



BEULAH HEIGHTS

UNIVERSITY

Business Office
Policy Manual

CONTENTS

CONTENTS.....	iii
GENERAL ACCOUNTING	Error! Bookmark not defined. PAGE 1
CASH RECEIPTS	Error! Bookmark not defined. PAGE 4
STUDENT RECEIVABLES	PAGE 16
ACCOUNTS PAYABLE	PAGE 19
STUDENT DEPOSITS.....	PAGE 23
SCHOLARSHIPS.....	PAGE 24
FINANCIALAID	PAGE 28
PAYROLL.....	PAGE 33

GENERAL – ACCOUNTING POLICIES AND PROCEDURES

The Business Office of Beulah Heights University (“University”) handles all accounting and financial aspects of the University. They are required to prepare all budgets and financial reports as required by the University. They are also required to select and audit firm to audit the books and records annually.

STRUCTURE

The Business Office is made of a Director of Finance which oversees all aspects of the department. The responsibility of the Director of Finance is being sure the transactions are reported accurately and in a timely matter. There is also Accounts Payable Coordinator, Accounts Receivable and Financial Aid Disbursement Coordinator.

OPERATING SYSTEM

The current accounting system that is being used in the business office is Microsoft Small Business. All transactions of the business office are reported in this general ledger system. There is a separate system that maintains all student accounts. This system tracks each student and their financial responsibility to the University.

CHART OF ACCOUNT NUMBER FORMAT

The chart of accounts format is in 3 segments. The first segment is the department number, the second segment is the account description and the third segment is the fund account.

DEPARTMENTS

- 410 – Academics
- 411 – Leadership Studies/ Business Studies & MBA
- 412 – Religious Studies
- 415 – Registrar
- 416 – Admissions
- 417 – General Studies
- 420 – Library
- 430 – President
- 431 – Operations
- 440 – Assessment and Advancement
- 445 – Business Office
- 460 – Enrollment Management & Student Life
- 461 – Facilities
- 465 – Auxiliary Enterprises
- 490 – Financial Aid
- 496 – Online Program

BUDGETS

POLICY

The Business Office of the University budget responsibility is to plan, prepare, maintain, monitor and report on all institutional budgets. The University fiscal year is July 1 - June 30. There is an extensive plan for creating the Operating and Departmental budgets of BHU.

The budgets are entered into the University's accounting system and monitored by the business office. The budgets are maintained on a monthly basis and reported to the department heads for their review.

Any change to the approved budget must be approved by the President of the University.

PROCEDURES

The process starts with each Department head receiving a worksheet with previous years' information as well as current fiscal year budget information in November (prior to the new budget fiscal year). The responsibility of each department head is to budget the operating expenses for the upcoming fiscal year for approval. Once the worksheet is complete, it is returned to the VP of Finance who will compile all of the department's information for review from the President's Cabinet. At this time, the Cabinet will thoroughly review the budget requests and determine if it is acceptable to be presented to the Finance Committee of the Board of Trustees.

Also at this time the Director of Finance along with the President will review the revenue budget. Any tuition increases will be discussed at this time.

The budget will be presented to the Finance Committee for their review. They are able to ask any questions to the President or the Director of Finance regarding the proposed budget. After their review, the budget will go to the board of Trustees for their approval.

Once approved, the budget becomes the formal budget for the next fiscal year.

PLANT ASSETS

Plant assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than one year. The plant assets would include Land, Land Improvements, and Buildings, Building improvements, Furniture & Fixtures, Machinery & Equipment, Software and any other assets that would fall into the above categories.

Land

The amount to be capitalized shall include the cost of the land and any other fees that may be associated with the acquisition.

Land Improvements

Land improvements would be items such as the parking lot, landscaping and any other infrastructures that are added to the land.

Buildings

The amount to be capitalized shall include the cost of the buildings and any other fees that may be associated with the acquisition or construction.

Building Improvements

Building improvements would be any significant changes to the buildings that would increase the value of the buildings. The amount capitalized would be any costs associated with those changes.

Furniture & Fixtures

Costs associated with the purchase of furniture and fixtures that are greater than \$500 shall be capitalized.

Machinery & Equipment

Costs associated with the purchase of furniture and fixtures that are greater than \$500 shall be capitalized.

The University shall follow generally accepted guidelines regarding capitalization of projects at the University. All assets are depreciated over the useful life of the asset classification using straight line depreciation

FINANCIAL REPORTING

PROCEDURE

Financial reports are prepared on a monthly basis after the closing of each month. Before financial reports are prepared all checking and savings accounts are reconciled to the general ledger. All other subsidiary accounts are also reconciled to the general ledger. The general ledger is then reviewed by the VP of Finance to be sure the accuracy of the transactions.

Each department is given a budget vs. actual expenditure report for their department of the month and year to date. This budget is to be reviewed by each department head in a timely matter and any questions are to be directed to the Business Office for clarifications.

The overall budget vs. actual report is to be given to the President for his review. Again any questions are to be directed to the Business Office for clarifications.

CASH RECEIPTS POLICIES AND PROCEDURES

Duties of employees are appropriately separated between the receiving of University receipts and the record keeping and preparation of deposits. No one person is responsible for all of these functions. Receipt listings are prepared in the presence of two individuals.

CASH RECEIPTS OVERVIEW

POLICY

All funds received by BHU's various departments or units of the University are turned into the Business Office. Beulah Heights University accepts cash, checks, credit cards, and money orders. Funds can be accepted in person, over the phone, or through the mail.

Deposits of cash are made once a week unless it's over \$500 then the deposits are made that day. All checks payable to Beulah Heights University are deposited to a BHU Business Account. Funds are never deposited to the Account of an Individual or an Account which has not been specifically authorized by the president.

Checks and cash are kept in the safe at all times. Only members of the Business Office staff have access to the safe at any time.

SAFEKEEPING OF CHECKS AND FUNDS RECEIVED

PROCEDURE

When the Business Office receives cash, checks, or certified funds, adequate safekeeping and security of the funds are maintained. The funds are kept in a lockable cash box kept in a locking file cabinet or a fireproof safe. Any questions regarding the safekeeping of funds should be addressed to the Director of Finance.

Department heads that receive money for other various reasons make certain that proper safekeeping facilities are available and that proper safeguards are taken to protect funds that come through the University until such funds are appropriately deposited with the BHU Business Office. The number of employees having access to monies coming through a department or unit are limited. Cash is never left unsecured overnight. All payments received by any department are delivered to the Business Office by the end of each day. The Business Office signs acknowledging receipt of the funds. A copy of this acknowledgement is given to the Department representative for filing.

All checks in payment of amounts due to BHU must be made payable to "Beulah Heights University" or "BHU." Checks may not be made payable to departments, department heads, campus organizations, or any BHU officials or employees designated by name. If checks are received with the payee improperly designated, but yet deemed acceptable for deposit to BHU, they are appropriately endorsed as payable to Beulah Heights University so that they can be properly endorsed to the credit of BHU. If checks are consistently received from a payer, without the proper payee designation, the payer should be informed by the department to make future checks payable to "Beulah Heights University".

