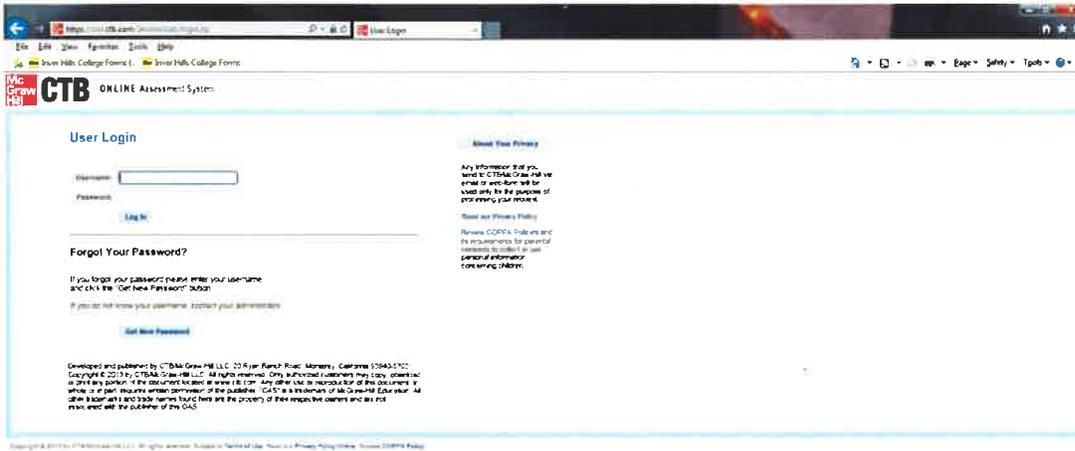
- Enter the start time and put in hh:mm:ss (military time)
- Enter the end time and put in hh:mm:ss (military time)
- Enter the location by clicking the arrow
- Enter the Case Responsibility (Lino Lakes)



- Click ok
- You know will have a switch out list
- You can save it or export report

HOW TO MAKE A TABE TEST TICKET

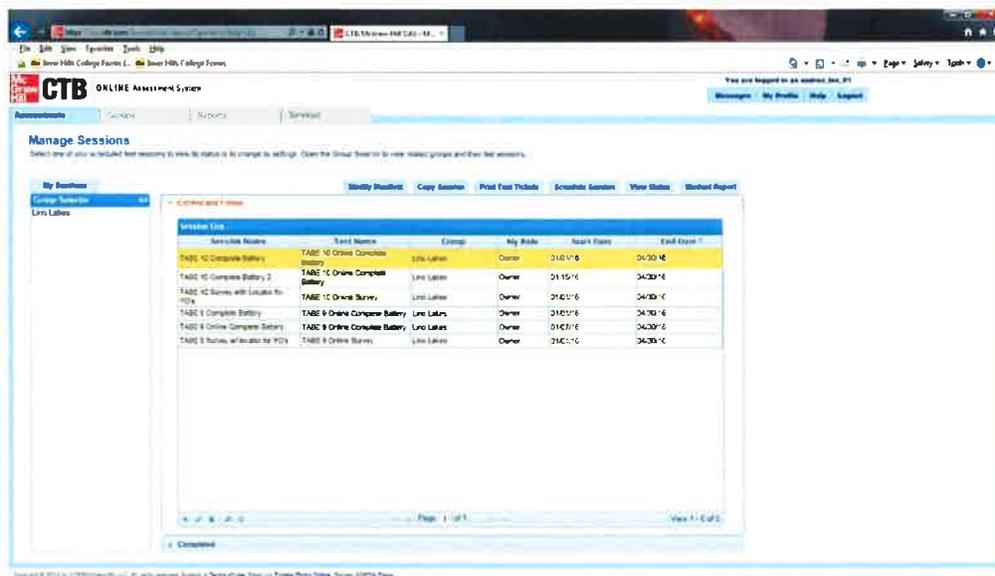
FIRST YOU NEED TO LOG (BE ON THE RIGHT PAGE)



