

Telecommuting Procedures for Fiscal Documents

- **Requisitions (Req)**
 - Department support staff to create requisition
 - Department support staff to check to see which fiscal staff is handling the account
 - <https://ohana.kapiolani.hawaii.edu/departments/business-office/contact-us/>
 - Department support staff to email the appropriate fiscal staff documentation with the document number
 - Fiscal contact email addresses
 - Elaine Chang – emchang@hawaii.edu
 - Rafaela Delong – rafaela@hawaii.edu
 - Dan Han – danhan@hawaii.edu
 - Shanna Hom – skepa@hawaii.edu
 - Elisha Shimokawa – ewllum@hawaii.edu
 - Danielle Taguchi – dmiyauch@hawaii.edu
 - Fiscal staff to review and post documentation to requisition
 - During this interim period, **signatures will be accepted via Adobe Acrobat Digital ID electronic signature**
 - Instructions to create an Adobe Acrobat Digital ID electronic signature:
 - <https://ohana.kapiolani.hawaii.edu/wp-content/uploads/bp-attachments/6390/Instructions-for-Creating-a-Digital-ID.pdf>
 - Requisition routes electronically for approval
 - Fiscal staff to generate PO and email Department support staff
 - Department support staff to issue PO to vendor
 - Department support staff to notify vendors to email invoices directly to them for payment
 - Department support staff to encourage vendors to sign up for Electronic Funds Transfer (EFT) Authorization (Attached to the PO)
 - http://www.fmo.hawaii.edu/payment_reimb/docs/EFT_Authorization.pdf
- **Payments to vendors (Preq)**
 - Department support staff to notify vendors to email invoices directly to them for payment
 - Department support staff to encourage vendors to sign up for Electronic Funds Transfer (EFT) Authorization
 - http://www.fmo.hawaii.edu/payment_reimb/docs/EFT_Authorization.pdf
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- Fiscal staff to email invoice to Disbursing
 - Disbursing will create payment document
 - Fiscal staff to ad hoc route payment document to Department support staff for approval
 - Approving a Payment Cheat Sheet:
 - <https://ohana.kapiolani.hawaii.edu/wp-content/uploads/bp-attachments/6390/Kuali-Approving-a-Payment-KFS-Routing-Cheat-sheet.pdf>
 - Department support staff to:
 - Review invoice
 - **Notate when goods or services were received**
 - Approve preq
 - Fiscal staff reviews and approves payment document
- **Disbursing Voucher (DV)**
 - Department support staff to create Disbursing Voucher
 - Department support staff to encourage employees to sign up for ePayment
 - <http://hawaii.edu/epayment/>
 - Department support staff to check to see which fiscal staff is handling the account
 - <https://ohana.kapiolani.hawaii.edu/departments/business-office/contact-us/>
 - Department support staff to email the appropriate fiscal staff documentation with the document number
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 - **Holds original receipts to submit when office opens**
 - Fiscal staff to review and post documentation to DV
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 - Fiscal staff to approve DV
- **Interdepartmental Orders (IDO)**
 - Department support staff to create Interdepartmental Order
 - Department support staff to check to see which fiscal staff is handling the account
 - <https://ohana.kapiolani.hawaii.edu/departments/business-office/contact-us/>
 - Department support staff to email the appropriate fiscal staff IDO
 - Fiscal contact email addresses
 - Elaine Chang – emchang@hawaii.edu
 - Rafaela Delong – rafaela@hawaii.edu
 - Dan Han – danhan@hawaii.edu
 - Shanna Hom – skepaa@hawaii.edu
 - Elisha Shimokawa – ewllum@hawaii.edu

- Danielle Taguchi – dmiyauch@hawaii.edu
 - Fiscal staff to review documentation
 - During this interim period, **signatures will be accepted via Adobe Acrobat Digital ID electronic signature**
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 - Fiscal staff to approve IDO and email Department support staff IDO
 - Department support staff to issue IDO to vendor
- **Procurement Card Document (PCDO)**
 - Department support staff to check to see which fiscal staff is handling the account
 - <https://ohana.kapiolani.hawaii.edu/departments/business-office/contact-us/>
 - Department support staff to email the appropriate fiscal staff documentation with the document number
 - Fiscal contact email addresses
 - Elaine Chang – emchang@hawaii.edu
 - Rafaela Delong – rafaela@hawaii.edu
 - Dan Han – danhan@hawaii.edu
 - Shanna Hom – skepa@hawaii.edu
 - Elisha Shimokawa – ewllum@hawaii.edu
 - Danielle Taguchi – dmiyauch@hawaii.edu
 - **Holds original receipts to submit when office opens**
 - Fiscal staff to review and post documentation to PCDO
 - During this interim period, **signatures will be accepted via Adobe Acrobat Digital ID electronic signature**
 - Instructions to create an Adobe Acrobat Digital ID electronic signature:
 - <https://ohana.kapiolani.hawaii.edu/wp-content/uploads/bp-attachments/6390/Instructions-for-Creating-a-Digital-ID.pdf>
 - Fiscal staff to approve PCDO
- **eTravel Requests and Completions**
 - Department support staff or traveler to check to see which fiscal staff is handling the account
 - <https://ohana.kapiolani.hawaii.edu/departments/business-office/contact-us/>
 - Department support staff to encourage employees to sign up for ePayment
 - <http://hawaii.edu/epayment/>
 - Department support staff or traveler to post all documentation on eTravel request or completion.
 - **Holds original receipts to submit when office opens**
 - Department support staff or traveler to email the appropriate fiscal staff that the travel document is ready for review
 - Fiscal contact email addresses
 - Elaine Chang – emchang@hawaii.edu
 - Rafaela Delong – rafaela@hawaii.edu
 - Dan Han – danhan@hawaii.edu
 - Shanna Hom – skepa@hawaii.edu
 - Elisha Shimokawa – ewllum@hawaii.edu

- Danielle Taguchi – dmiyauch@hawaii.edu
- Fiscal staff to review documentation
- eTravel to route electronically for approvals