If incoming funds are as donation to BHU, It is the policy of BHU to encourage all donors to make their gifts payable to Beulah Heights University. Anyone soliciting support for BHU should request that gifts be made payable to Beulah Heights University. All checks intended as donations to Beulah Heights University are forwarded to the Assessment Department for record-keeping and acknowledgment.

It is required that cash, checks, and certified funds received by BHU departments or organizations should be receipted by the department or organization receiving the funds. The receipting process are recorded in a Checks Received Log noting the Check Date, Check Received Date, Check Number, Remitter's Name, and Check Amount.

Cash receipts are officially recorded and applied both to Business Office Application and the Small Business Financials accounting software. Some funds need only be applied to Black Baud Financial Edge software. The types of funds which are applied to the Business Office Application are student payments toward their account balance and student deposits. All funds are applied to Black Baud Financial Edge software.

METHODS OF PAYMENT

POLICY

1. Pay by Financial Aid/Scholarship (if applicable). If a student has financial aid (including certain loans) or Beulah Heights University-administered scholarship, and it has been officially awarded, it will show as a credit to their account. If the financial aid or scholarship covers all of their tuition and fees, then their account is considered paid. If the student still owes a balance after financial aid or scholarship has been applied (or if their financial aid or scholarship has not yet been credited to their account), then the student must pay the balance due.

Important Note: if the student is expecting financial aid or scholarship but it has not been officially awarded by the payment deadline, the student must make full payment from personal funds or their classes will be dropped. In most cases, the student will be reimbursed later when their financial aid is officially awarded.

- **Balance Due:** If the student has a balance due after financial aid and/or scholarships have been applied to their account, the student must pay the balance in full in accordance with normal fee payment procedures and deadlines. *If the student fails to pay the balance due by the appropriate deadline, their registration will be cancelled.*
- Any amount remaining on their Financial Aid account that was not used to pay fees will be refunded to the student.
- **No balance due:** any additional funds in account. If their financial aid and/or scholarship covers all tuition and fees but no more, then the student is considered paid in full and no further action is necessary.

2. Students who are self-pay can pay their entire student account balance all at once at the time of registration, they can prearrange to pay their account balance by placing a deposit on their student account, they can arrange to have their tuition paid by an outside source, or they can pay using BHU's Deferred Payment plan.

3. Students using the deferred payment plan have the option of paying their tuition for that semester in three increments. The student may pay a third of their tuition and all of the school fees at the time of registration, another third 30 days later, and the final third 30 days after that.

- Pay by credit/debit card over the phone. Follow the instructions at that point if the student wishes to pay their balance by credit card. Visa®, MasterCard®, American Express® and Discover Network Cards® are accepted.
- Pay in person at the Business Office. The student may pay in person by cash, checks, money order, or credit card in the Business Office.
- Pay by mail. Mail check or money order (NO CASH!!). The fee payment deadline is based on when payment is received by Beulah Heights University -- not by the postmark date.

PROCEDURES

When funds come in as a payment towards a student's account, it is first applied to that student's account on the "Activity page" screen. Information from the payment is entered in the appropriate places and the student is given or access a copy of the receipt that prints out via the Student Portal. The Business Office will also retain a copy. Then the payment is immediately be entered into Black Baud Financial Edge as a check, credit card, or cash payment.

A reconciliation of each of the payments types are done with each deposit. Credit cards deposits are done automatically every day but credit card reconciliations are done *every morning using Settlement information*. Cash deposits are done in the office every Tuesday and Thursday and cash reconciliations are done at those times as well. Checks deposits are done on a daily basis and check reconciliations are done at those times. Once the checks are deposited in the office they are then remotely deposited into the bank.

CREDIT CARD DEPOSITS AND RECONCILIATIONS

1. All credit card receipts long with their daily settlements are organized by date.
2. A checking report is printed for each individual day according to the credit card settlement dates.
3. The amounts of each settlement is compared with the deposit amounts on the monthly bank statement.
4. The amount listed for that date on the Business Office checking report, the settlement report, and the bank statement should match the total in Black Baud Financial Edge, unless some of the payments were not payments towards student accounts, in which case those particular payments would not be on the Business Office Student Billing report and that total would be different.

CASH DEPOSITS AND RECONCILIATIONS

1. A checking report should be printed for the dates covering the last cash deposit up until that date.

2. Compare the payment amounts listed on the Business Office checking report for cash and the amounts that have been entered in BlackBaud; they should match.

CHECK DEPOSITS AND RECONCILIATIONS

1. A checking report is printed for the dates covering the last check deposit up until that date.
2. Compare the payment amounts listed on the Business Office checking report for checks and the amounts that have been entered in BlackBaud Financial Edge;
3. If there are check amounts which are in BlackBaud Financial Edge; but not on the checking report, they may be from other sources of income aside from student payments. It must be confirmed what these amounts are and they are counted toward the total.
4. Compare the individual check payments with the number of checks on hand to make sure that all checks have been entered into Small Business.
5. Once it is confirmed that all the checks are there and have been entered, add up each check on an adding machine to confirm that the total is same. Use the adding machine tape as back-up documentation.
6. The checks are remotely deposited into the remote deposit system which will deposit the checks into the bank from our location. Once the remote deposit is done, the system will print a confirmation sheet to confirm that the checks have been submitted into the bank to be cashed and deposited into our account.
7. The bank confirmation, deposit confirmation report, and all of the other back-up documentation are attached together and filed.

Donations for the University

NSF CHECKS

Reviewed: November 2014

Non-Sufficient Funds (NSF) checks are sent back to us from the bank on a monthly basis. We receive a copy of the deposited check as well as a letter stating the amount of times the bank made an effort to deposit it, that they were unsuccessful, and that BHU will be assessed a \$35 fee for the attempts.

POLICY

If a financial institution declines payment of a personal check tendered by a student and returns it to BHU, the student will be charged a \$35.00 NSF fee. If the student's check was written for tuition/fees and is returned insufficient, the student will be assessed the amount of the check in addition to the \$35.00 NSF fee. *Students who fail to clear their financial obligations within 5 days of being notified will have their account placed on HOLD. A stop payment of a check does not constitute a formal withdrawal from the University or cancellation of registration and is considered a returned check. Those students who place stop payments on their tuition/fee payments will have their registration cancelled immediately.* Students who tender "bad" checks may be placed on a "cash only" restriction. Official transcripts will not be issued for students whose accounts in the Business Office/Student Accounts are said to be delinquent. *If necessary, Beulah Heights University*

reserves the right to refer these debts to an outside agency for collection and requires the debtor (student) to pay any cost incurred during the collection process.

PROCEDURE

If the check belongs to a student:

1. The amount of the check is applied on the student's account as "return check" charge, as well as a \$35 "NSF check" charge.
2. A letter is then prepared for the student stating that they have been assessed these fees and all future payments must be made with cash or money order.
3. The letter is sent to the student along with a copy of the NSF check.
4. The returned check is then entered into BlackBaud Financial Edge.
5. The copy of the returned check and the letter from the bank are then filed for our records.