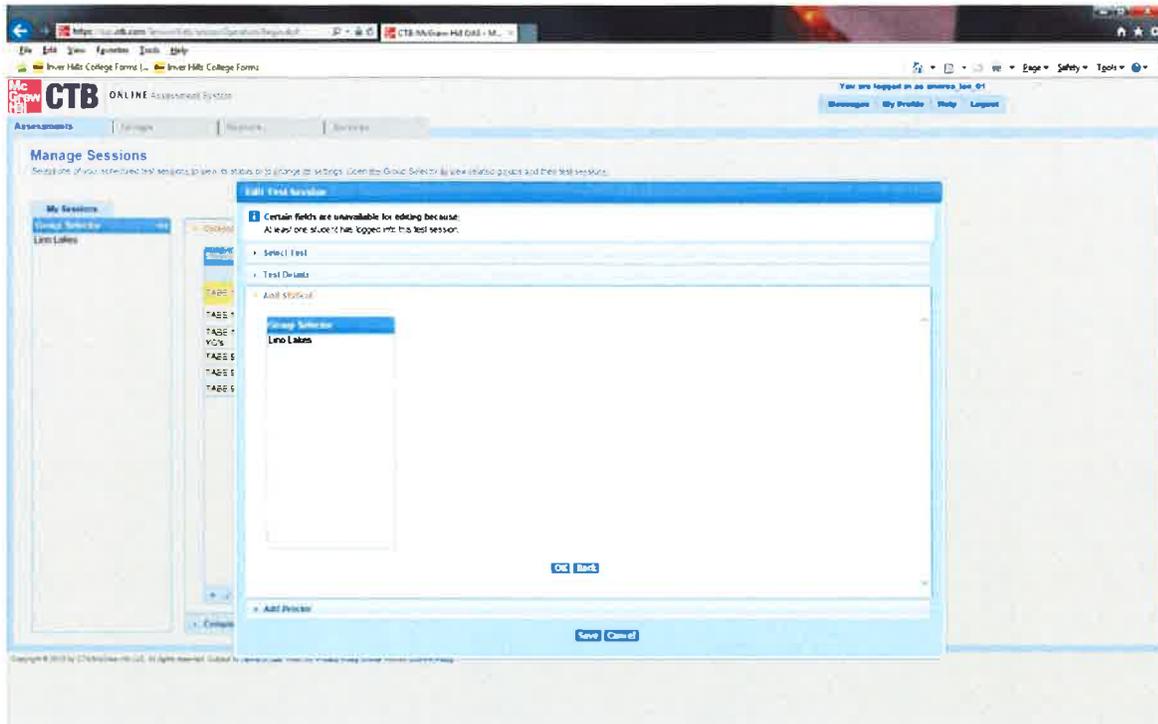
You need to choose the correct session for the student. Checking on MARCS for their last test scores.

Once you determined the scores and decide what test, you would click the Test Session.

