



UWI

ST. AUGUSTINE
CAMPUS

REMOTE ACCESS BUSINESS CONTINUITY PLAN

BURSARY

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PAYROLL & STAFF BENEFITS

Payroll Processing and Payment

- Staff will be added or removed from PeopleSoft by HR following normal protocols. Campus Units are asked to liaise directly with HR for any staff changes that are envisaged during this time.
- Wage sheets for fortnightly payroll should be scanned and emailed to: Lillian.Katwaroo@sta.uwi.edu and Joanna.williams@sta.uwi.edu.
- **All hard copies of wage sheets should be sent for filing when normalcy resumes.**
- Payroll will continue be updated electronically to your bank account.
- Persons who are currently paid by cheque, please email your banking information to facilitate direct bank deposit to bursary.payroll@sta.uwi.edu.
- Cheques will printed for staff members who have not yet provided banking information. You will be contacted by payroll to schedule a date and time for collection.

Pay Slips and TD4

- Pay slips and TD4 are available on PeopleSoft for remote access and printing.
- If you are unable to access this facility, please email your request to bursary.payroll@sta.uwi.edu. and include the following information:
 - Name
 - Staff ID#
 - Position

Bank and Other Documents

- Persons who require UWI stamp and signature for standing orders and direct deposits, scan and email your documents to bursary.payroll@sta.uwi.edu.

Staff Medical Plan

For submission of medical claim forms and or any queries.

- Insureds can take a picture or scan their health claims with supporting receipts.
- Claim forms will be accepted without the Plan Administrator signature and company stamp.
- Guardian Life has advised that members have up to 90 days from the date of service to submit a claim.
- Referrals and doctor's reports should be attached where applicable.

Approval has been given for the dispensing of and claiming for up to two months of prescription drugs.

All **claims** should be **forwarded to** the following email addresses for reimbursement.

Mr. Kerry Munroe: kmonroe@cic.co.tt<<mailto:kmonroe@cic.co.tt>>
Mr. Ahmed Gill: agill@cic.co.tt<<mailto:agill@cic.co.tt>>
Ms. Hazel Ann Boxill: hboxill@cic.co.tt<<mailto:hboxill@cic.co.tt>>
Ms. Wendy Seepersad: wseepersad@cic.co.tt<<mailto:wseepersad@cic.co.tt>>

Staff can view their claims history on the EASI CONNECT service. Information on registration can be found on the intranet via <https://intranet.sauwi.uwi.tt/hrmatters/medical.asp>

Academic Grants Desk

Please email all Study and Travel Grant (STG), Institutional Visit Allowance (IVA) / Development and Training Grant (DTG) and Book Grant (BG) queries and reimbursement requests to academic.grants@sta.uwi.edu

The following will be accepted and processed:

- BG Reimbursement - Scanned copies of original bills will be accepted and proof of payment will be accepted however staff must keep their original bills to submit to the Bursary upon request at a later date. Emails for online purchases will also be accepted with the proof of payment shown as well.
- (STG), (IVA), (DTG) - Only Financial Reports for travel completed and the reimbursement of funds will be accepted at this time.
- All attempts will be made to uphold the standard two (2) weeks processing time.

FAQs on Academic grants is located on the intranet.

Pension Plans

- ATSS, Daily Paid and Estate Police and Hugh Wooding Staff members needing assistance with Pension or Gratuity matters are asked to contact Mr. Dennis Hector at dennis.hector@sta.uwi.edu
- Academic, Senior Administrative and Professional Staff members needing assistance with FSSU Pension Plan are asked to contact Mrs. Melissa Henry at Melissa.henry@sta.uwi.edu

REMOTE SUPPLIER PAYMENT PROCESSING

Suppliers

Departments are advised that scanned copies of critical payments for essential services should be forwarded to the Suppliers Section of the Bursary at the following email address: BursarySuppliersIns@sta.uwi.edu

Emails should include a scanned copy of the Banner invoice together with the vendor invoice which should be signed off by the Head of Department as evidence of his/her approval for payment.

An email from the Head of Department approving the payment to the named vendor and the amount approved will also suffice.

For direct payments without a Purchase Order, these requests should be emailed to the Budgets section of the Bursary for approval of funding and forwarding to the Suppliers Section for payment processing.

Payments for contractors must be accompanied by a scanned letter from the relevant department to certify payment and to confirm the amount to be paid, naming the vendor.