COLLECTIONS

POLICY

If a student has registered for classes and has not made any payments toward their account balance within 5 business days, they will be called to request payment arrangements. If the student still does not pay, they are dropped from all classes within 10 business days of the semester. A student who is administratively withdrawn may incur charges from the semester and are to be held responsible for any balance left on their account after the withdrawal.

PROCEDURES

If a student has an outstanding balance from a previous semester, a hold is placed on their account that keeps them from registering for that semester and receiving any documentation from BHU. If the student is receiving financial aid for the current semester, and the financial aid is enough to cover both current and outstanding balances, special arrangements can be made for the student. In order for the hold to be lifted, the student must all at one time pay 20% of their previous balance, provide a copy of their Financial Aid Award letter showing that they will receive enough Financial Aid to cover the previous balance on their account, and write a hand-written letter promising to return to the Business Office to pay the remainder of their previous balance from the Financial Aid refund that they receive for that current semester. If, for any reason, a student does not adhere to the Financial Aid agreement, the student will be allowed to finish the semester but no other agreements or arrangements will be made for them in the future. This will be specified in the letter written by the student at the beginning of the semester. The balance must then be paid by the student out-of-pocket.

A student is considered to have agreed to the deferred payment plan as specified by BHU if they pay the down payment or if they sign up on a deferred payment plan form. If a student does not adhere to the agreed arrangements of the deferred payment plan including dates and amounts, the student will risk of losing the privilege of using the plan and will have to pay in full at registration.

THIRD PARTY COLLECTION AGENCIES

Reviewed: September 2014

Purpose

Uncollected accounts are considered as bad debts and are written off within sixty (120) days of payment deadline.

POLICY

1. Authority to approve writing off of uncollectible accounts has been delegated to the Director of Finance.
2. In order to maximize collection effectiveness, accounts should be referred to a collection agency as soon as BHU's collection efforts, specified above, are completed. Unless there has been evidence of good faith intention to pay, an uncollected account should be referred for collection when it has become more than thirty (30) days and less than sixty (60) days past the due date.

HOUSING/DORMITORY

The policies and procedures of the Housing department must directly correspond to the procedures set in place by the Business Office of Beulah Heights University.

PROCEDURES

Once the student has enrolled with the Housing Office, signed a housing contract, and received their keys, the Business Office should receive "Housing Entrance/Exit Form" for that particular student containing the signature of the head of the Housing Department signifying that the student did fulfill all the requirements for the Housing Department.

Once that form is received from the Housing department, the appropriate fees will be added to the student's account.

PAYMENT SCALE

Campus Housing Rentals			Amount Per Month
1 Bedroom Apartments			\$ 500.00
2 Bedroom Apartments Large			\$ 800.00
2 Bedroom Apartments Small			\$ 600.00
3 Bedroom Apartments			\$ 850.00
Large 3 Bedroom Apartments			\$ 1,050.00

Campus Dormitories			
	Spring and Fall		Amount Per Semester
Dorm Rooms			\$ 2,500.00
	Summer and Breaks		
Dorm Rooms			\$ 1,000.00

POLICY

Dorm students are charged a flat rate which covers their stay from the first day of classes until the last day of classes. They are charged a “per day” for dorm breaks and summer semester. Any time outside of the semester dates are considered dormitory breaks. Students who move into or move out of the dorm in the middle of a semester are also charged or their accounts are adjusted per day. This means that the student is charged based on the number of days of that semester that they will reside or resided in the dorm. This number of days is based only the date listed by the head of the Housing Department on the “Housing Entrance/Exit Form” that the student either picked up or turned in their key to the dorm room.

Students who reside in Campus Housing Apartments are charged a monthly rate depending on which type of apartment in which they reside. Students who move into or move out of an apartment in the middle of a month are charged or their accounts are adjusted per day for that particular month. This means that the student is charged based on the number of days of that month that they will reside or resided in that apartment. The rate per day is determined by dividing the monthly rate for that apartment by the number of days in that month, and then multiplying that result by the number of days of that month that the student will reside or did reside in that apartment. This number of days is based only the date listed by the head of the Housing Department on the “Housing Entrance/Exit Form” that the student either picked up or turned in their key to that apartment.

A student must completely remove their belongings and turn in their keys before they are considered to have moved out of housing and their account can be adjusted. This must be signified on the exit form received from the Housing Department. No account can be adjusted without having first received this form from the Housing Department. All costs for residing in dorms and housing are determined by the Business Office as approved by the Director of Finance.

Loss of keys, damage to dorm or housing equipment or buildings, or any other expenses created by dorm residents are to be assessed and reported to the Business Office by the Head of Campus Maintenance. Students must pay the cost of any expenses they created. All of these payments must be submitted to the Head of Campus Maintenance, who will remit these funds to the Business Office with an explanation of what the funds are for.

STUDENT RECEIVABLES POLICIES AND PROCEDURES

This document establishes guidelines for the collection and recognition of student accounts receivable in the best interest of Beulah Heights University.

POLICIES

The finance department/business office is responsible for establishing the following:

- A procedure to ensure that any extension of time to pay (deferred payment plan) semester charges is done in the best interest of the university and in a prudent manner.
- A procedure whereby the deferred payment plan method will not be extended to students who have failed to honor a previous deferred payment plan.
- A procedure whereby if a student's account is not paid in full by the end of current semester, a business office hold will be placed on student account, which will not allow the student to register for upcoming semester until outstanding balance is paid in full or until student outstanding balance is reduced to an amount acceptable to the Business Office. This business hold will also prevent the student from receiving their grades at the end of current semester and prevent student from receiving a transcript the following semester.
- Procedures for recording and monitoring the billing and collection (payment) activity on student accounts.
- Procedures to ensure that amounts reported as receivables on the financial statement are recorded in accordance with generally accepted accounting procedures.

CRITERIA FOR RECOGNIZING AN ACCOUNT RECEIVABLE

An account receivable is recognized (recorded in the university's financial records) when:

- A student has enrolled for classes at the university or has been registered for classes by the university;
- A student has incurred charges for costs associated with attendance (registration fees, activity fees, technology fees, housing, book purchases, etc.) from which a benefit to the student is derived;
- Payment is due to the university from the student or a contracted third party;
- Payment has not been received (collected) by the university from the student or contracted third party.

RECORDING AN ACCOUNT RECEIVABLE IN THE FINANCIAL RECORDS

PROCEDURES

An account receivable is recorded in the financial records automatically by the registration process. These entries credit the appropriate revenue accounts and debit the appropriate account receivable accounts in the university's accounting system.

In the event that a student withdraws during the semester, the accounts receivable outstanding balance is reduced by the appropriate percentage refund rate relevant at the time of withdrawal.

RECONCILING ACCOUNTS RECEIVABLE

The business office maintains adequate records of student accounts receivables and prepares a reconciliation of the student receivable records and the financial accounting records following the monthly close of the financial accounting records.