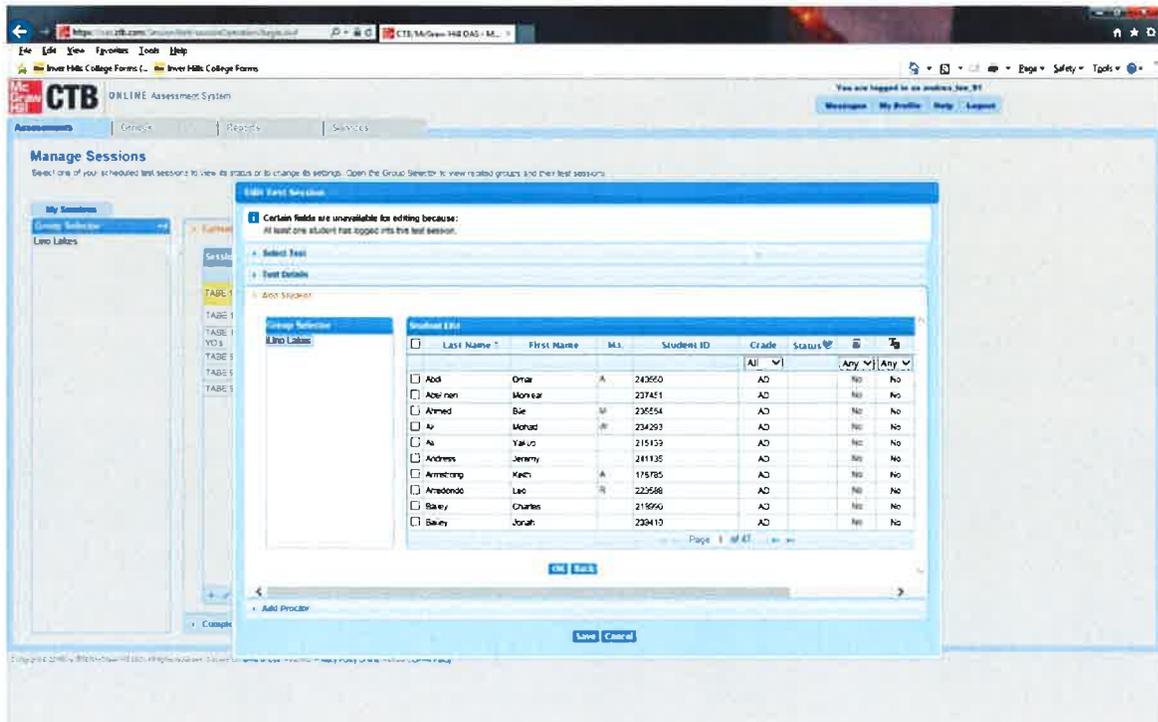
TABE 10 Complete Battery was picked. Now click on it



Click on Lino Lakes



Find student you would like to add, then click SAVE



If you can't find student you would push the cancel

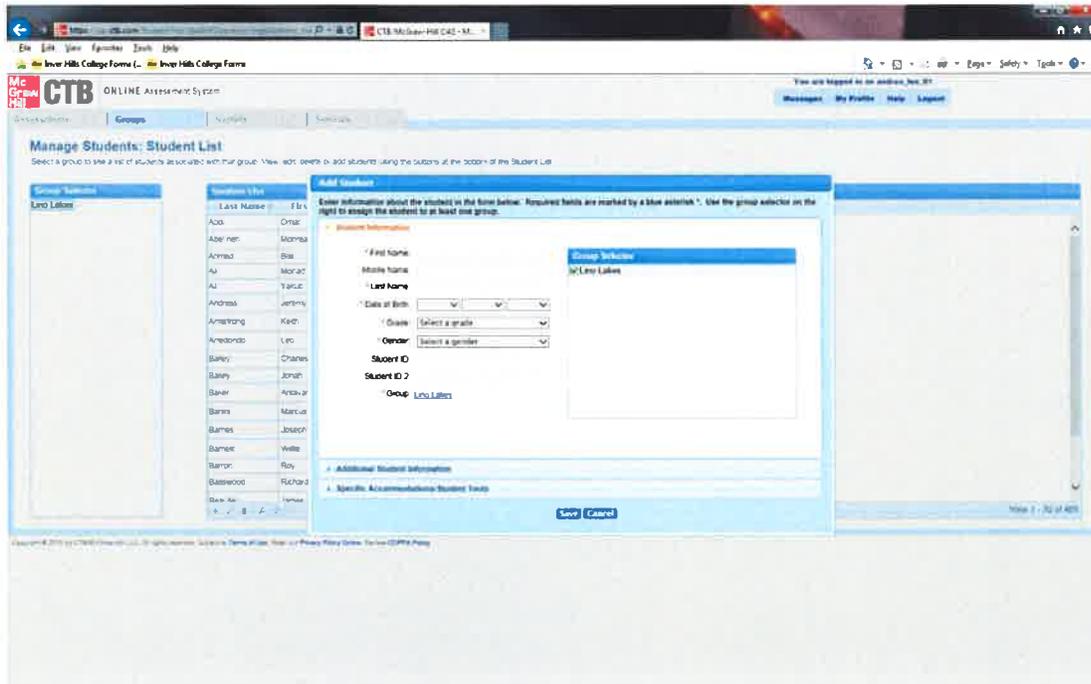
Copyright © 2013 by CTB/McGraw-Hill LLC. All rights reserved. Subject to Terms of Use. Read our Privacy Policy Online. Review COPPA Policy.