All critical payment requests from departments should include the Vendor's banking details as follows: Bank name, bank address, type of account (chequing or savings), account number and routing number. Any payments to Scotiabank must include the bank transit or branch ID number. This would result in a 12-digit account number.

Please attach official correspondence from the vendor outlining the banking information. For individual accounts, a screen shot or scanned copy of the top of the bank statement confirming the bank details will suffice.

Please refer to the Remote Payment Processing Flow Chart (Page 8) for more details.

For further guidance relating to Customs matters and clearing of cargo, please send an email to the following email addresses: Prakash.Rajkumar@sta.uwi.edu or Sheldon.Cielto@sta.uwi.edu.

For matters relating to Asset Management, please send an email to Mr. Mark Maundy at the following email address: Mark.Maundy@sta.uwi.edu.

BUDGETS

Invoices to be Processed for Payment

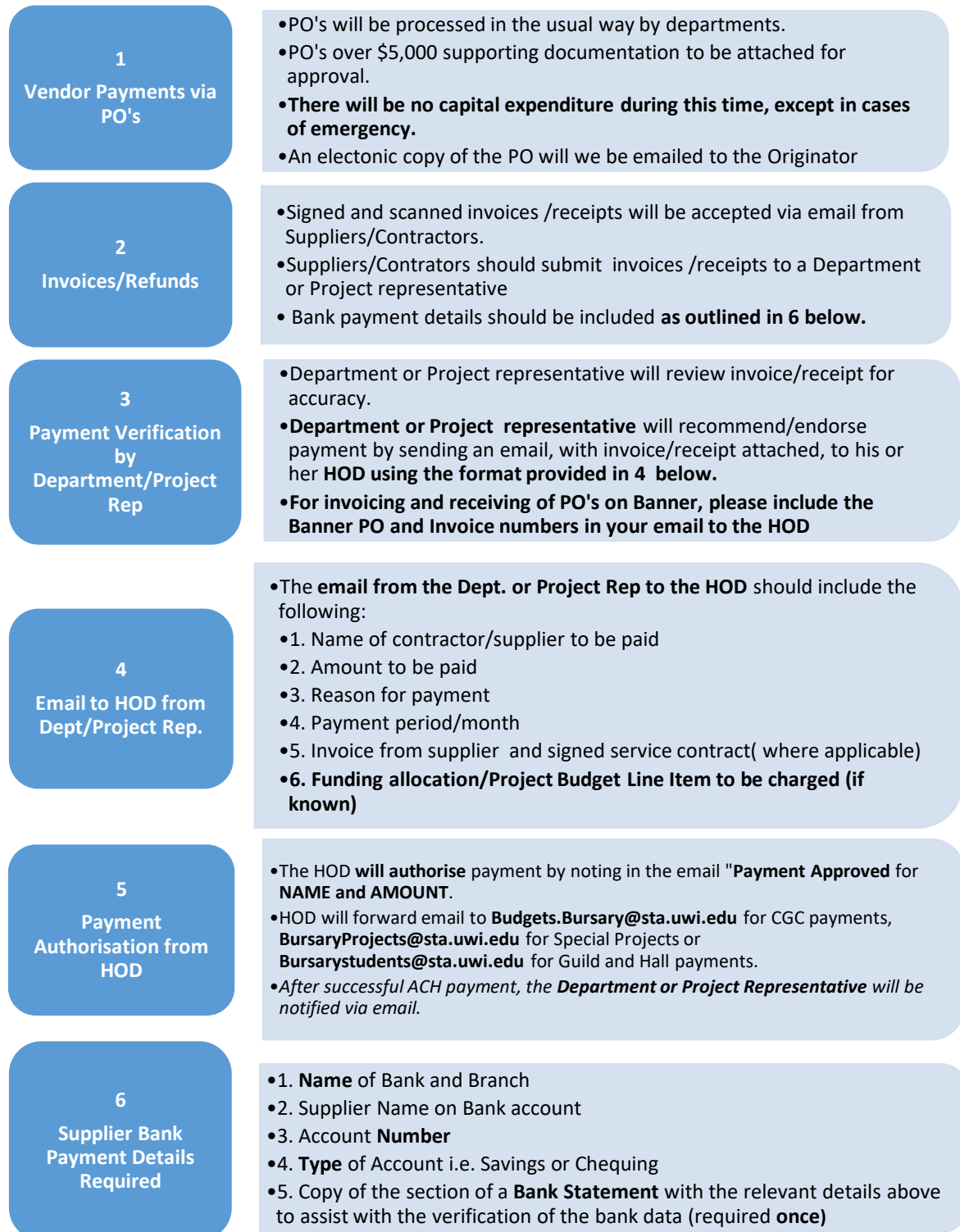
- Scanned invoices will be accepted for payment from Contractors/Suppliers.
- The Department/Unit is asked to ensure that the following is on the invoice:
 - Be marked “approved for payment”
 - Signature of the Dean/Head of Department/Unit.
- The approved invoice is to be scanned and emailed to your regular Budgets Accounting Assistant and copied to Kevin.Kaloo@sta.uwi.edu or the Budgets section email at Budgets.Bursary@sta.uwi.edu.
- A scanner app can be downloaded for use (check Google Play or the Apple Store).