It is the policy of Beulah Heights University that payments for student tuition, fees and other charges are to be received or suitable arrangements made on a timely basis with the Business Office.

GUIDELINES

Fees and Regulations -

- Current fees and associated regulations are published on BHU's Web site each semester and are also available from the Finance Department/Business Office.
- Students with an unpaid balance from a previous semester(s) will not be permitted to register in a subsequent semester until their account has been paid or satisfactory arrangements have been made with the Finance Department/Business Office.

Full Time and Part Time Fees & Related Charges

- Students are initially informed of their appropriate fees and other charges upon registration and are provided with a statement outlining the details of their account.
- Other fees or charges may be incurred during the year and the student will be advised accordingly and can access at any time via the Student Portal.
- Students are not entitled to receive their diplomas after graduation or receive transcripts until all fees and related charges owed to the university have been paid in full.

Payment Terms

- Students may pay their account in full upon registration or pay using BHU's deferred payment plan, subject to incurring finance charges of 1.5% per month on the unpaid balance.
- During the fall and spring semesters, if students elect to use the deferred payment plan, one third (1/3) of the total cost of tuition plus associated fees are due at the designated registration on-campus assistance day (formerly campus registration day), one third (1/3) of the cost of total tuition is due approximately one month from on-campus assistance day, and the final one third (1/3) of the total cost of tuition plus applicable finance charges are due approximately one month from the second payment.
- During the summer semesters, if students elect to use the deferred payment plan, half (1/2) of the total cost of tuition plus associated fees are due at the designated registration on-campus assistance day, and the final half (1/2) of the total cost of tuition plus applicable finance charges are due approximately one month from the first payment.
- Should there be unusual circumstances an alternative payment plan may be approved by the Finance Department/Business Office. Student with an outstanding balance, expecting to receive financial aid for upcoming semester and has a Business Office

HOLD will not be able to register for upcoming semester unless the following takes place:

1. Student must pay a minimum of 20 percent of outstanding balance.
2. Student must hand write a letter promising to pay outstanding balance after receiving financial aid refund during semester student wish to register.
3. Student must submit a copy of financial aid award letter indicating expected award amount is enough to cover outstanding balance and current semester charges.
4. Semester fees are payable on or before registration payment deadlines as published for each semester. A student's registration process is not complete until payment is made in full. It is the student's responsibility to see that his or her tuition and fees are paid even if the funds are provided by financial aid, scholarship, or some other source.

Collection Agencies

The Beulah Heights University uses the services of outside collection agencies to collect outstanding accounts from students who have attended the university in previous semesters. This may also involve legal action.

Deregistration - NEWLY PROPOSED

Following reasonable attempts by the Finance Department/Business Office to contact any student who has not either paid his/her account or made suitable arrangements with the Finance Department/Business Office, the Vice President for Finance may request the Registrar to deregister the student. After appropriate investigation by the Registrar, the student's registration will be revoked and he/she will be advised by the Registrar accordingly.

Review - NEWLY PROPOSED

The Director of Finance will review this policy within three years to ascertain if any amendments are necessary.

ACCOUNTS PAYABLE

Reviewed: November 2014

Purpose

Accounts payable is responsible to ensure that financial approved obligations will be paid prompt and accurate in a timely manner.

POLICY

1. Prompt payment is most important in maintaining and promoting satisfactory credit standings with vendors therefore departments should make every effort to approve and submit invoices in a timely manner to the Business Office in order to meet the directive for prompt payment of invoices.

2. Payable accounts are those obligations that have been approved by the authorized staff of the university. All others will be returned to the originator.

3. All invoices and requisition/reimbursement forms are placed in the designated “in box” in the business office.

PROCEDURES

1. Received date stamp the invoice or requisition/reimbursement form with current date
2. Make sure invoices, requisitions and reimbursements are approved by an authorized staff member.
3. Enter the invoices/requisition/reimbursement form into the BlackBaud Financial Edge module; assigning GL numbers as they are entered
4. The Business Office staff will prepare a Financial Report and an Aging Report on Tuesday and Thursdays, which will be given to the Director of Finance.
5. The Director of Finance and the staff evaluates these reports together, and determine which invoices will be paid.
6. The Payment Rule is that “normal” invoices and requisition/reimbursement forms are paid within thirty days (30) by the Business Office Staff.

INDEPENDENT CONTRACTORS/ CONSULTANTS/ HONORARIUM

The independent contractor is responsible for any taxes associated with his/her performance of services. The University files IRS Form 1099 for earnings totaling \$600.00 or more to an independent contractor at the end of each calendar year.

POLICY

Our goal is to keep the necessary information as minimal as possible. And, although an individual may already exist in the General Ledger, an updated address is necessary to ensure subsequent correspondence is made to the most current address available.

PROCEDURE

- In all cases, we require a W-9 to be completed by the individual. This protects the University from any penalties resulting from any reporting of incorrect tax ID numbers.
- This form is completed for all new activities in which revenue is generated from the sale of goods or the performance of services.
- It also must be completed when requested by tax compliance. This include recipient's name, supplier Tax ID number or Social Security Number; complete mailing address (even if check is to be picked up), amount of payment, and the date and Account to be charged.

CONFERENCE/ TRAVEL REIMBURSEMENT

POLICY

Accounts Payable reimburses all travel expenses within thirty days of receipt.

PROCEDURES

To guarantee a quick reimbursement, reimbursement requests must be accompanied by a properly completed form. All necessary approvals are obtained and all applicable original receipts are included.

- Upon return from a trip, the traveler must complete a Requisition and Reimbursement Form, with department head signature and proper receipts attached to the reimbursement request.
- The form must be accompanied by all the original receipts for travel expenses including airfare, hotel, and rental car bills, and any other business related expenses. This report will serve to document legitimate business expenses and provide for reimbursement as appropriate.
- Reimbursement of travel expenses should be in accordance with travel guidelines as established for reimbursement of University.

PETTY CASH

Reviewed: Dec 2010

Purpose

The primary purpose of a petty cash fund is to allow the reimbursement of minor or emergency business expenses in an efficient and cost effective manner.

POLICY

1. The Business Office staff is responsible for the proper safeguarding of petty cash monies. Cash and receipts for un-reimbursed expenditures must be kept in a locked container such as a fire-proof file cabinet, safe, or other suitable device to which unauthorized access is difficult.
2. A check request must be submitted to Accounts Payable for any amount more than \$40, and must have department head approval. The requester is responsible for returning receipts and/or unused funds to the Business Office.
 - Please note Petty Cash will not be distributed to any department if there are any outstanding Petty Cash receipts.
 - Departments must be specific of their request for petty cash. The requester is responsible for returning receipts and/or unused funds to the Business office no later than two days after the event.
3. The departmental petty cash reimbursement should have the following characteristics:
 - The receipt should be an original; it should not be a carbon copy or a photocopy.
 - The receipt should be marked "Paid" and carry the signature of the vendor's representative and the name of the vendor.
 - The receipt should show the date of the purchase, and the quantity, description, unit price and extension of each item purchased.
4. Petty cash funds are kept separate from change funds, personal funds, and any other collected revenue.
5. A reconciliation of the petty cash fund must be done on a regular basis. Complete the Petty Cash/Change Fund Reconciliation Form to insure the receipts plus cash on hand is equal to the amount of the authorized petty cash fund.