Then go to Groups in the left hand corner. Then to Manage Students then over to Student List

Copyright © 2013 by CTB/McGraw-Hill LLC. All rights reserved. Subject to Terms of Use. Read our Privacy Policy Online. Review COPPA Policy.

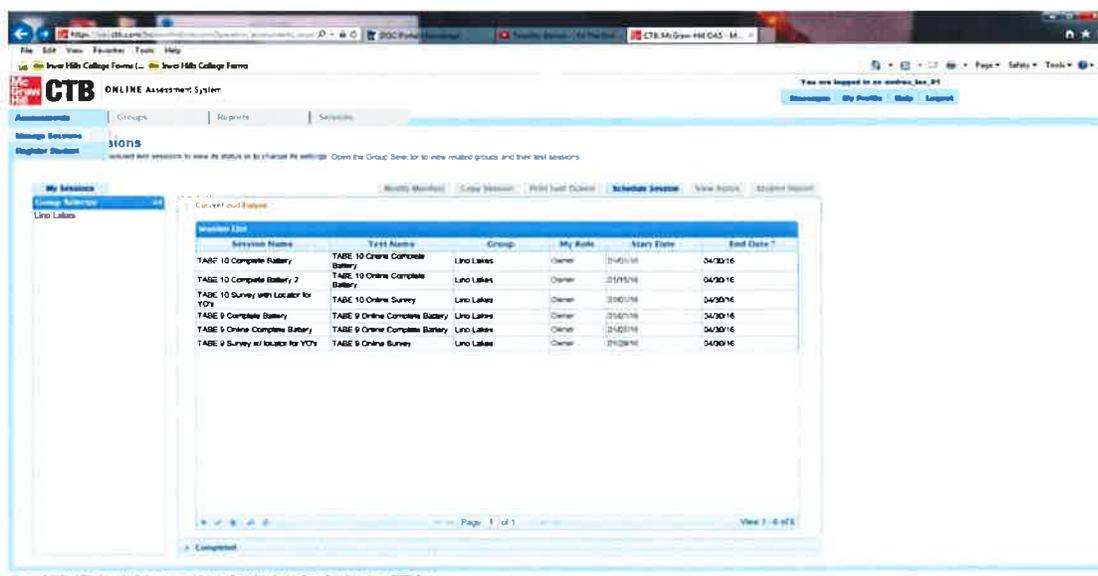
Fill in all information except Student ID 2. Make sure under Group Selector, you click box for Lino Lakes

Also know that Student ID is the students OID



Then push SAVE.