Please refer to the Remote Payment Processing Flow Chart (Page 8) for further details on payment processing.

Purchase Orders

- P.O.s will be processed in the usual way. An electronic copy will be sent to the originator when approved. P.O.s will be printed daily at 9:30 a.m. and email alerts will be sent at 10:00 a.m.
- Except in cases of emergency, there will be no fixed assets purchases during this time.

REMOTE PAYMENT PROCESSING FLOWCHART



PURCHASE ORDERS

Input of purchase orders into the Banner system by Campus units will continue as per normal protocols.

Purchase Order Printing

- All fully approved purchase orders processed by the entire Campus are printed in the Systems Section. Previously this would happen twice daily at 9:30 a.m. and 1:30 p.m., where orders would be sent to Departments through internal mail.
- In anticipation of reduced Department workload, purchase orders will now be processed once daily at 9:30 a.m. However, instead of printing, an electronic copy will be emailed to the originating user at 10:00 a.m., except for foreign purchase orders, which will first be emailed to Bursary Suppliers for input into the Foreign Tracking System. Once completed, orders will be forwarded to the relevant Department.
- For this to succeed, receiving users must keep enough space in their inbox for the purchase order otherwise it will be lost. If this happens, Bursary's Systems Section will attempt to resend the purchase order to the Department Head's inbox.
- Expected space depends on the number of purchase orders, but on average please allow for at least 5mb.
- Reprints can be requested via email and the response will be an electronic copy. Cancellation requests can also be emailed.

CHEQUES PRINTING

- A variety of cheques are printed in the Systems Section, viz Republic Bank, First Citizens Bank, RBC Barbados, NCB Jamaica, Citibank US and Barclays Bank UK. All cheques will be printed according to a schedule decided by the Bursary.
- For further details of payments, please contact the Suppliers Section at BursarySuppliersIns@sta.uwi.edu.

FINANCE DOCUMENTS FILING

- Vendor invoices and other finance documents ultimately reach the Systems Section for filing with their payment cheque numbers. All these documents are expected to be scanned and stored in the Bursary's electronic filing system by the Budgets, Suppliers, Projects, and FMS sections.
- Systems is currently researching BDM (Banner Document Management) in the Finance module which would allow Departments to attach vendor invoices and related documents to orders on creation. More details about this will be shared when available.

VENDOR CREATING

New or updated vendor requests are initiated by emailing Suppliers or FMS a copy of the vendor's invoice. This process remains the same.

SPECIAL PROJECTS

Bursary's Special Projects staff continue to access and respond to UWI emails in the usual manner. Urgent service contracts and miscellaneous supplier payments will be processed remotely. Please refer to the Remote Payment Processing Flow Chart for full details. This is summarized below:

Local Direct Supplier/Contractor Payments

- Scanned and signed invoices will be accepted from suppliers/contractors by Project and Department Representatives.
- Project and Department Representatives will compile all relevant supporting documents and forward via email to their HOD for approval.
- Ensure that the **'bank payment details'** are available and accurate (Name, Account number, Account type, Name of Bank, Bank Branch).
- HOD will thereafter forward an email to BursaryProjects@sta.uwi.edu noting **Approved for Payment**.
- Payment will be deposited directly into suppliers'/contractors' bank accounts.
- Project /Department Representatives will be advised when the payment process is completed.

Foreign Cheque Payments

- Foreign cheque payments will be processed as in detailed above.
- Foreign cheques will be held for mailing on a date to be determined.

