



UCORP PROJECT DIRECTOR TRAINING

April 6, April 8, &
April 13, 2021

AGENDA

- ▶ Welcome Tammie Ridgell
- ▶ UCORP Operations Updates Chris Farmer
- ▶ UCORP HR Updates Anthony Victoria
- ▶ UCORP Programs Updates Mark Angstman
- ▶ Unrelated Business Income Ricardo Angeles
- ▶ Year-end Preparation Maggie Woo
- ▶ Year-end Preparation Maggie Woo



UCORP OPERATIONS UPDATES

Chris Farmer

Face-to Face Operations

- ▶ Since March 2020, face-to-face activities on campus have been limited to only those deemed essential
- ▶ As we begin to repopulate campus, we expect some support services and other in-person activities to resume
- ▶ A face-to-face request & risk assessment form is being finalized and expected in DocuSign in early May.

Risk Assessment & Establishment of a Protection Plan

- ▶ Workplace risks relevant to your department
 - Frequently touched surfaces
 - Reception areas
 - Shared equipment or tools
 - High traffic areas
 - Visiting vendors
- ▶ Identify risks, prevention protocols, and a plan
- ▶ Approvals (requestor, Risk Mgmt, EH&S, and appropriate VP)

▶ Any questions: cfarmer@sfsu.edu



UCORP HR UPDATES

Anthony Victoria
Mark Angstman

Independent Contractors

In scheduling an individual to work as an independent contractor, timeliness is key

- You may commence discussion with your project rep, Ricardo Angeles
- He will advise and direct you to proceed with getting the Independent Contractor Agreement completed & routed to Inga Soule in UCorp's Purchasing
- Inga will work with you to ensure all required forms & support are completed
- ... & simultaneously, internally, UCorp will ensure the independent contractor status is appropriate & well documented

Independent Contractors

REVIEW FOR INDEPENDENT CONTRACTOR STATUS

- ▶ Does the contractor have the right to control & direct the means, manner, and method of providing services under this agreement, including starting & ending times, days of work, and the order of work performed?
- ▶ Is the contractor allowed to hire his/her own assistants at his/her own cost?
- ▶ Does the contractor provide similar services to other clients?
- ▶ Will the contractor be required to work full-time?

Youth Protection Program (YPP)

All youth programs effective July 1, 2021, will need to comply with the requirements as outlined in UED #21-46. This includes:

- Campus-sponsored youth programs
- Auxiliary Organizations-sponsored youth programs
- Third-party youth programs

... and, includes both in-person and virtual youth programs

Youth Protection Program (YPP)

Why have the YPP?

- ▶ To ensure the well-being of children in our care
- ▶ To protect our employees and volunteers from false allegations
- ▶ To mitigate claims

Youth Protection Program (YPP)

Exceptions – Does not apply re:

Minors enrolled at SF State

Minors attending Campus events with a guardian or chaperone, (e.g. K–12 school teacher, parent) and under their supervision at all times.

Off-campus academic internships and service-learning opportunities

Internship or learning sites may have their own requirements,

Youth Protection Program (YPP)

First step is to ensure the required

Youth Program Registration Form

... is completed and submitted to both UCorp
and ERM

Youth Program Registration Form

San Francisco State University

Registration Type

- First Time Program Registration Program Renewal/Update
 SF State Program Auxiliary Organization Program External Organization Program

Program Director Information

Name
Department
Phone Email

Program Details

Program Name
Program website address (if available)
Estimated number of minor participants Age range
Number of program staff: Number of volunteers:
(persons over the age of 18 who will supervise, teach, counsel, or otherwise work with minor participants in the program)

Program Location

List on-campus facilities:

List off-campus facilities:

YOUTH PROGRAM REGISTRATION FORM

San Francisco State University

Program Hours of Operation

Does this program run continuously for more than 12 months? Yes No

Please provide:

Program Start Date
Program End Date
Days
Times

Transportation

Will transportation of minors be included as part of programming? Yes No

If yes, please describe how minors will be transported to and from program activities:

Program Activities

Purpose of program and description of program activities:

Will this program involve (Please check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Laboratories | <input type="checkbox"/> Athletic facilities |
| <input type="checkbox"/> Kitchens | <input type="checkbox"/> Aquatic facilities |
| <input type="checkbox"/> Boats, vehicles | <input type="checkbox"/> Animal facilities |
| <input type="checkbox"/> Farm equipment | <input type="checkbox"/> Theatre facilities |
| <input type="checkbox"/> Metalworking, woodworking, or ceramic facilities or other workshops containing power tools or machinery with exposed moving parts | <input type="checkbox"/> Dangerous materials (including but not limited to bows and arrows, pressurized projectiles, drones, power tools, sharp instruments, or ignitable or noxious materials) |

If any of the above program elements are checked, please describe below:

Youth Protection Program (YPP)

- ▶ Programs/directors should identify potential staff and volunteers as early as possible to ensure all processes and trainings are satisfied prior to the program start date.
- ▶ Employees & Volunteers:
 - All hiring documentation, including mandated reporter forms, training and background checks **must** be completed before their start date.

Youth Protection Program (YPP)

Code of Conduct Standards

- ▶ All YPP personnel will be required to annually review and acknowledge receipt of SF State's "Code of Conduct Standards for Interacting with Youth."
- ▶ The Code of Conduct describes the minimum expectations for YPP personnel.

Youth Protection Program (YPP)

Required Training Modules

- ▶ Annual ERM Youth Program Administration Training

- ▶ Praesidium Training Modules
 - Meet Sam (20 minutes)
 - It Happened to Me (20 minutes)
 - Keeping Your School Safe (20 minutes)

Youth Protection Program (YPP)

3rd-Party Contract Requirements

- ▶ Must comply with California Child Abuse Reporting Act (CANRA)
- ▶ All incidents or allegations of sexual misconduct must be reported to the CSU and/or auxiliary organizations

Youth Protection Program (YPP)

3rd-Party Contract Requirements (cont'd)

- ▶ Required to name CSU/AO et al as additional insureds by policy endorsement
- ▶ All YPP third-party employees or volunteers required to obtain appropriate training related to protection of minors

SFSU ID (UIN) Numbers (POI)

- ▶ All U Corp Staff are required to be registered as a Person of Interest and have a university ID number a UIN.
- ▶ A UIN allows U Corp to have access to mandatory trainings, i.e. Sexual Harassment

U Corp HR Payment Forms

- ▶ UCorp HR forms required for paying employees, special consultants and those re: limited employment are available as DocuSign templates on the U Corp website.

U Corp HR Payment Forms (cont'd)

- ▶ These forms, (along with their required supplemental form) are set-up to ensure the appropriate routing.
- ▶ They are:
 - Employment Form (and Job Description)
 - Special Consultant Form (and Job Description)
 - Limited Employment Agreement (and Scope of Work)
 - *Please ensure all information is completed, accordingly, and use N/A as appropriate.*

UCorp Employment Forms

Those forms to be completed by newly-hired employees (ie.,. “Employment Packet”)

- Application Form
- Form W-4
- I-9 Form
- Affirmative Action Form
- Direct Deposit Form
- Drug Awareness Form
- Verification of Drivers License & Insurance Form
- Designation of Personal Physician Form

Will all be in DocuSign for completion & submission

Payments to SFSU Employees

- ▶ per CSU & SFSU guidelines, and *subsequent to University review & approval* an employee of the University is to be paid through UCorp's payroll system
 - UCorp is separate entity from SFSU, and I-9 & W-4 is required (UCorp cannot use University's records)
 - Special Consultant form is the form to be used



UCORP PROGRAMS UPDATES

Ricardo Angeles

Reimbursed Release Time (RRT) and Salary/Benefit Reimbursements to SFSU

- ▶ Please submit your UCorp–funded requests for 2020–2021 RRT and Salary/Benefit reimbursements by May 17, 2021. Requests received after that date could cause an issue in reporting it in 2021.

Submit requests to Ricardo Angeles with the following information:

- ▶ Faculty/Lecturer/Staff Name
- ▶ Semester & Fiscal Year
- ▶ UCorp Fund Number
- ▶ Number of course releases OR Amount to be reimbursed.

Reimbursed Release Time (RRT) Form



The University Corporation, San Francisco State
**Reimbursed Release Time
 Pre-Approval**

Faculty Name:	<input type="text"/>	Project Director:	<input type="text"/>
ID Number:	<input type="text"/>	Fund Number:	<input type="text"/>
College:	<input type="text"/>	Fund Description:	<input type="text"/>
Department:	<input type="text"/>		

Academic Year:	<input type="text"/>
Semester:	<input type="text"/>
Percentage of Release:	<input type="text"/>
Available Funding:	<input type="text"/>

Available funding must include an adequate amount for salary and benefits.

