

# Welcome

MCG Operations & Dean's Office Training  
October 13, 2022



# Agenda

- MCG Important Dates for Leadership
- Executive Leadership Evaluation Process
- Time and Attendance
- Travel and Absence Process and Procedure

# MCG Dean's Office



Tomika Jordan  
MCG Administrative Assistant



Crystal Hucksam  
MCG Faculty Senate Coordinator

# MCG Important Dates



**Leslie Bedenbaugh**

*MCG Coordinator, Administrative Operations*

# Upcoming Events

<b>October 21</b>	<b>MCG Faculty Senate Meeting, noon, Lee Auditorium</b>
<b>October 21</b>	<b>MCG Raft Debate, 6:00 p.m., Harrison Commons</b>
<b>October 22</b>	<b>White Coat Ceremony, 2:00 p.m., Bell Auditorium</b>
<b>November 11</b>	<b>Annual Body Donor Memorial Service, 1:00 p.m., Lee Auditorium</b>
<b>January 2023</b>	<b>LCME Self-Study</b>
<b>February 17</b>	<b>MCG State of the College Address, noon, Lee Auditorium</b>
<b>March 17</b>	<b>Match Day</b>
<b>April 28-30</b>	<b>Alumni Weekend</b>
<b>May 11</b>	<b>Hooding, 2:00 p.m., Bell Auditorium</b>

# Executive Leadership Evaluation Process



**Leslie Bedenbaugh**

*MCG Coordinator, Administrative Operations*

# Executive Leadership Evaluation August - September

- **June** – Tomika Jordan will contact administrative assistants to schedule
- **July** – Tomika Jordan will create and share box file with leader
  - Prior year evaluation
  - Evaluation form
- Evaluation forms are due 2 days prior to the meeting
  - Forms should be sent back to our office as a **word document**
- Once complete, Tomika Jordan will send a copy to leader and human resources



# Time and Attendance



**Leslie Bedenbaugh**

*MCG Coordinator, Administrative Operations*



# OneUSG Connect

- Identify with Leslie Bedenbaugh who will enter leader's time in system
- Time entry is due by the third Tuesday of the month unless stated otherwise
- Telework does not equal Annual Leave




# Travel/Absence Process and Procedure



**Leslie Bedenbaugh**

*MCG Coordinator, Administrative Operations*

# Absence Requests



MCG Dean's Office

**Absence Request Form**

Send completed form to [MCG\\_DEANSOFFICE@AUGUSTA.EDU](mailto:MCG_DEANSOFFICE@AUGUSTA.EDU)

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department/Center/Institute: \_\_\_\_\_

Leave Type: Sick  Annual  Other  Reason (if other): \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Back Up Employee Name: \_\_\_\_\_

Back Up Employee Contact: \_\_\_\_\_

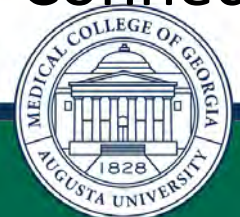
Employee Signature: \_\_\_\_\_

**Dean's Office Approval**

Approve  Deny

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Fill out new Absence Request Form
- Annual Leave – prior to leave
- Sick Leave – prior or same day
- Send form through DocuSign to:  
[mcg\\_deansoffice@augusta.edu](mailto:mcg_deansoffice@augusta.edu)
- File Name: Smith J 10.13.2022 AR
- Purpose: Audit for OneUSG Connect



# Travel Requests

- Use AU travel forms - <https://my.augusta.edu/finance/controller/travel/>
- Must haves:
  - Funding source – if no cost, input “no cost” on funding line
  - Signed by traveler
  - Signed by supervisor and budgetary administrator
- 30 days prior to travel
- Send form through DocuSign to: [mcg\\_deansoffice@augusta.edu](mailto:mcg_deansoffice@augusta.edu)
- File Name: Smith J 10.13.2022 TA
- Allow 5-10 days for processing through MCG Operations and Dean’s Office
- All faculty international travel must be signed by MCG Dean



# Travel Expenses

- Use AU forms - <https://my.augusta.edu/finance/controller/travel/>
- Must haves:
  - Funding source
  - Signed by traveler
  - Signed by budgetary administrator
  - Back up information
- Send through DocuSign to: [mcg\\_deansoffice@augusta.edu](mailto:mcg_deansoffice@augusta.edu)
- File Name: Smith J 10.13.2022 TES



# DocuSign

<https://www.augusta.edu/esignature/how-to.php>

## Help Topics



How do I create a signature?



How do I sign a DocuSign document?



How do I start an envelope?



How do I add fields to documents?



How do I send a DocuSign document?



How do I add a signature on a completed document?



How do I create a template?



How do I use templates?



How do I manage notifications?

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# Questions

