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| Procedure: (fill in the topic or task) |
| 3-3-20 (be sure and include the date) Author/Owner: (be sure to include the author or name of person) |

Tips for writing procedures

1. Be sure to include the university policy or policies that is associated with the procedures. University Policies can be found at this link

<https://policies.vt.edu/>

1. If you are having trouble deciding on what task to start with you can also use the audit standards and identify those that are related to your position from the university internal audit website link <https://audit.vt.edu/audit.html>
2. Be very detailed. If you print reports as part of the task include the instructions of how to print the reports and what data must be entered to produce the report. If you have to login into systems and act include the link to the database and the appropriate steps that must be taken if any. If you must work with others or depend on data from others to complete the task, make sure to include that information.
3. Do not over think this. You are simply typing up in a quick and concise manner how you do your job daily. So that if someone needs to go behind you and complete the work, they will have very detailed instructions. Remember to read the instructions back to yourself and make sure that if you had to use these procedures to do the job that it is possible based on what you are documenting.
4. When possible use questions? Such as, how to run a reconciliation report? How and when are the prompt pay reports received? How and when are the scholarship reports received? How to process wage payroll? What are the reports that are required for wage payroll?
5. All procedures should be documented on this template and I will send you a few examples.