PROCEDURE

1. Petty cash slips are separated by the department account numbers listed on the slip.

2. Then within each department, the slips are separated by what type of purchase the petty cash was used for, assuring that each slip has a receipt attached and is valid.
3. The amounts in each area are then added up individually then as a whole.
4. The total is then be added to the total amount of cash left.
5. This total amount must equal the same total of petty cash that there should be each month.
6. The amounts of the receipts spent are being entered into BlackBaud as a payment request.
7. After reconciliation a check from Accounts Payable, is issued to replenish the fund. This cash can then be placed in the Petty Cash box.
8. The custodian must maintain the following information on the petty cash slip:
 - the amount of the cash
 - the date
 - the purpose
 - the recipient
 - the recipient's signature
 - the custodian signature
9. The custodian is responsible for ensuring the employee returns any unused cash. The original sales receipt or cash register sales slip to the petty cash custodian. The receipt(s) must include:
 - description of the item(s)
 - date of purchase
 - place of purchase
 - itemized amounts
 - purpose
 - signature of purchaser
10. Employees receive reimbursement for purchases under \$40 from the petty cash custodian when personal monies are used.

PAYMENT PROCESSING SCHEDULE:

Tuesdays and Thursdays

POLICY

VENDORS PAYMENTS

- Based on the invoice date and payment terms of the supplier.
- Checks are written so they reach vendors within the terms of payment (assumes invoice is forwarded to accounts payable timely).
- Invoice amounts and check amounts are matched when the check is prepared to be sure the check is correct.
- Vendors that are eligible to receive a 1099 are marked in the general ledger system when the vendor is initially entered in the system.
- Proper mailing address is also matched for proper delivery of check.

EMPLOYEE AND STUDENT PAYMENTS (REIMBURSEMENT)

- Checks are cut following processing of Request for Payment in Accounts Payable.
- Reimbursement requests from employees are processed like any other accounts payable bill.
- Proper authorizations and supporting documentation must be included in the request.
- Refund request for students are also processed like any other accounts payable bill.
- Proper supporting documentation as well as approvals must be included in the request.
- When anticipating payment dates, consider adequate time for campus mail and processing by Business Office Staff. The goal of accounts payables is to process all refunds/reimbursement within 7 to 10 working days of receipt in the Business Office assuming appropriate documentation and approval.
- Emergency circumstances require a payment sooner than the scheduled payment cycle. In these situations, Invoices, requisition/reimbursement forms will be paid 24-48 hours with an approval from the president or Director of Finance.
- Payment may be delayed or not issued to vendor, student or employee if invoices/reimbursement/requisition is not submitted to the Business office in a timely manner.

LINE OF CREDIT/ MORTGAGE PAYMENT

- Payments are made on the due date as a direct debit from the operating account to the bank

STOP PAYMENT/REPLACEMENT CHECK

POLICY

Occasionally checks may be lost, stolen or incorrect which requires a stop payment and reissue of the check. There is a \$35 charged fee which is to be paid before reissues or deducted from the original amount of check.

PROCEDURE

Accounts Payable is responsible for maintaining the check cancellation and replacement function. A replacement check will be issued. Normally, check is reissued within 5 to 7 days, there is \$35 fee.

If a check must be canceled due to an inaccurate amount, an incorrect vendor name, or an incorrect address and a replacement is not needed, the voided check must be submitted to the Business Office with a note indicating the check be canceled.

- A stop payment form needs to be signed and submitted to the Business Office Staff
- This form must contain an explanation for the request and the signature of the person requesting the void and/or replacement.

PURCHASING

Purpose

Authority for purchasing is delegated to the Business Office by the Business Office and the President. The purpose is to procure products and/or services for all University departments, in as timely a manner as possible, in accordance with University Policy.

The University is diverse areas of teaching, research, and service. The Business Office communicates with all staff and few faculty within the University community and hundreds of vendors in supplying complex, unique requirements that arise. The Purchasing staff is professional and well-trained and is eager to serve University staff.

POLICY

The Purchasing Staff under the direction of the Business Office are responsible for: providing the business skills and coordinating when necessary, appropriate technical skills required to purchase all goods, supplies, equipment and services necessary for the continuous operation of the University, including:

- communicating with suppliers in matters of price, quality and delivery at both the quotation and ordering stages of procurement
- identifying alternative sources of supply through regular commodity reviews
- negotiating with suppliers
- communicating with major departmental users to stay current with planned needs
- helping departments develop specifications for the required product services
- providing acceptable terms and conditions for procurement
- defining, maintaining and providing access to processes and records to support established objectives

The Purchasing Staff is responsible for establishing, maintaining, and ensuring compliance with purchasing policies and procedures.

PROCEDURES

1. As an employee of BHU, you have flexibility in purchasing goods and services. All purchase requests must follow established policies, procedures, and guidelines. A good rule to follow is to always discuss your needs with your department head or involve the Purchasing Department from the very beginning of planning your purchase request. All purchases over \$200 must have approval from the president.
2. Employees are prohibited from signing any contracts. There are only a few designated individuals at the University who are approved by the Board of Trustees to sign contracts and legally bind the University. The Purchasing Department will review and edit contracts, consult with University Counsel, if necessary, and obtain the appropriate signatures for your contract requirements.
3. All purchase requests must be submitted
4. Purchasing with a company issued credit card (for select employees).
 - For small dollar supply orders, airfare, lodging & conference registration fees, small miscellaneous
 - Authority to purchase is delegated to the cardholder and does not require pre-approval from Business Office, to place an order (however, must be within departments budget)
 - Post audit is performed (all receipts for expenditures need to be submitted with monthly statement)
 - Includes control and accountability

- Must follow established purchasing procedures, and spending policies
- Must be used for official University business
- Monthly limit set by Business Office
- Alternate process for repairs, catering and large purchases

STUDENT DEPOSITS POLICIES AND PROCEDURES

INTERNATIONAL STUDENTS DEPOSITS

According to Beulah Heights University's Admissions Department, in order for international students to be accepted for admission to BHU, these students must complete the following admission procedures including making required deposit on account:

- The International Student Application must be completed in English language by the student and returned to the university. All items on the application form must be completed. The Affidavit of Support must remain attached to the International Application and must be notarized.
- An application fee of \$30.00 (undergraduate) or \$35.00 (graduate) in U.S. currency must be included with the application. The application fee is not refundable.
- Since English is the language of instruction at BHU, the student must provide evidence of proficiency in spoken and written English. A score of 500 on the Test of English as a Foreign Language (TOEFL) or completion of level 9 of the ESL program will satisfy this requirement. The TOEFL test is given at centers all over the world. The student should take it as soon as possible. (*offered here at BHU*)
- The student must provide notarized copies of his/her high school and college work in English translation.
- The student must complete and return a medical form supplied by the college.
- The student must demonstrate that he/she has the ability to pay for the cost of a college education at BHU. International students are not allowed to work in the United States unless they have a special approval from the Immigration and Naturalization Service. Currently, the cost of four years of education at BHU is approximately \$35,000.00 (U.S. Dollars). **THIS COST INCLUDES TUITION AND LIVING EXPENSES ONLY. THIS IS SUBJECT TO CHANGE AT ANY TIME.** The student must include a bank statement or other evidence that he/she has at least \$8,500.00 (U.S. Dollars) the cost of one year readily available for this purpose.

