



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

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**Department of Education**  
**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 / Retirees of DOE**

**Step 1:** 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).

- Retirees, Non-Employees and Regular Employees should be listed on separate per diems.
- HR is responsible for completing the required I-9.
- Retirees and Non- Employees will have to complete a new I-9 form for each separate activity.
- Program Managers are encouraged 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](mailto:perdiems@doe.vi)), with a copy emailed to the Assistant Director and 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 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.

**Step 4:** Budget Control will submit the per diem to Human Resources for electronic processing, with Budget control Director's initials (or designee) indicating that the per diem(s) has received clearance and can be submitted for further processing. The Human resources office will take a maximum of two (2) days to enter, attach supporting document(s), and approve the per diem(s) in the ERP. The Human Resources office would be responsible to advise the program manager of any occurrence of issues; such notification will come in the form of a written communication (i.e. via email).

**Step 5:** The electronic per diem once approved by the Director of Human Resources would be directly submitted to the Assistant Commissioner for review and approval. The Assistant Commissioner will take a maximum of two (2) working days to review and approve the per diem(s).

**Step 6:** The electronic per diem once approved by the Assistant Commissioner to the Commissioner for review and approval. The Commissioner will take a maximum of two (2) working days to review and approve the per diem(s).

**Step 7:** The Office of Human Resources will be responsible to follow up and contact the Division of Personnel if needed to ensure that the per diem(s) are out posted and printed 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 8:** Once the Program Managers receives a copy of the per diem(s) (NOPA) they can forward the time and attendance. Payroll will prepare a miscellaneous submit to the Department of Finance for payment during the pay cycle.



### **Goal 2-3 Week Internal Turnaround**

#### **Active Employees of DOE**

**Step 1:** all per diem(s) are to be submitted to the Federal Grants office via the per diem portal ([perdiems@doe.vi](mailto:perdiems@doe.vi)). The Federal Grants office will take a maximum of two (2) working days to verify that the per diems are in line with the grant application (includes contacting program managers relative to any inconsistencies).

**Step 2:** Federal Grants will submit to the Budget Control office the per diem with the Director's initial indicating that the per diem(s) has received clearance and can be submitted for further processing (verifying of GVI account codes, position title, hourly rates and assignment of position control numbers). The Budget Control office will take a maximum of two (2) working days to verify the per diems.

**Step 3:** Budget Control will submit to the Assistant Commissioner, the per diem(s) with both Director's initial for review and processing. The Assistant Commissioner will take a maximum of two (2) working days to review and approve the per diem(s).

**Step 4:** After signature, The Assistant Commissioner will submit to per diem to the Budget Control Office, who will log the information and forward to the Commissioner for approval. The Commissioner will take a maximum of two (2) working days to review and approve the per diem(s).

**Step 5:** The Commissioner will submit the per diem(s) back to the Budget Control Office. Budget Control is required to make the necessary copies and submit the original per diem(s) to the Payroll office and with a copy to the respective activity center head within two (2) working days.

**Step 6:** Once the original per diem(s) along with supporting documents (i.e. signed timesheets, dual employment/miscellaneous payroll forms) are received in the Payroll Office, time for dual employees will be entered in the ERP for payment during the pay cycle. Time for employees being paid on a miscellaneous payroll form will be submitted to the Department of Finance to be processed for payment.