



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
POLICY AND PROCEDURES
BUDGET CONTROL OFFICE**

Policy/Procedure Title:	Per Diems
Purpose:	This procedure provides general guidance on per diems coming into the Budget Control Office
Abbreviations:	VIDE – Virgin Islands Department of Education HR- Human Resources PC # – Position Control Number
Policy:	Unknown

Procedure:

1. A per diem is created to compensate individuals who work outside of their regular hours or in another capacity to fulfill needs of VIDE.
2. Per diems are generated by the respective programs and entered into the Adobe portal for approval.
3. The Budget Control Office will verify that there are no errors and that the document is signed by the program manager and HR representative.
4. Items to be verified on the per diem are but not limited to are the per diem number, date, authority/act, position control number (PC#), and org codes for accuracy. If there's no PC#, use the org code to verify funding and create a PC#.
5. Check Employees: Ensure all employees listed are active and in the correct classification. Verify that employees without fixed rates have the correct rate listed.
6. Verify Calculations: Multiply each employee's hours by their salary rate to ensure it matches the projected total costs on the per diem.
7. Check Balances: Verify the beginning and ending balances and any budget adjustments.
8. Sign and Forward: Once verified, have the financial control representative sign the document and forward it to the Deputy Commissioner's office.



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Position Control Number (PC#)

Always Include PC#: Every per diem should have a PC#, except when a program is starting or restarting with new funding.

New Federal Funding: If a federal per diem is starting or restarting with new funding, provide a federal budget workbook. This helps the financial control representative create the PC# accurately.

Tyler Munis/ERP Codes

Personnel: Org Codes should end in 1 (first row).

Fringe: Org Codes should end in 2 (second and third rows).

Object Codes:

Personnel: Use 512000.

Fringe: Use 521000 and 521100.

Dual/ Per Diem Part-Time/ Summer Employment

Dual Employment: Full-time education employees fall under this category. Their PC#s will always start with 3.

Per Diem Part-Time: Part-time education employees fall under this category. Their PC#s will always start with 5.

Summer Employment: Employees can be full-time or part-time but cannot be listed on the same page.

Selection: Only one of the three options (Dual, Per Diem Part-Time, and Summer Employment) can be selected before sending the per diem forward.

Employees and their position titles

Employee Information: Ensure that employee names are correctly spelled, and include their position titles and employee ID numbers.

Beginning and Ending Balances/ Budget Adjustment

Beginning Balances: For continuing per diems, use the ending balance from the preceding page. For new funding, use the allotted budget balance as the beginning balance.

Budget Adjustments: Always provide a thorough explanation in the description box located in the lower left corner of the per diem.

Description Box

Description Box: Use this box to provide justification for the per diem and any budget adjustments, if applicable.