RECORDING INTERNATIONAL STUDENT DEPOSITS IN THE FINANCIAL RECORDS

Beulah Heights University requires a deposit in U.S. currency of \$3,000.00 for international dorm students and \$2,500.00 for international non-dorm students before issuing the I-20 Form.

OUTSIDE SCHOLARSHIP STUDENTS DEPOSITS

If a student searches for scholarships on their own, they must have the third party submit funds to Beulah Heights University on their behalf. When this happens, funds are posted to student account as an outside scholarship deposit. The third party or company name who gave the outside scholarship is included along with check number as the deposit is posted to student account.

When funds are received from a third party or company for a student, these funds are recorded on the student account as an outside scholarship deposit and recorded in the financial records as a liability. The following cash receipt is entered in the financial record:

- Cash (Operating Account – 000-1010-1) is debited \$3,000.00

- Outside Scholarship Deposit (000-2536-1) is credited \$3,000.00

When the student who received the outside scholarship finally registers for his/her classes, a portion (if not all) of the student deposit is applied to student account to pay for current semester charges. The student account balance is reduced and student deposit balance is reduced as well. The financial record transaction (student deposit applied) is entered as follows:

- Student Deposit Applied (000-2536-1) is debited \$3,000.00

- Student Receivables – Tuition (000-1035-1) is credited \$3,000.00

CHECKS: RETURNED, NON-SUFFICIENT FUNDS

Reviewed: November 2014

POLICY

A \$35 fee will be charged to the student account for each check returned by the bank for non-payment or non-sufficient funds. Beulah Heights University reserves the right to require a money order or cashier's check for all payments subsequent to the return of a personal check for non-sufficient funds.

RECORDING RETURNED CHECK AND RETURN CHECK FEES IN BLACKBAUD FINANCIAL EDGE

When a student deposit has been returned for non-sufficient funds, the previous recorded deposit on student account is reversed (if not already applied) and the financial record transaction (returned check) is entered.

When a student deposit has been returned for non-sufficient funds, the student is also charged a returned check fee. This returned check fee is posted to student account and financial record transaction (returned check fee) is entered as follows:

- Student Receivables – Return Check Fee (000-1035-1) is debited \$35.00

- Cash (Operating Account) – (000-1010-1) is credited \$35.00

When a student deposit has been returned for non-sufficient funds, if previous deposit has already been applied to student account, the returned check is charged to student account and the financial record transaction (returned check) is entered as follows:

- Student Receivables – Return Check (000-1035-1) is debited \$2,800.00
- Cash (Operating Account) – (000-1010-1) is credited \$2,800.00

FINANCIAL AID POLICIES AND PROCEDURES

RECEIPT OF FINANCIAL AID FUNDS

PROCEDURE

The Business Office is required to disburse financial aid to the University and the students based on reports received from the Financial Aid office. The business office receives reports from the Financial Aid department detailing the total grants and loan funds to be disbursed. Beulah Heights University then receives **Federal Pell Grant, Federal SEOG and Federal Loan** funds into the Wells Fargo Federal Account via an automated process generated by the drawdown process from the Business Office. After these funds are received into the Wells Fargo Federal Account, the Business Office must transfer these funds into the BB&T Operating Account within three (3) business days due to financial aid regulations. Seventy Five percent (75%) of **Federal SEOG** funds are also received into the Wells Fargo Federal Account via an automated process generated by the Business Office from a report submitted by the Financial Aid department and later transferred to Wells Fargo Operating Account for disbursement. Twenty Five percent (25%) of Federal SEOG to be disbursed to students represents Beulah Heights University’s matching portion, which is received into the BB&T Operating Account via Beulah Heights University’s Accounts Payable process.

DISBURSEMENT OF FINANCIAL AID FUNDS

The Business Office receives three different reports from Financial Aid to disburse funds to students. The first report is the U.S. Department of Education Federal Pell Grant Program Pell Disbursement List. The second report is the U.S. Department of Education EDEXPRESS Student Records List (Federal SEOG) By Fund Code. The third report is U.S. Department of Education Federal Direct Loan Program – Actual Disbursement List).

DISBURSEMENT PROCEDURE

After the Business Office receives the disbursement reports from Weber & Associates, batches are created in the Business Office software package to aid in the disbursement of Financial Aid Funds.

The first check of each batch always goes to the college if any student in the batch has a balance on account. The second check of each batch goes to the first student receiving a refund. The next funds are manually and sequentially assigned according to the student refund status via direct deposit.

For example, Cassandra Davis is receiving Federal Pell Grant Award in the amount of \$750.00, Sub Stafford Loan Award in the amount of \$2,000.00 and Un-subsidize Stafford

Loan Award in the amount of \$625.00. Cassandra Davis' total financial aid award amount for Fall Semester 2006 is \$3,375.00. She had a balance on her account in the amount of \$1,200.00. Because she is receiving \$3,375.00 in financial aid award, \$1,200.00 is subtracted from her award amount to reduce her **Account Balance after financial aid is applied** to zero. Cassandra Davis is also receiving a refund in the amount of \$2,175.00 for this disbursement via Direct Deposit.

Based on the disbursement reports received from Financial Aid, all student disbursements should be entered to complete each batch. The very first batch created each semester should include Federal Pell Grant Award recipients and Federal SEOG Award recipients.

The U.S. Department of Education EDEXPRESS Student Records List (Federal SEOG) By Fund Code will have disbursement amounts to students for both Spring Semester and Fall Semester. When disbursing these funds, always disburse half of what is assigned to each student on this report.

The batch order for financial aid disbursements are Federal Pell Grant and Federal SEOG Awards first, Direct Loan Awards second and all others or additional awards thereafter.

STUDENT TUITION ADJUSTMENTS AND REFUNDS

WITHDRAWALS, TUITION ADJUSTMENTS AND REFUND PROCESS

According to Beulah Heights University's General Catalog, when a student withdraws from a class, tuition will be credited or adjusted for Summer Semesters as follows:

- a. Within the 1st semester week: 95%
- b. Within the 2nd semester week: 85%
- c. Within the 3rd semester week: 75%
- d. Within the 4th semester week: 50%
- e. After the 4th week : 0%

Tuition will be credited or adjusted for Fall and Spring Semesters as follows:

- a. Within the 1st semester week: 95%
- b. Within the 2nd semester week: 85%
- c. Within the 3rd semester week: 65%
- d. Within the 4th semester week: 50%
- e. Within the 5th semester week: 0%
- f. Within the 6th semester week: 0%
- g. Within the 7th semester week: 0%
- h. Within the 8th semester week: 0%
- i. After the 8th week: 0%

Also, according to Beulah Heights University's General Catalog, refund calculations for students receiving federal financial aid are as follows:

- a. Federal regulations require schools participating in the Student Financial Aid Programs to use the federal refund policy as set forth in the Higher Education Amendments of 1998, Public Law 105-244 for students who receives financial aid

when they withdraw from the college. This policy applies to tuition, fees, room, and board.