Local and Foreign Purchase Orders

- P.O.s will be processed in the usual manner on Banner.
- Supporting documents should be scanned where applicable.
- Electronic copies of the purchase orders will be emailed to the PO Originator.
- Signed and scanned supplier invoices will be accepted.
- Cheques will be held for distribution on a date to be determined.
- Further instructions/information on direct bank deposits into local vendor accounts will be shared.

Foreign Wire Transfers

- Barbados currency wire transfers will be processed remotely.
- **For all other currencies**, wire transfer instructions to the bank will be scheduled by the Bursary.
- Project Representatives will be advised of the scheduled dates.

The bank is not accepting electronic wire payment instructions from The UWI. Original documents only can be submitted for processing.

Project Financial Reports

Special Projects staff continue to prepare Donor Financial Reports that are due for submission.

STUDENTS & RECEIVABLES

Bursary's Students Accounts & Receivables staff will continue to address all student matters via emails. The following email addresses should be used according to the student's Faculty of enrolment:

Faculty	Email Address
Social Sciences - Arthur Lok Jack Graduate School of Business	studentaccounts.Alj@sta.uwi.edu
Social Sciences - Postgraduate	studentAccounts.pG-socialsciences@sta.uwi.edu
Social Sciences - Undergraduate	studentAccounts.uG-socialsciences@sta.uwi.edu
Evening University - Undergraduate	studentAccounts.uG-evening@sta.uwi.edu
Engineering - Postgraduate	studentAccounts.pG-engineering@sta.uwi.edu
Engineering - Undergraduate	studentAccounts.uG-engineering@sta.uwi.edu
Food & Agriculture	studentAccounts.FFA@sta.uwi.edu
Pre-Science	studentaccounts.pre-science@sta.uwi.edu
Science & Technology	studentAccounts.Fst@sta.uwi.edu
Humanities	studentAccounts.humanities@sta.uwi.edu
Education	studentAccounts.education@sta.uwi.edu
Medical Sciences - Postgraduate	studentAccounts.pG-medicalsciences@sta.uwi.edu
Medical Sciences - Undergraduate	studentAccounts.uG-medicalsciences@sta.uwi.edu
Medical Sciences - Nursing	studentaccounts.nursing@sta.uwi.edu

CLE (Hugh Wooding law school)	studentaccounts.cle@sta.uwi.edu
Law	studentAccounts.law@sta.uwi.edu
Sports	StudentAccounts.Sports@sta.uwi.edu

Reference can be made to the Undergraduate and Postgraduate booklets for Faculty related queries.

Fee Information can be found at the links below:

Undergraduate Financial Booklet:

<https://sta.uwi.edu/resources/documents/UndergraduateFeeBklt.pdf>

Postgraduate Financial Booklet:

<https://sta.uwi.edu/resources/documents/PostGraduateFeeBklt.pdf>

Any other matters can be directed to the Student Accounts & Receivables Section at BursaryStudents@sta.uwi.edu.

Guild of Students & Halls of Residence

- Urgent service contracts and miscellaneous supplier payments will be processed remotely. For emergency works at The Halls of Residence kindly advise Mrs. Carolyn Gooding, at Carolyn.Gooding@sta.uwi.edu.
Please refer to the Remote Payment Processing Flow Chart for full details. This is summarized below:
- Scanned and signed copies of invoices of critical payments will be accepted from suppliers/contractors for essential services. These are to be forwarded to the Bursary Student Accounts and Receivables Section for processing at the following email addresses:
 - Guild of Students: Nicholas.Ramrattan@sta.uwi.edu
 - Halls of Residence: Marisha.Narine-Singh@sta.uwi.edu
- Emails should include a scanned copy of the Banner invoice and the vendor invoice and both are to be signed off by the Budget Holder as evidence of his/her approval for

payment. In the absence of a signature from the Budget Holder an email from same noting **Approved for Payment** will suffice.

- Direct payments (without a Purchase Order – PO) are to be treated similarly and should include all supporting documentation.
- Payment will be deposited directly into suppliers'/contractors' bank accounts.
- All critical payment requests must include the Vendor's banking details as follows:
 - Bank name
 - Bank address
 - Account Type (chequing or savings)
 - Account number (Any payments to Scotiabank must include the bank transit or branch ID number. This would result in a 12-digit account number. The corresponding number of zeros should be inserted between the transit number and account number to equate twelve (12) digits)
 - Routing number

Please attach official correspondence from the vendor outlining the banking information. For individual accounts, a screen shot or scanned copy of the top of the bank statement confirming the bank details will suffice.

