**End of the Month Procedures**

1. **Processing Report (MPID Form 4j)**

a. Must be completed and submitted by the 5th of each month via the online Microsoft Forms MPID Monthly Processing Report Questionnaire.

 Note: If the 5th falls on the weekend submit the form prior the weekend.

b. Need one completed for each establishment.

c. Print and file in the inspector files in the “Processing Reports” file folder.

d. See the MPID Notice entitled “Submission of Monthly Processing Reports” for more information on completing the form, including the link to the Microsoft form.

e. These should be kept in the file for two years.

1. **Safety Procedure Worksheet (MPID Form 7e)**
	1. At the end of each month, file the completed and current months’ worksheet in the inspector files in the “Safety” file folder.

b. These should be kept in the file for two years.

1. **Reimbursement of Travel and Other Expenses Incurred**
	1. Once you have completed the appropriate Reimbursement of Travel and Other Expenses Incurred form, you will need to first save it to your computer and then close the document out. Open the document back up and sign it via LincPass (if available) using the claimant box under signatures.
	2. Then, attach the form to an email and send it to your supervisor for review with “Travel Expense” and your last name in the subject line (i.e. Travel Expense – AJ Blueberry).
		1. If you have any receipts, you will need to scan these and email them to your supervisor as well since he/she will need to verify them.
	3. Once approved and signed, your supervisor will email it to the Raleigh Office for processing. If changes need to be made, your supervisor will contact you to make the necessary changes before submitting to the Raleigh Office.

 Note: If you do not have LincPass," print, sign, scan, and email the completed form to your supervisor for review with “Travel Expense” and your last name in the subject line. Once approved and signed, your supervisor will email it to the Raleigh Office for processing. If changes need to be made, your supervisor will contact you to make the necessary changes before submitting to the Raleigh Office.

* 1. Complete one for every month (if work-related travel was incurred). The forms are due to the Raleigh Office by the 7th of each month.
		1. Note: When in travel (overnight) status and the end of the month falls during the middle of the week complete the week on that expense sheet. For example: If October 31st falls on a Monday, put all days for that week (through November 4th) on the October expense sheet.
	2. See the MPID Notice entitled “Reimbursement of Travel” for general travel policies. See the MPID Notice entitled “Reimbursement of Travel, Lodging and Per Diem during Official Training” for information regarding travel for work-related trainings.
1. **Federal/State Overtime Sheets**

Federal Overtime (Services Rendered – FSIS Form 5110-1)

* 1. Talmadge Aiken overtime forms are to be emailed to FSIS.Billing@ usda.gov, MPID.Forms@ncagr.gov, and to the relevant establishment personnel as requested within 7 daysof the pay period ending.
		1. Note: If the month ends in the middle of the pay period, send a draft version of the form at the end of the first month then send the finalized form at the end of the pay period.
	2. Place a printed copy in the inspector files in the “Overtime Reports” folder.
1. See the MPID Notice entitled “Overtime Inspection” for more information, including where to download the form online to fill out and instructions for filling out the form.

State Overtime (MPID Form 2a)

1. Due in to MPID office by the 7th of the month.Form is based on the calendar month**.**
2. Scan and email the completed and signed copy to MPID.Forms@ncagr.gov
3. Make a copy of the original document and provide it to establishment management.
4. Place the original copy in the inspector files in the “Overtime Reports” folder.
5. See the MPID Notice entitled “Overtime Inspection” for more information.
6. **State Car Travel Log (FM12E — Travel Log)**

 a. Due to the Raleigh office by the 5th of each month.

b. Fill in the appropriate fields and mileage.

c. E-mail these to MPID.Forms@ncagr.gov with SOV Log, Month (spelled out), and complete year in the subject line of the email.

1. **Schedule all tasks for the following month in PHIS for your assignment.**
	1. If you are going to be on vacation or at a work-related training for a period of time you do not have to assign tasks for those days.
	2. Check your PHIS entries for the previous month to ensure all open tasks were marked as completed; if there are NRs associated with tasks, therefore why tasks couldn’t be completed, be sure to continue discussing these open NRs with establishment management during weekly meetings. If NRs are not being resolved in a timely manner, contact your supervisor for further guidance.

See the MPID Notice entitled “Report Due Dates” for more information.