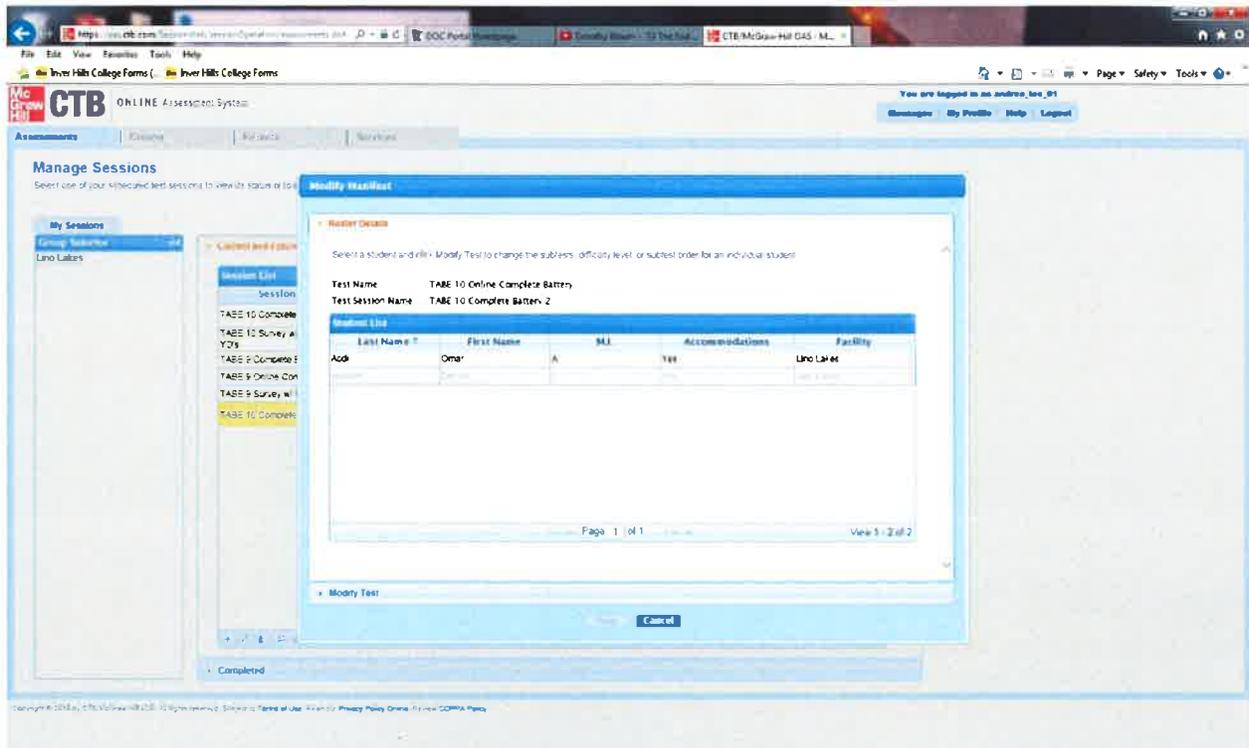
Once you have added them in. Go to Assessments then to Manage sessions. Then double click on the session you need.



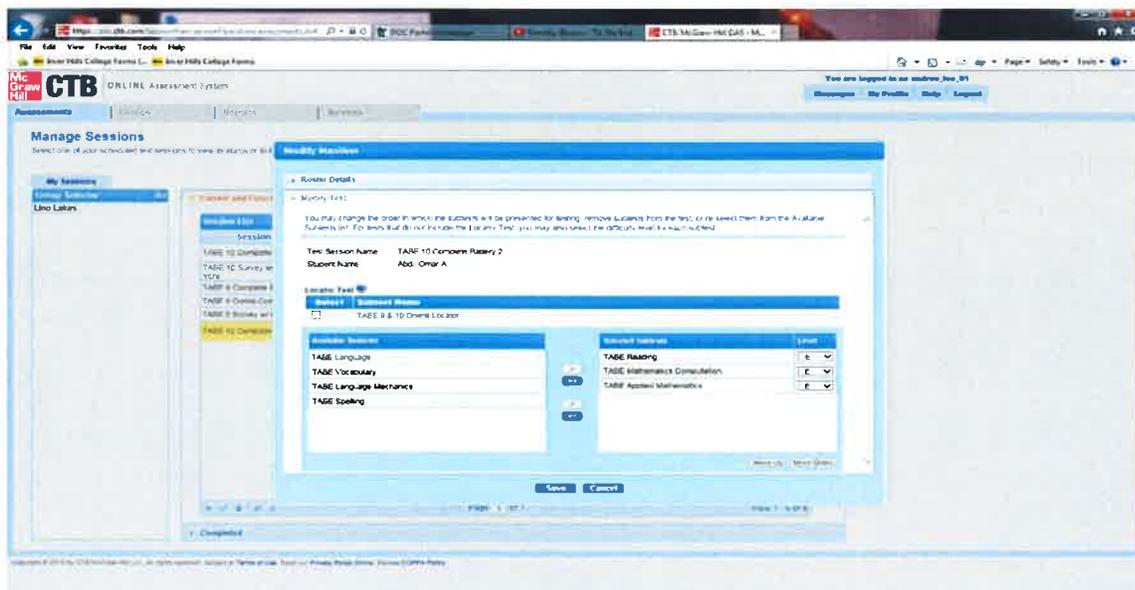
Open the session you would like and add student. (Refer to step at beginning)

You would need to modify a test to fit a student's needs with in the test session. Usually the test session you picked will be at the bottom of the Session List.

