
Departments that receive SURCA awards will need to complete the following:

For supplies orders using UShop:

Departmental Administrative Associates will enter the UShop order, ensuring all information is complete (be sure to deliver items to your department, not to Honors). Assign the cart to Peggy Styes (styesp@uncw.edu, ext. 24181) in the Honors College. When your order arrives, enter the delivery/receipt date to complete the order.

For PACS orders:

Admin. Associates or Faculty members can also order the supplies using their PAC's Card. You'll make the purchase as normal and we'll move the expense from your card over to the SURCA fund. Once the PAC's charge hits Banner, complete a journal entry (JE) and send this to Peggy Styes in the Honors College. She will complete the JE and send to Accounting. She will also forward the department a copy of the JE when it is sent to Accounting so that Admin. Associates can make sure it is credited back to their departmental fund.

Two options for completing Travel:

1. Admin. Associates will enter all travel authorizations relating to the travel for the SURCA Awards. We encourage you to pre-pay for travel whenever possible. Admin. Associates will then complete a journal entry to move the travel expenses to the SURCA fund once the travel is completed and forward this JE to Peggy Styes in the Honors College. She will complete the JE and send to Accounting. She will also forward the department a copy of the JE when it is sent to Accounting so that Administrative Associates can make sure it is credited back to their departmental fund.
2. Administrative Associates will enter all travel authorizations relating to the travel for the SURCA Awards. They can then request fund 148003 be added within the online travel card system. Contact Sandy Gladden in the travel office for further instructions if needed. If you add the fund to your travel card, make sure Peggy Styes know what expenses you will be charging to her fund 148003 on the travel card. Only certain expenses can be put on the travel cards. These include Airfare, rental cars, registration, and lodging (room rate and tax only). This fund is only available on a temporary basis for the SURCA Awards. Once the travel is complete, complete a JE to move the expenditures that were not paid directly by the SURCA Fund.

If a student is traveling, you must attach a SURCA travel endorsement form, signed by their Faculty mentor, stating that their travel is a mandatory part of their SURCA project employment.

Requirements and Guidelines for SURCA Travel

- I. Students must be hired on as University employees with their SURCA travel stated as a mandatory part of their duties.

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- II. Faculty mentors should complete and sign a Travel Endorsement form for each student traveling as part of their SURCA project. These forms should be mailed or scanned and sent to Peggy Styes (styesp@uncw.edu) in the Honors College.
 - III. A Faculty mentor must accompany each student when they travel (though one faculty member may accompany several students).

For student hourly pay:

Administrative Associates should help students complete hiring paperwork and will ensure the students have completed all hiring paperwork. This includes the W-4 on-line, NC-4 online, direct deposit form, I-9 and e-verify. If e-verify cannot be completed by an Admin. Associate, contact Ivor Dikkers (dikkersi@uncw.edu ext. 22103) in HR for help completing the forms. Ivor can also review the forms for completeness. Upon confirmation that the hiring paperwork has been completed, e-mail Peggy Styes (styesp@uncw.edu) so that she can key inter the payroll action, HR 160. Peggy will enter the HR 1.60 and act as the timekeeper for student timesheets. Peggy will need the following to complete the HR 160: Complete name, ID number, hours working per week, start and end date of work, hourly wage and duties. All of this information should be included in your initial SURCA application, but Peggy may ask you for verification. Students should update their timesheets daily and send a copy to Peggy Styes(styesp@uncw.edu) weekly. Please note that students can only work a maximum of 29 hours per week across all University jobs. If this SURCA project is your only position, you can work up to 29 hours each week. If you have another job on campus, for example, and that job requires you to work 15 hours each week, you could only work a maximum of 14 hours per week on SURCA.

For faculty and Graduate Assistant stipends:

Graduate Assistants: If a graduate assistant is not currently a University Employee, their Administrative Associate should work with them to complete their hiring paperwork. This includes the W-4 on-line, NC-4 online, direct deposit form, I-9 and e-verify. If e-verify cannot be completed by an Admin. Associate, contact Ivor Dikkers (dikkersi@uncw.edu ext. 22103) in HR for help completing the forms. Ivor can also review the forms for completeness. Upon confirmation that the hiring paperwork has been completed, e-mail Peggy Styes (styesp@uncw.edu) so that she can key inter the payroll action, HR 135.

Faculty: Peggy Styes in the Honors College will enter Supplemental Pay forms. If faculty did not include their 850 ID# on their SURCA application Peggy will need that ID# before she can begin processing their stipend. Once the supplemental pay is entered, it will be routed for the required signatures. The faculty receiving the stipend will need to sign first and then send the form to their department chair. In turn, the department chair should sign and send the form on to the Dean of their college. Once complete, the signed form should be sent to Susan Gray in Academic Affairs Resource Management. It is the responsibility of the department to follow up and make sure it has all signatures required and forwarded to Susan Gray for final approval. Once final approval is given, Peggy Styes will enter the HR 135 pay action. Payment to the faculty will begin the following pay period and will be dispersed in equal amounts over the period during which their SURCA project is active.