



## AUXILIARY ENTERPRISES- JSU SUPERCARD PROCEDURAL GUIDE

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**IMPORTANT:** This guideline is not all-inclusive, nor does it address every situation that may arise. Its sole purpose is to guide management and to provide reasonable assurance in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) and the University's policies and procedures
- Compliance with applicable state and federal laws and regulations, and
- Safeguarding the University's assets and resources.

The Auxiliary Enterprises | Contractual Services homepage is located at <http://www.jsums.edu/auxiliary/>, where you will find important Auxiliary Enterprises | Contractual Services information, answers to common questions, directions to the office and staff contact information. All correspondence may be mailed to the following address:

Jacksons State University  
Auxiliary Enterprises | Contractual Services  
P.O Box 18029  
Jackson, MS 39217

Auxiliary Enterprises | Department of Contractual Services' (DCS) mission is to provide the students, faculty and staff with a comprehensive system of services, programs, and activities designed to satisfy customer expectations and, enhance campus living through contracted venues, while in support of the University's overall academic mission.

NOTE: Jackson State University may amend this document without notice. It is intended to provide guidance regarding the administration at Jackson State University in accordance with State and Federal laws and does not give rise to any contractual rights. Should there be a conflict between the content of these guidelines and state or federal statute, statute shall subjugate, having full precedence.

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## DEFINITIONS

NO STATEMENT FOR THIS SECTION

## **OBJECTIVE STATEMENT**

The Department of Contractual Services' (DCS) goals are to identify and provide quality goods and services to the campus community which are favorable to campus style living. These goals are achieved through extensive research, negotiations, partnerships and the execution of contracts and agreements. Currently, DCS oversees 119 Approved Licensees through the Licensing Program, 150+ Supercard Program Vendors and manages on-campus partnerships such as Pepsi-Cola/Brown Bottling Group, Sodexo/Magic, JSU/Follett Bookstore, Tiger Water Program, JSU™ Barber Shop, JSU™ Hair Studio, JSU™ Nail Studio, Subway @ JSU™, five ATMs (Regions, Trustmark, Bank Plus, Liberty and Bancorp South), mtvN, and Specialty Tags. DCS is supported by the Executive Director of Auxiliary Enterprises, Assistant Director of Auxiliary Enterprises, Contracts Compliance Specialist, Graduate Assistant, and DCS Student Brand Ambassador Team.

## **PURPOSE**

It is important that the University maintain a positive reputation regarding the stewardship of all monies, whether public, federal or privately provided. It is also recognized that it is equally important that sound fiscal processes be in place that will address the needs of the University community in an efficient and effective manner. While it may not be all inclusive, the advantages of having this written document are to:

- Better educate employees
- Outline clear performance standards, and
- Assure legal compliance.

The University promotes effective controls to ensure the protection of assets, accurate financial reporting and effective use of resources. These statements are issued as a guide regarding activities associated with Auxiliary Enterprises | Contractual Services.

## **ADHERENCE**

All are expected to adhere to these guidelines. Willful disregard of this shall be considered non-compliance and may result in a formal reprimand up to and including termination.

## **ADDING MONEY TO JSU SUPERCARD™ WITH FINANCIAL AID (JSU P.A.W.S.)**

The steps for utilizing this method are as follows:

- Log into your P.A.W.S. Account
- Click-Student & Financial Aid Click-Registration
- Click-Spring 2019 Registration Service
- Click-Add Charges Scroll to the bottom of the page
- Click-Add Charges, again
- Scroll to the bottom, again
- Click to add the amount desired
- Verify amount
- Transaction complete

Funds will be applied to your JSU Supercard™ account in about 15 minutes with completed registration.

## **ADDING MONEY TO JSU SUPERCARD™ (BUSINESS OFFICE / PAYROLL)**

- Students can deposit funds into their Supercard account by visiting the Office of Financial Services on the 2nd Floor of the B.F. Roberts building at the cashier's station.
- Limited restrictions apply to employees who are employed less than six (6) months. Employees must contact Payroll for more details.

## **SUMMARY OF ACCOUNT BALANCE | TRANSACTIONS (JSU™ GET APP)**

Jackson State University® faculty, staff and students can now use the GET application to manage their JSU™ Supercard accounts.

### **How to GET Setup:**

- Access *JSU P.A.W.S.* account by clicking *JSU P.A.W.S* (complete if NetID has never been activated/ forgot password; must contain 7 characters including at least 1letter, 1 number and 1 special character) [https://paws.jsums.edu/prod/twbkwbis.P\\_WWWLogin](https://paws.jsums.edu/prod/twbkwbis.P_WWWLogin)
- Activate NetID
- Change NetID Password (located on Main Menu)

## GET APP (WEB BROWSER)

- **Visit** the GET Portal <https://get.cbord.com/portal/full/portal.php>
- **Select** institution: Jackson State University
- **Login:** J# Password: NetID password
- Enter Contact Information
- **Select** GET Funds to review account overview and recent transaction.

## GET APP (MOBILE SITE)

- **Visit** the Play Store (Android) or App Store (iPhone)
- **Search** GET Mobile, install app
- **Select** institution: Jackson State University
- **Login:** J# **Password:** NetID password
- **Create & Verify** Pin: \_ \_ \_ \_
- **Select** GET Funds to review account overview and recent transactions