



Government of the United States Virgin Islands
Department of Education
Office of Human Resources

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Department of Education
Non-Pub Per Diem Procedures

Per Diem is a document used to cover summer, temporary/part time employment, and to compensate DOE personnel for activities within the Department (i.e. professional development, after school programs, federal grants related activities). A per diem will take the place of a personnel action for these purposes.

Non Employees of DOE

Step 1: All individuals participating in a teaching activity are required to have a minimum of a Bachelor's Degree in the content area that they are assigned to teach in. A copy of the respective individual's transcripts should be collected by the program manager and verified by the Office of Human Resources prior to the start of the activity.

- Non Employees will have to complete a new I-9 form and submit the required supporting documents (SSN card and government issued identification) for each separate activity every year.
- **Only** a representative in the Office of Human Resources can complete the I-9 document.
- **Only** the program manager can request an employee number for an individual participating in the program.
- All per diem(s), must be initialed by the program manger or school/activity center head and submitted a **minimum of 2-3 weeks** prior to the start of the program. This must be accomplished to ensure timely processing of the per diem(s).
- Program Managers are required to keep accurate balances.

Step 2: Simultaneously, all per diem(s) are to be submitted to the Federal Grants office via the per diem portal (perdiems@doe.vi), with a copy emailed to the Director of Human Resources. The Federal Grants office will take a **maximum of two (2) working days** to verify that the per diems are in line with the approved grant application (includes contacting program managers relative to any inconsistencies). Human Resources will verify or request an employee number.

Step 3: Federal Grants will forward to the Budget Control office assistant, the per diem with the Federal Grants Director's initials (or designee) indicating that the per diem(s) has received clearance and can be submitted for further processing. The Budget control office will verify crosswalk of GVI account codes, assignment of position control numbers and balances. The Budget Control office will take a **maximum of two (2) working days** to verify the per diems.

EFFECTIVE AS OF OCTOBER 1, 2014

Step 4: Budget Control will submit the per diem to the Deputy Commissioner of Fiscal and Administrative Services, with the Budget Control Director's initials (or designee) indicating that the per diem(s) has received clearance and can be submitted for further processing. The Deputy Commissioner will take a **maximum of two (2) days** to review the per diem and submit to the Commissioner for approval. The Commissioner will take a **maximum of two (2) days** to review the per diem.

Step 5: Once the hard copy of the per diem is received with all the required signatures by the Office of Human Resources, all supporting documents along with the approved per diem will be entered into the Enterprise Resource Planning (ERP) system for final processing within a **maximum of two (2) days**.

Step 6: The Office of Human Resources will be responsible to follow up with all VIDE internal offices and the Division of Personnel to ensure that the per diem(s) are processed timely. Human Resources will submit a copy of the approved per diem(s) (NOPA) to Budget Control, Federal Grants, Payroll, and the Program Managers.

Step 7: Once the Program Manager receives a copy of the fully executed per diem(s) and/or Notification of Personnel Action (NOPA) the employee can begin work. The Program Manager must forward the time and attendance to the Payroll Office. Payroll will prepare a miscellaneous to submit to the Department of Finance for payment during the pay cycle.