Highlight that Session and then click Modify Manifest.



Highlight the person's name whom is testing then click modify test.



The Subtest you should usually pick are Reading, Mathematics Computation and Applied Mathematics and pick the Level.

Use arrows to add or subtract any subtests as needed.

When you have picked the right test click save.

While the session is still highlighted you will need to click Print Test Tickets.

The screenshot shows the 'Manage Sessions' interface in the CTB ONLINE Assessment System. The page title is 'Manage Sessions' and it includes a sub-header: 'Select one of your scheduled test sessions to view its status or to change its settings. Open the Group Selector to view related groups and their test sessions.' There are navigation tabs for 'My Sessions', 'Identify Student', 'Copy Session', 'Print Test Tickets', 'Schedule Session', 'View Status', and 'Student Report'. A 'Group Selector' dropdown is set to 'Lino Lakes'. The main content is a table with the following data:

Session Name	Test Name	Group	My Role	Start Date	End Date
TABE 10 Complete Battery	TABE 10 Online Complete Battery	Lino Lakes	Owner	01/15/16	04/30/16
TABE 10 Survey with Locator for YD's	TABE 10 Online Survey	Lino Lakes	Owner	01/15/16	04/30/16
TABE 9 Complete Battery	TABE 9 Online Complete Battery	Lino Lakes	Owner	01/15/16	04/30/16
TABE 9 Online Complete Battery	TABE 9 Online Complete Battery	Lino Lakes	Owner	01/15/16	04/30/16
TABE 9 Survey w/ locator for YD's	TABE 9 Online Survey	Lino Lakes	Owner	01/29/16	04/30/16
TABE 10 Complete Battery 2	TABE 10 Online Complete Battery	Lino Lakes	Owner	01/15/16	04/30/16

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and 'View 1 - 6 of 6'. A 'Completed' status indicator is visible at the bottom left of the table area.

Answer yes to the first Question: Do you want to print the Test Access Code on your Individual or Multiple Test Tickets?

You can pick individual.

Individual Test Ticket

Student Name: Abdi, Omar A
Student ID: 240550

Test Name: TABE 10 Online Complete Battery

Your login information

Login ID:	OMAR-A-ABDI-0804
Password:	BIOTA6
Test Access Code:	TICKET1254

Keyboard Shortcuts

To move through the test, use the buttons on each screen, or you may keyboard shortcuts.

If two keys are used together, a + sign is shown between them. You do not press the + key.

For example, to Go Back, press the Ctrl key and hold it down as you pr

Description	Keyboard Shortcut
Enter an answer:	A B C D E
Go Back:	Ctrl + J
Go On:	Ctrl + K
Mark/Unmark for review:	Ctrl + L
Show/Hide time:	Ctrl + O
Stop:	Ctrl + S
Finish Test:	Ctrl + F

8.50 x 11.00 in

Store and share files in the Document Cloud
[Learn More](#)

Or Multiple Test Tickets:

TestTicketMultiple.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Document 1 / 1 55.3% Sign In

Individual Test Ticket

Student Name: Abdi, Omar A
Student ID: 240550

Test Name: TABE 10 Online Complete Battery

Your login information

Login ID:	OMAR-A-ABDI-0804
Password:	BIOTA8
Test Access Code:	TICKET1254

Developed and published by CTB/McGraw-Hill LLC, 20 Ryan Ranch Road, Monterey, California 93940-5703. Copyright © 2013 by CTB/McGraw-Hill LLC. All rights reserved. Only authorized customers may copy, download or print any portion of the document located at www.ctb.com. Any other use or reproduction of this document, in whole or in part, requires written permission of the publisher. "OAS" is a trademark of McGraw-Hill Education. All other trademarks and trade names found here are the property of their respective owners and are not associated with the publisher of this OAS.