- Please refer to the Remote Payment Processing Flow Chart ([Page 8](#)) for more details.

Local and Foreign Purchase Orders

- P.O.s will be processed in the usual manner on Banner.
- Supporting documents should be scanned where applicable.
- Electronic copies of the purchase orders will be emailed to the P.O. Originator.
- Signed and scanned supplier invoices will be accepted.
- Cheques will be held for distribution and collection by an authorized member of staff of the Department on a date to be determined.

For further details on P.O.s, please refer to [Page 8](#).

Students Medical Plan

Students should scan and email all claims and supporting documents to Sinead.O'Brien@sta.uwi.edu for processing.

BURSARY REMOTE CAMPUS – SYSTEMS SUPPORT

Systems Section is responsible for administering Banner Finance, PeopleSoft Payroll, and providing hardware/network support to the Bursary.

Banner Finance Support

Banner Finance User Request forms can be scanned and sent to servicedesk@sta.uwi.edu with the subject Banner Finance. These forms can also be emailed to Jevon Knights or Kumar Sookram directly, however using ServiceDesk allows for easier query tracking.

Resetting passwords, user fund access, and approval updates can also be done through emails.

PeopleSoft Support

PeopleSoft password resets must be requested through servicedesk@sta.uwi.edu.

User queries about viewing payslips, grant balances, and TD4s can also be made through Service Desk with the subject Bursary, or by emailing directly to Jevon Knights (Jevon.knights@sta.uwi.edu) or Kumar Sookram (kumar.sookram@sta.uwi.edu).

TREASURY & INVESTMENTS

Cheque distribution will be every Thursday between the hours of 9:00 a.m. – 3:00 p.m., noting that the cashier closes for lunch between 12:00 noon and 1:00 p.m. Faculties/Departments are kindly asked to email the list of names of individuals and companies for whom they are collecting cheques. A signature sheet will be provided by the Bursary which the individuals/companies must sign for receipt of cheque/s. When the signature sheet is completed, it must be returned to the Treasury and Investments Section of The Bursary.

ACH will be done for vendors providing essential services.

PROCUREMENT UNIT

Request from the Wider Campus for Procurement Assistance/Guidance

Requests for guidance or assistance with procurement matters can be sent via email in the first instance to the Procurement Services Manager, Ms. Jillian Karan, at Jillian.Karan@sta.uwi.edu. Response and follow-up will be conducted via email and where necessary, arrangements can be made for virtual meetings. Faculties/Departments/Units can seek procurement advice on any of (but not limited to) the areas listed below:

1. Planning of a procurement undertaking within a faculty/department/unit.
2. Approval authorities for procurement at various monetary thresholds.
3. Interpretation and use of the Procurement Policies and Procedures Manual for UWISTA.
4. Development of tender documents.
5. Selecting the most appropriate procurement method (selective and public tendering, single and sole sourcing).
6. Defining the evaluation process for assessing quotes/bids/proposals.
7. Conducting tender/bid/proposal evaluations.
8. Interpretation and applicability of procurement legislation/regulatory requirements.
9. The pre-qualification of vendors.
10. The Campus Procurement Committee and approval of procurement exceeding TT\$400,000.

Our procurement outreach and meetings with the wider Campus will be managed via email exchange, telephone calls and virtual meetings respectively until further notice.

Contact information:

Procurement Unit Staff can also be reached as follows:

Ms. Jillian Karan – ext 85312

Mrs. Ziva Hargreaves-Superville – ext 85321, email Ziva.Hargreaves-Superville@sta.uwi.edu

Ms. Akilah Telesford – ext 85320, email Akilah.Telesford@sta.uwi.edu

Access to the UWISTA Procurement Policies and Procedures Manual

The policies governing the Campus' procurement function can be found on the intranet at [https://intranet.sauwi.uwi.tt/documents/UWI Procurement Policies Procedures Guide 2011.pdf](https://intranet.sauwi.uwi.tt/documents/UWI%20Procurement%20Policies%20Procedures%20Guide%202011.pdf).

The supporting appendices can be found at the following link: [https://intranet.sauwi.uwi.tt/documents/PPP Appendices.pdf](https://intranet.sauwi.uwi.tt/documents/PPP%20Appendices.pdf)