DESCRIPTION OF WORK TO BE PERFORMED DURING THIS COURSE RELEASE:

LIST OF FUNDERS THAT HAVE CONTRIBUTED \$2,500 OR MORE TOWARD THIS COURSE RELEASE:

By signing this form, both the Dean of the College and the faculty member acknowledge that this percentage of released time represents a fair estimation of the reduction of time in normal teaching duties/workload for the semester indicated, and a fair estimation of the time the faculty member will devote to activities related to the above referenced project or program.

Reimbursement will be based on calculation above or availability of funding, whichever is less.

Project Director	Date
Faculty Member	Date
Dean of College	Date
Executive Director, UCorp	Date

Electronic Payment Requests

REMINDER:

For FY 20/21, UCorp will only accept invoices submitted through DocuSign for payment.


Multiple UCorp Templates available in DocuSign

- Special Project Agreement Form (For new/renewing programs & scholarships)
- UCorp Check Request Forms (Direct Payment/Reimbursement)
- UCorp Hospitality Request Forms (Direct Payment / Reimbursement)
- UCorp Short Term Service Agreement Form
- Student Stipend Payment Forms (for single and multiple individuals)
- Student Stipend Certification Form
- Honorarium Request Form

Importance of using the UCorp templates provided:

- Avoids delaying the payment process
- Documents automatically routed for UCorp review/ approve
- If the UCorp DocuSign Templates provided are NOT used please ensure the following individuals are included:
 - Shelby Zuo - (zuo@sfsu.edu)


 UCorp Reviewer: Shelby Cui Ying Zuo
zuo@sfsu.edu


 Needs to Sign

 UCorp Reviewer: Shelby Cui Ying Zuo
zuo@sfsu.edu

 Allow to Edit

- Ricardo Angeles (angelesr@sfsu.edu)

 UCorp Approver: Ricardo Angeles
angelesr@sfsu.edu

 Needs to Sign

Stipends

- ▶ Payments issued to current SF State Students
 - Not considered compensation and must not be used in lieu of wages.
 - Not performance-based, and may not be adjusted or withdrawn as a result of performance.
- ▶ May be accompanied by certain terms and conditions to be met
 - Outlined on the “Stipend Award” form.
 - Recipient may be required to enroll in a particular degree program or complete a particular course or activity.
 - These activities must have an educational benefit to the student. **SF State must not derive any benefits from the activities.**
 - Project Director is responsible to contact UCorp if terms and conditions of the stipend are not met, and if subsequent payments should be suspended.

<https://ucorp.sfsu.edu/scholarship-stipend>

Level 1 Data (i.e. W-9s)

- Sensitive documents should **ONLY** be submitted via DocuSign (not emailed)
- Attach any relevant documents (incl. W-9) using the paperclip icon



found on the top of the forms

Budget Officers will be notified when new templates are available for use.

We encourage you to begin using these templates immediately. If you have questions about using the form or routing, please contact Ricardo Angeles at angelesr@sfsu.edu .



UNRELATED BUSINESS INCOME

Maggie Woo

ACRONYMS AND DEFINITIONS

- ▶ **UBI** = **U**nrelated **B**usiness **I**ncome
- ▶ **UBIT** = **U**nrelated **B**usiness **I**ncome **T**ax
- ▶ **UBTI** = **U**nrelated **B**usiness **T**axable **I**ncome



- ▶ UBI are funds generated from regularly-occurring activities not substantially related to an organization's exempt purpose

UBI TEST

- ▶ An activity is an unrelated business (and subject to UBIT) if it meets **all 3** tests:
 - ▶ 1. Trade or Business;
 - ▶ 2. Regularly carried on; **and**
 - ▶ 3. Not substantially related to the organization's exempt purpose

TRADE OR BUSINESS

- ▶ An activity carried on for the production of income from the sale of goods or performance of services.
- ▶ The activity must be conducted in a manner similar to the style under which a for-profit business would operate.

