

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-48

Effective Date: 07/09/2006

Revision Date: 08/18/2006


County Administrator

SUBJECT: **EQUIPMENT CHARGES TO WORK ORDERS**

DEPARTMENT RESPONSIBLE: **ALL COUNTY DEPARTMENTS**

I. STATEMENT

Vehicle and equipment costs may be charged to work orders as the need arises. This charge is to be made through the Direct Charge module in Synergen.

All charges are to be dated as of the next payroll period ending date and must be approved prior to payroll processing for that period.

After the Direct Charge document is approved and has been processed, the charges will appear on the work order task in the Other Requirements View.

Note: One can go directly from the Timekeeping module to the Direct Charge module by clicking on Direct Charge under Actions from the Timesheet screen.

II. PROCEDURE

- A. Equipment charges to work orders are processed through the Direct Charge module.
- B. When a Direct Charge is created, the Employee No. and Name are auto-filled with the information of the employee who is creating the charge.
 1. The Home Account of the employee whose name is on the Header will receive the credit for the use of the equipment.
 2. The number and name on the Header may be overwritten to accommodate those situations where administration is completing the Direct Charge, instead of the employee who used the equipment.

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- C. Each Type of equipment is defined by a unique identification number, along with a Standard Price per Unit (miles, hours, etc.). When charging for a piece of equipment, choose the Type and enter the Quantity. The Total Amount will auto-fill.
 - D. By entering the work order number for equipment used, the Account and the Expense Code will auto-fill based upon the information on the work order.
 - E. Direct Charges must be approved by an Authorized Signer prior to payroll processing for that period.

III. OFFICE OF PRIMARY RESPONSIBILITY

Each Operational Department is responsible for the addition of employees to the Access List.

IV. REFERRAL PROCEDURE

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-48, EQUIPMENT CHARGES TO WORK ORDERS.