- b. For withdrawals prior to the first day of classes, a student receives a 100% refund. If a student withdraws from Beulah Heights University and is receiving federal financial aid, a portion of those funds may be returned to the federal aid program based on the following:
 - If a student withdraws before completing 60% of the semester, the student is only entitled to federal student aid based on the percentage of time that was completed. Pro-rata refunds are calculated and determined by percentage of the semester that has been completed up to and including the official date of withdrawals.
 - Based on this calculation, the college (Financial Aid Department) determines the amount of financial aid that is unearned and is responsible for returning any portion necessary to the appropriate financial aid programs. Financial aid funds are returned to the federal programs in the following order: Unsubsidized Federal Stafford Loan, Subsidized Stafford Loan, Federal Pell Grant and Federal SEOG. Any remaining credit balances will be returned to the college and/or student.

Based on the above information, the Financial Aid Department calculates the R2T4 (Return to Title IV) amount and provides the Business Office with a Sallie Mae Return/Refund Manifest detailing specific information about this return. The Financial Aid Department then submits a requisition made payable to Beulah Heights University to deposit R2T4 funds in Wachovia Federal account to enable the U.S. Department of Education to later auto debit this account to return to the lender.

BUSINESS OFFICE RETURN PROCESS OF ABOVE TRANSACTION

After the Financial Aid Department submits the requisition for return of financial aid funds, this requisition is entered in Beulah Heights University's accounting software (BlackBaud Financial Edge) to generate a check made payable to Beulah Heights University for deposit into Wells Fargo Federal account.

PAYMENT POLICY AND PROCESS BASED ON STUDENT WITHDRAWALS, TUITION ADJUSTMENTS AND CREDIT REFUND PROCESS

When a student withdraws from a class and receives a 50% tuition adjustment, student account is reduced by $\frac{1}{2}$ of the cost of tuition (Example: Undergraduate - $\frac{1}{2}$ of \$690.00 or \$345.00).

When this same undergraduate student withdraws from a class and receives a 50% tuition adjustment, student account is reduced by $\frac{1}{2}$ of \$690.00 or \$345.00. If this tuition adjustment is applied to student account and creates a credit balance owed to the student, the following is done to pay student and reduce balance to zero:

BHU ELECTRONIC FINANCIAL AID REFUND SIGN-UP PROCESS

BHU students are able to sign up to receive their financial aid refund via Wells Fargo Debit Card or Direct Deposit to a Checking or Savings account.

During each semester when students' school email accounts are established, students are encouraged to check it periodically for instructions to sign up and choose their refund method.

If a student is receiving financial aid for the first time, after registration, student should receive an email invitation to sign up to receive refund by **DEBIT CARD** or **DIRECT DEPOSIT**.

If student has already received refund via **DEBIT CARD** from Sallie Mae during a previous semester(s), student refund should be disbursed much faster the next semester, within 1 - 2 business days of processing date.

If student will be receiving refund via **DEBIT CARD** for the first time, from the date it is processed, it should take 7-10 business days for delivery.

Wells Fargo will not send a Debit card to a Post Office Box. Student must have a physical address to receive a BHU Debit Card.

If student received financial aid refund via Direct Deposit during the previous semester, unless student changes refund method to BHU debit card, student will receive Direct Deposit again during the current semester.

BHU ELECTRONIC FINANCIAL AID DISBURSEMENT PROCESS THROUGH WELLS FARGO

The Business Office is responsible for disbursing financial aid refunds to students via BHU Electronic Financial Aid Refund Disbursement Process through Wells Fargo.

PAYROLL POLICIES AND PROCEDURES

Reviewed: November 2014

TIME AND ATTENDANCE REPORTING

Payroll Policies and Procedures

Time and Attendance Reporting

The purpose of this policy is to provide a systematic and effective method of keeping attendance and benefits records.

Policy:

Time Card via ADP Workforce Now

All Hourly Employees are required to sign in and out of BHU's new time and attendance reporting system called ADP Workforce now. Each supervisor is responsible for reviewing, monitoring and approving their employees' hours prior to payroll submission before payment can be made. For more information contact the Business Office. Overtime must be approved **before** work is performed. Supervisors should consult Payroll Department for overtime guidelines. Any adjustments to pay will be reflected in the next pay period.

Absences from Work Areas

The purpose of this policy is to inform team members of the entitlement of breaks and lunches during the workday.

Breaks/Lunch

Team members may take 15 minutes as a break in the morning and afternoon if they are scheduled to work at least ten hours in that period. The times of breaks will be scheduled at the discretion of the employee's supervisor. Breaks can be combined with lunch times to give each team member 45 Minutes for lunch. This option should be discussed and approved by the appropriate supervisor.

To minimize interruptions when staff members are away from their work areas anytime during the workday, it is expected that the staff member will demonstrate professional courtesy and notify the appropriate co-workers. The "DND" function on the telephone is to be used when away from work areas or approval from your immediate supervisor if working on a time sensitive project.

Compensation and Payroll

The purpose of this policy is to insure that team members are aware of compensation and payroll policies and procedures.

- Confidentiality: Team member compensation is confidential and should not be discussed with other team members.
- Compensation: All hourly paid team members/ Adjunct instructors will be paid on the 1st & 15th of each month. Salaried personnel are paid on the 1st of each month. Paystubs are available online. Direct deposit of paychecks is available and encouraged but if you choose physical check, will be mailed out to your address on payroll check date.
- Any adjustments to pay will be reflected in the next pay period if submitted before payroll is processed.
- Full-time Salaried Employees: Beulah Heights University has two groups of full-time salaried employees. One group is paid in advance and the other group is paid in arrears. All full-time salaried employees are paid on the 1st of each month with exceptions at calendar year end and fiscal year end. The exception is for the pay group paid in arrears. This pay group is paid differently on the last business day of the calendar year and differently on the last business day of the fiscal year.
- When a payday falls on a holiday or weekend, paychecks will be distributed on the previous working day unless notice is sent indicating an alternate payday.
- Payroll Advances: Any payroll advance must be approved by the immediate Supervisor, Senior Accountant & President and will be repaid through a payroll deduction from the next regularly scheduled paycheck.
- Final Paychecks: A terminated team member's final paycheck will be available at the next regularly scheduled payroll date following termination, unless special circumstances dictate differently and previous arrangements have been made.
- Payroll Deductions: Paychecks will reflect those payroll deductions that are required by law. These include Social Security/FICA, State, and Federal taxes. If a team member's tax status changes due to marriage, number of dependents, or any other tax situation, that team member must promptly inform management so that subsequent paychecks reflect those adjustments.
- Other deductions may include health insurance premiums and other medical benefits, 403 (b) contributions, voluntary/charitable contributions, or credit union loans or savings plans.
- Court-ordered Garnishments: As an employer, Beulah Heights University is legally required to honor court-ordered garnishments. Should this occur, the information would remain confidential and not stand against the team member appraisal. Employees will be informed when an order for garnishment has been served.

