

Administrative and Document Control – Objective and Table of Contents

Objective

The Administrative Process objectives are to pay promptly based on documented receipts of goods and services, bill accurately with contractually allowable charges, and maximize financial approaches for discounts and savings. This is inclusive of vendors, contractors, clients, and the workforce. The Administrative Process ensures adherence and consistency of personnel administrative policies and procedures.

Key Steps

- Accounts payable and receivable management
- Administration of personnel policies and procedures
- Generate financial and personnel reports
- Insurance management
- Payroll management
- Project award
- Project job number opening and maintenance
- Secure and executed contract
- Secure notice to proceed, letter of authorization or purchase order
- Subcontractor agreements

Key Deliverables

- Accurate and timely cash management
- Accurate client invoicing
- Financial and administrative management reports
- Open and close project for charging purposes
- Payroll management
- Personnel management
- Prompt vendor and subcontractor payments

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Checklists

- Accounts Payable Checklist
- Annual Meeting Checklist
- Audit Readiness Checklist
- Billing Invoicing Checklist
- Cash Receipts Checklist
- Document Control
- Document Control Checklist
- Document Control Process Checklist
- Insurance and Contracts Data Checklist
- Lender's Contract Concerns Checklist
- New Employee Checklist
- Staff Payroll Expense Checklist
- Staff Timesheet Checklist
- Storage and Filing in DCC Checklist
- Termination Certification and Exit Checklist

Education and Training

- 01 42 13 Abbreviations and Acronyms
- 01 42 16 Definitions
- Acceptable Documents List
- Americans with Disabilities Act Interview Guidelines
- Anti-Discrimination Guidelines
- Anti-Retaliation Program Protection Guide
- Boundaryless Leadership Guide
- Business Case
- Definitions of Key Terms in a Term Sheet
- Document Control Process Flow
- Employment Laws Summary
- Executive Expectations Administrative
- Family Medical Unpaid Leave - What You Should Know Administrative
- Interview Attributes and Questions
- Labor Relations - Do's and Don'ts for Supervisors
- Labor Relations - Guidance for Managers Communication Issues
- Workers Rights Guidance
- Writing a Business Plan

Forms

- Accountant Engagement Agreement Template
- Advertising Agency Agreement Template
- Attendance Record
- Audit Combined Grade Sheet Form
- Audit Finding Report Form
- Audit Findings Log Form
- Audit Participants Grade Sheet Form
- Bank Account Reconciliation Form
- Board of Advisors Agreement Template
- Builders Risk Insurance Worksheet
- Business Plan NDA Template
- Business Plan Template
- Character References Form
- Check Control Log
- Check Request Form
- Code of Conduct - A Commitment to Ethical Principles
- Code of Ethics and Business Conduct Template
- Confidential Express Mail Document Control
- Craft Personnel Tool List Form
- Daily Force Report Form
- Deviation Request Form
- Discussion Confirmation Form
- Document Control Technical
- Originators Instructions
- Document Distribution
- Document Distribution Schedule Master
- Document Transmittal Form
- Document Transmittal Log Form
- Document Turnover Summary Form
- Drawing Log
- Employee Certification of Residence Form
- Employee Handbook Template
- Employee Non-Compete Agreement Template
- Employee Problem Resolution and Acknowledgement Template
- Employment Experience Form
- Employment Medical History Form
- Exclusive Sales Representative Agreement Template
- Exit Interview Form
- Family Medical Leave - Action Request Form
- Fax Template
- File Index and Retention Schedule
- Final Waiver of Lien and Affidavit of Payment Form

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| <ul style="list-style-type: none">• Future Employee Evaluation Form• Harassment Complaint Form• Hourly Personnel Evaluation Form• Immediate Termination of Employment Template• Independent Contractor Agreement Template• Interoffice Correspondence• Invoice Correction Request Form• IT Requirements Worksheet• Job Function Evaluation Form• Job Type and Job Step Form• Jobsite Bulletin Index Form• Lessons Learned Input Form• Letter of Intent for Business Transaction Template• Letter of Intent for Business Venture Template• Letter of Intent to Purchase a Business Template• Letter to Supplier Regarding Invoice and Backup Billing Template• License Agreement Template• Management Services Agreement Template• Meeting Minutes Template• Monthly Automobile Schedule Form• Non Exclusive Sales Representative Agreement Template• Non-Disclosure Agreement Template• Notice of Employment Change Form• Overtime Authorization Form• Payee Notification of Lost, Stolen, Destroyed, or Missing Check Form• Payroll Direct Deposit Authorization Form• Performance Assessment and Development Form• Personal Computer Request Form• Personnel Record Form• Procedure Deviation Request• Procedure Variance Request Form• Profit-Sharing Plan Template• Progress Billing Form• Progress Payment Release Form• Proprietary Information and Inventions Agreement Form• Protective Liability Policy Worksheet• Recognition Nomination Form• Records Retention Records Transmittal• Request for Leave Without Pay Form• Salaried Employee Vacation Credited Service Application Form• Separation and Release Agreement Template• Series A Preferred Stock Purchase Template• Stop Payment Request to Bank Form | <ul style="list-style-type: none">• Subcontractor Daily Manpower Log• Subcontractor Request for Final Payment Form• Supplemental Employment Experience Form• Supplier Submittal Master List• Termination Authorization Form• Termination of Employment – For Cause Template• Terms of Service Agreement Template• Travel Authorization Form• Trip Report Form• Variance Approval Form• Vision Requirements Form• Vision Test Report Form• Visitor Badge Example Form• Voluntary Applicant Data Form• Work Process Improvement Recommendation Form |
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- ## Policies and Procedures
- Access to Exposure and Medical Records Procedure
 - Anti-Discrimination and Diversity Policy Template
 - Cash Report Procedure
 - Child Care Supplement Procedure
 - Contractors Recordkeeping Payroll Procedure
 - Craft Employment Policy
 - Craft Training Program Procedure
 - Crisis Management Procedure Template
 - Disciplinary Action Procedure
 - Document Control Procedure
 - Employee Discipline Policy Template
 - Employee Solution Program Procedure
 - Equal Opportunity Compliance Policy
 - Federal Withholding Exemption Certificate (W-4) Procedure
 - Field Paid Employee Travel Policy Template
 - Garnishment Procedure
 - Harassment Policy Notice
 - Holiday Policy
 - Insurance and Incident Reporting Procedure
 - Insurance Project Insurance Summary Procedure
 - Insurance Report on Equipment Procedure
 - International Assignment Policy
 - Overtime Work Procedure
 - Payroll Deductions Procedure
 - Per Diem Hourly Procedure
 - Personnel Operations Procedure
 - Personnel Termination Record Procedure
 - Procedure Deviation Request Procedure
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- Project Bank Accounts Procedure
- Project File Index with Storage Codes
- Project Filing System - Project Emails Procedure
- Project Handbook Procedure
- Records Retention and Disposition Procedure
- Relocation Policy
- Sexual Harassment and Investigation Policy
- Small Tools and Consumables Procedure
- Stop Payment Payroll Check Procedure
- Superintendent Benefits Policy
- Supervisors Report
- Termination Checks Payroll Procedure
- Union Communications Procedure
- Variance Procedure
- VIP Program Procedure