Individual Test Ticket

Student Name: Houston, Derrick Leon
Student ID: 223408

Test Name: TABE 10 Online Complete Battery

Your login information

Login ID:	DERRICK-L-HOUSTON-1102
Password:	LYRIC2
Test Access Code:	TICKET1254

Developed and published by CTB/McGraw-Hill LLC, 20 Ryan Ranch Road, Monterey, California 93940-5703. Copyright © 2013 by CTB/McGraw-Hill LLC. All rights reserved. Only authorized customers may copy, download or print any portion of the document located at www.ctb.com. Any other use or reproduction of this document, in whole or in part, requires written permission of the publisher. "OAS" is a trademark of McGraw-Hill Education. All other trademarks and trade names found here are the property of their respective owners and are not associated with the publisher of this OAS.

Comment

Fill & Sign

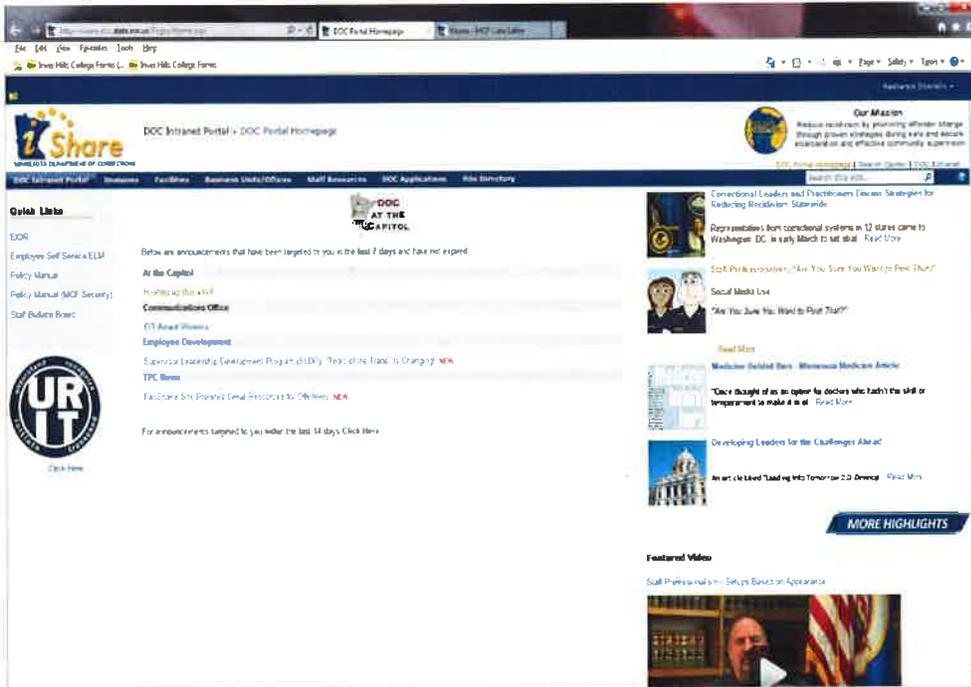
Send for Signature

Store and share files in the Document Cloud

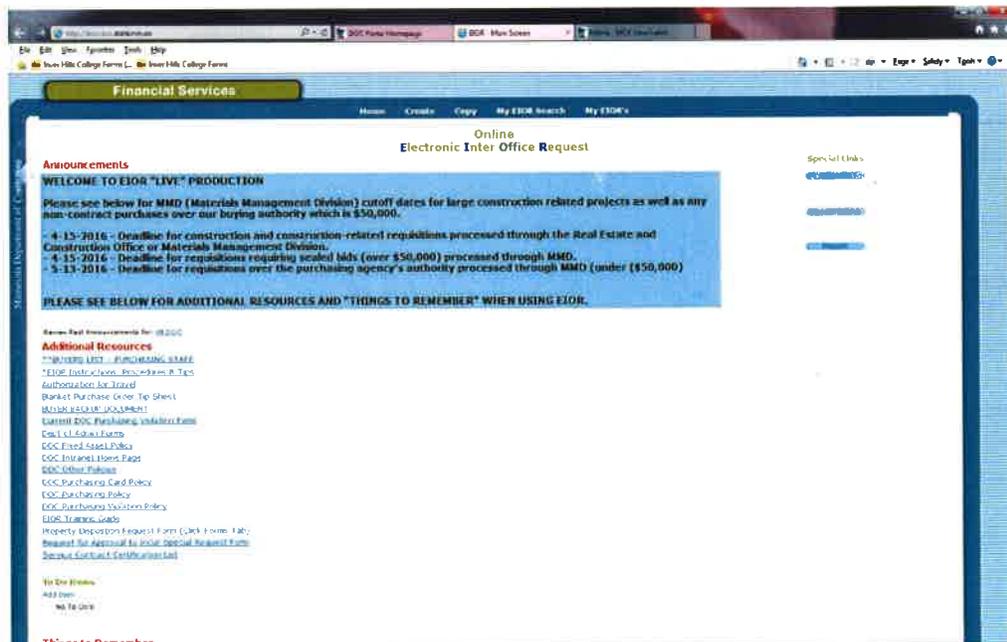
Learn More

How to do an EIOR

Go to DOC Ishare page and look at Quick Links on the left hand side



Click EIOR to start your EIOR



Then Click create

Fill in all areas

Financial Services

Home Create Copy My IOR Search My IOR v

IOR - Create New IOR

Type of Purchase:

ESSE Title:

Reason for Purchase:

Previous PIR (or ESSE):

Date Received:

Fiscal Year:

Contract No (if known):

UNIV Number (if known):

Faculty/Location: Make This My Default

Ship To: Make This My Default

Bill To: Make This My Default

Will there be multiple ship to's?: Make This My Default

Est Level Approval: Make This My Default

Creation Comments:

Hit Cancel

All IOR creation and all IORs you will be responsible for making sure it progresses in a timely fashion.

Back to Top

Created At: 03/16/2016 10:46:16 AM

Financial Services