Benefits

The purpose of this policy is to provide team members with optimal medical and fringe benefits, each full-time team member is given the opportunity to participate in the health and dental plans after successfully completing the 90-day probationary period. All team members are required to contribute a percentage of the cost of the major medical premium to participate. For complete details on each of the benefits offered to employees, please see Business Office. Beulah Heights University exercises its rights to modify and/or terminate benefits at any time.

Health Benefit Continuation (COBRA)

Effective: March 2003 (Revised September 2013)

The purpose of this policy is to give team member options for continuing health care after their employment with the university has been terminated.

Policy:

All full-time team members will receive a Health Benefit Continuation Notice explaining all options in detail. The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan.

Health Continuation Election Forms must be completed and returned by the time specified. A confirmation of your choices will be sent to the employee address on file.

Benefit Accrual

Effective: July 2008 (Revised July 2014)

The purpose of this policy is to provide a systematic and effective method of keeping an accurate balance of PTO (paid time off) and SICK time hours available to each employee.

Policy:

Full-Time Employees Only

All Full-Time Employees will accrue PTO and SICK Time Hours on a monthly basis based on their length of service with BHU. When PTO and/or SICK Time hours are taken, each Full-Time Employee will be required to access **ADP Workforce Now** to enter these hours.

NOTE: Full-Time Employees will only be able to carry forward a maximum of 40 PTO Hours to the next Fiscal Year unless otherwise approved by the president. Therefore, if by July 1st you have more than 40 PTO Hours remaining, when payroll is submitted for this time period, any PTO Hours in excess 40 will not carry forward.

Earned Leave and Necessary Absences

The purpose of this policy is to establish guidelines for staff member absences.

Policy:

To provide necessary assistance during the registration process, all full-time staff are to report to work on the following days:

- Week of registration
- Days of registration
- Week of late registration

Prior approval must be obtained if absences are necessary. If absences occur without authorization, disciplinary measures will be taken (with the exception of illness).

Reporting Absences:

If it is necessary to be absent from work, staff members must inform his/her supervisor as soon as possible. Planned leave, i.e. scheduled vacation must have prior approval. This can be done by completing the Leave Request online in ADP Workforce now.

Disciplinary action will be taken if absences are not approved or called in.

Vacation Time and Sick Leave:

Administrative Support, Clerical Staff, Full-Time Faculty:

- Accrue vacation at the rate of 6.67 hours per month (10 days per year) 0 – 5 years of service.
- Accrue vacation at the rate of 10 hours per month (15 days per year) 5+ years of service.
- Sick leave will be granted at the rate of 1 week per year for 0 – 5 years of service and 2 weeks per year with 5 or more years of service.

Mid-Management, Senior Management (Directors):

- Accrue vacation at the rate of 10 hours per month (15 days per year) 0 –5 years of service.
- Accrue vacation at the rate of 13.33 hours per month (20 days per year) 5+ years of service.
- Sick leave will be granted at the rate of 1 week per year for 0 – 5 years of service and 2 weeks per year with 5 or more years of service.

Executive Level Management (President’s Cabinet):

- Accrue vacation at the rate of 13.33 hours per month (20 days per year) 0-5 years of service.
- Accrue vacation at the rate of 16.67 hours per month (25 days per year) 5+ years of service.
- Sick leave will be granted at the rate of 1 week per year for 0 – 5 years of service and 2 weeks per year with 5 or more years of service.

**Sick leave does not carry over into the next fiscal year nor does it accrue over time. No payment for sick leave will be given upon termination of employment.

*****Accrued vacation will not be paid upon an employee’s separation**

LEAVE OF ABSENCES:

Leave of absences of up to six (6) months may be granted at the option of BHU for certain specific conditions. Staff members on leave are not eligible for benefits. However, they may continue their insurance provided that the full premium is paid by the staff member. Only military leave, maternity leave, family medical leave (up to 12 weeks) and workman’s compensation leave is obligatory to BHU to continue BHU benefit coverage. Other types of leave are at the option of BHU and will be granted only when practical for BHU. In those cases, re-employment at the end of the leave is not obligatory. Staff members not returning from leave upon the agreed upon time and without communication of an approved revised return date, will be terminated. (Revised return dates further than the allotted six (6) months will be subject to review and determination by BHU senior management on a case by case situation and impact on the individuals department and position. This is in no way a guarantee of an extension or

continued employment or eligible for re-application for employment).

Retention of staff member position: Efforts will be made to retain a staff member's original position while on leave. It may be necessary, though, to fill the position with another staff member before the leave terminates. If so, attempt will be made to reinstate the staff member in a similar position.

Missions Trips - Each department will deal with requests for time-off on an individual basis with the employee and the supervisor. Trips not directly related to BHU will be allocated to personal time and/or vacation time or without pay. It is the responsibility of the supervisor to notify Human Resources of such trips and its allocation on the Monthly Leave Form.

Personal Leave of Absence - Full-time staff members wishing to be absent for more than one week, without pay, for personal reasons, not including vacation or sick time, must request to be placed on personal leave. Such personal leave is at senior management's option and will be granted only in circumstances of absolute necessity, which is mutually agreeable both to the staff member and to BHU. Under no circumstances should personal leave exceed one (1) month in duration. It is the responsibility of the supervisor to notify Human Resources of such on the Monthly Leave Form.

PAYROLL PROCESSING

PROCEDURES

Beulah Heights University's current payroll processing procedures are summarized below:

The payroll administrator processes four different pay groups based on four different pay periods. The four different pay groups, pay dates and sample pay periods are listed below:

Pay Groups	Pay Dates
1. Old Monthly	1 st of Each Month
2. New Monthly	1 st of Each Month
3. Semi-monthly	1 st & 15 th of Each Month
4. Adjunct Faculty	15 th & end of Each Month (*)

(*) Adjunct faculty employees' pay dates vary each semester. They are paid four times for spring and fall semesters and two times for summer semester.

All payrolls for each pay group are processed using ADP Workforce Now Pay software. Old Monthly and New Monthly are salary or fixed monthly payrolls and are processed or transmitted using ADP Pay Expert. Semi-monthly or hourly employees have to log in to ADP's Workforce Now, which is ADP's Time & Labor Management System. This particular time stamp system allows hourly employees the ability to sign in and out daily. It also allows the employees' supervisors the ability to approve their hours prior to payroll transmission.

All supervisors are required to approve their employees' time that are hourly. They are also required to approve any time off requests. These approvals must be done prior to payroll being processed.



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