FITCHBURG STATE UNIVERSITY

Payment Voucher

The Payment Voucher is now a dynamic form and can be completed electronically making the process seamless. The Payment Voucher can be found on our website or by clicking on the link below.

Payment Voucher

The Representative from Department initiates the Payment Voucher. Clicking on the above link will bring you to the sign in page; log in using your Falcon Key credentials.

FITCHBURG STATE
Sign in with your organizational account someone@example.com Password Sign in

The first section is to be completed by the Department Authorization person, you will need the following information in order to fill out the form:

- Voucher Type Contractor, University Event, Outside Detail, Stipend
- Name of the employee being paid and their Fitchburg State email address
- Pay period end date
- Position
- Department
- Event Title/Dept
- The Supervisor's name and email address this should be the person with departmental budget responsibility. They will need to include the FOAPAL and sign before coming to payroll
- Weekly Attendance, including the week beginning date, the hours for the day of the event/detail & Total Hours. If this is for a **stipend** please enter start date and 0 total hours.

<u>STIPENDS</u> – If this voucher is for a stipend in the description field please enter the word Stipend and the amount to be paid.

<u>OUTSIDE DETAIL</u> - If this is for an Outside Detail an additional name and email address will be added and the form will be sent to them for a signature prior to the Supervisor entering the FOAPAL and signing before it is sent to Payroll to review and begin processing.

	pe:* Please Select 🗸		
Payable to:	*	Email: *	
Pay Period End:	*		
Position:	*	Department: *	
Event Title/Dept.:	*	Event Date:	
Description.:			
University Event I	Meal: 🗌 Breakfast 🗌 Lunch 🗌 Dir	nner 🗌 Snack	
	eference Area:		
Supervisor Re		Email: *	
Department Authr	oization: *	Email. **	

Destinations	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Total Hours
beginning								*
							Meals	
							Hours Wage	*
							Total Gross Pay	*
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Once the Department Authorization person fills out their portion of the form and electronically signs, the employee will receive an email to log in, review and sign. The employee has the option to reject the form back to the Department Authorization person if there are changes that need to be made. The employee will receive the email below.



The employee must click the link to access the form. They should then review for accuracy and sign.

	by 9:00AM on Thursdays.	
I hereby certify that this is a true sta *	tement of my personal services rendered.	

The employee also has the option to reject the form back to the Departmental Authorization, the reject button can be found at the bottom of the form.

Save Progress	Reject	Submit Form	

If the employee rejects the form they will be prompted to make a note to the Departmental Authorization person so that they will know what changes need to be made.

Reject the form	
bis form will be rejected. Blasse enter the content of the email that will be sent to the previous form participant(s) to promot the	am to review and/or re-submit the
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hanie Leblanc (slebla27@fitchburgstate.edu)	
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	Characters (Including HTML): 0
ect this form Cancel and return to form	

Once they have signed the voucher an email will be sent to the Supervisor to enter the FOAPAL Information and then to sign.

Week Beginning	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Total Hour
*								*
							Meals	
							Hours Wage	*
All work This form mus	must be rea	corded in no ed by the sup by 9:00AM o	e less than 1 pervisor or dea n Thursdays.	/4 hour incr signee to the	ements. Payroll Office		Total Gross Pay	/ *
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After the supervisor signs and submits the form it will be sent to payroll for processing.

If at any point you would like to check on the status of a form that you submitted you can log into dynamic forms by typing *forms.fitchburgstate.edu* into an open google chrome tab.



In the top right hand corner you will see a dropdown called My Forms, click on it, then you would choose Pending/Draft Forms



Here you will see a list of your pending and draft forms. If you want to look at what has been already filled in you can click on the PDF or HTML links to see the form in its current state.

Date	PDF	HTML	Action
Last Saved: 7/28/2020 2:37:50 PM			Complete Form
Signature Request Date: 8/19/2020 10:18:30 AM	ß		Complete Form
Signature Request Date: 7/15/2020 4:08:50 PM	ß		Complete Form
Signature Request Date: 8/19/2020 10:18:30 AM	ß		Manage Co-Signer

If you need to re-send the email you can click on Manage Co-Signers.

A new window will pop up where you can edit/change your co-signers information by clicking on the pencil icon under Edit. Say you put the wrong email address you can update it or you directed it to someone that is on vacation, you can send it to a different approver here.

If you would like to re-send the email just click the re-send Email link on the right.

Co-S	igner Info	ormation				
* Click * Click	the pencil ic the Re-send	on on the lefi E-mail link to	t to edit/change o re-send an e-r	e your co-signer(s) information nail to your designated co-signe	er(s)	
Edit	First Name	Last Name	Relationship	Email	Last Email Sent	\frown
	TEST		Employee	slebla27@fitchburgstate.edu	8/19/2020 10:18:31 AM	Re- send Email
Close	e Window					

As always if you need help please contact us:

Human Resources humanresources@fitchburgstate.edu 978-665-3172 978-665-3720 Fax

Payroll Services <u>Payhelp@fitchburgstate.edu</u> 978-665-3177 978-665-3720 Fax