Home Create Copy My IOR Search My IOR v

IOR - Create New IOR

Type of Purchase:

ESSE Title:

Reason for Purchase:

Previous PIR (or ESSE):

Date Received: Download Image

Fiscal Year:

Contract No (if known):

UNIV Number (if known):

Faculty/Location: Make This My Default

Ship To: Make This My Default

Bill To: Make This My Default

Will there be multiple ship to's?: Make This My Default

Est Level Approval: Make This My Default

Creation Comments:

Hit Cancel

All IOR creation and all IORs you will be responsible for making sure it progresses in a timely fashion.

Back to Top

Created At: 03/16/2016 10:46:16 AM

Hit next

Financial Services

Home Create Copy My EIOR Search My EIOR's

EIOR - Create New EIOR

Created By: Heather Schepman 5/23/2016 3:26 PM

1st Level Approval: Heather Schepman

Executive Approval: GG

Notes: [Empty]

Header: B075

Print for Copy

Minersville Department of Correction

EIOR ID: 143613

Type of Purchase: Educational Equipment & Supplies

EIOR Title: 2045

Reason for Purchase: (b)acting students

Comments: [Empty]

Previous PDF (or EIOR #): [Empty]

Date Needed: 5/3/2016 (mm/dd/yyyy)

Fiscal Year: 2015

Contract No. (if known): [Empty]

SWIFT Vendor # (if known): [Empty]

Facility/Location: Education

Ship To: MCF-LING LAKES

Bill To: MCF-LL/SCL ACCTS PAYABLE

Multiple Ship To's? No

Price Obtained by: Select One

1st Level Approver: Heather Schepman

Items: Add Items Show 0 Qty

Qty	Units	SWIFT Cat.	SWIFT Acct.	Description	Est Unit Cost	Total Attachments	MSDS
Notes: Add Notes							

Update

Please enter data before continuing.

Updated: 11/07/2016

Make sure your EIOR has the title, reason to purchase, date, fiscal, ship to, bill to, how price was obtained by and 1st level approver is your supervisor. Don't forget to your funding type.

When finished put update.