REGULARLY CARRIED ON

- ▶ Business activities of an exempt organization that are **frequent** and **continuous** and are pursued in a manner similar to comparable commercial activities of non-exempt organizations.
- ▶ If the activity is of a kind normally conducted by nonexempt commercial organizations on a year-round basis, the conduct of such an activity by UCorp over a period of only a few weeks does not constitute the regular carrying on of trade or business.

NOT SUBSTANTIALLY RELATED

- ▶ Not substantially related means that the activity that produces the income does not contribute importantly to the exempt purpose of the organization, other than the need to produce income, etc.
- ▶ Whether an activity contributes importantly depends in each case on the facts involved which has to be examined on a case by case basis.

Common examples of activities that may generate UBI:

- ▶ Renting of personal property (e.g. UCorp owned furniture) to non-University users.
- ▶ Sale of goods or services to non-University users. This may include the sale of computers, programming services, translation, printing, routine testing, and catering.
- ▶ Advertising

EXCEPTIONS AND EXCLUSIONS:

- ▶ Common examples of income generating activities that pass the 3 UBI tests but won't be treated as UBI
 - Convenience
 - Investment income
 - Royalty income
 - Rent from Real Property

PROJECT DIRECTORS RESPONSIBILITIES

- ▶ Notify UCorp when there is new or change in revenue stream
- ▶ Sale of goods or services to non-University users
- ▶ Amendments to the SPA (Special Project Agreement)
- ▶ Complete Nonfinancial Questionnaire

UCORP RESPONSIBILITIES

- ▶ Gathering necessary information from Project Directors
- ▶ Documenting and Analyzing for UBIT Determination
- ▶ Reporting UBIT activities on IRS Form 990-T.



AUDIT PREPARATION FISCAL YEAR ENDING 6/30/2021

Maggie Woo

YEAR END CUT OFF

- ▶ GOAL: TO RECONCILE RELATED PARTY RECEIVABLES AND PAYABLES AS OF JUNE 30, 2021

 Check Disbursement Cut Off: UCorp will not disburse checks after **June 24, 2021**, Thursday.

- ▶ All funds/checks your department receive close to year end must be deposited ASAP and before June 30, 2021.

 Plan at least 5 working days for invoice processing. (This can be longer at fiscal year end due to volume)

- ▶ If invoices we receive after June 17, 2021, we would not be able to process them on time to meet the check disbursement cut off.
- ▶ Rather, we would accrue these invoices (transactions related to FY 2020/2021) as related party payable / accrued expenses based on the nature of transactions.

 Let's plan ahead!

- ▶ Review your accounts early for billable / reimbursable transactions that incurred within current fiscal year (July 1, 2020 – June 30, 2021) and send invoices to UCorp for processing.
- ▶ Make every effort to forward invoices to UCorp by **June 14, 2021** or earlier if possible.

 Reimbursed Release Time (RRT) and Salary/Benefit Reimbursements are covered in earlier slides by Ricardo.

FORMS FOR FIXED ASSETS



Project Director / Manager has the fiduciary responsibility to notify the Corporation of any substantive changes in an asset or its location.

- ▶ **FIXED ASSET DISPOSITION FORM**
▶ <https://ucorp.sfsu.edu/sites/default/files/documents/fixed-asset-disposition-form.pdf>
- ▶ **FIXED ASSET RELOCATION OR TRANSFER FORM**
▶ <https://ucorp.sfsu.edu/sites/default/files/documents/fixed-asset-relocation-transfer-form.pdf>
- ▶ **EQUIPMENT LOST REPORT**
▶ <https://ucorp.sfsu.edu/sites/default/files/documents/equipment-loss-report-form.pdf>

WEBSITE

► <https://ucorp.sfsu.edu/>

The University Corporation, SF State (University Enterprises)

UNIVERSITY UPDATES Modified campus operations continue
[Read campus messages and details.](#)

San Francisco State University | A-Z | Calendar | Login

The University Corporation, SF State (University Enterprises)

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CORP

Home
Spotlights
About
Board of Directors
Auxiliary Business Services
Commercial Services
Forms
Human Resources
Policy and Procedure
Project Directors
Public Information
Student Organization Banking
University Club 2.0

The University Corporation, SF State

Health Advisory Alert:
Due to the Shelter-In-Place order, our UCORP team is working remotely. We will be answering emails during our business hours of Monday-Friday, 8:00am - 5:00pm.
We appreciate your patience as we are working hard to provide service for you during this unprecedented situation.
Please click [here](#) for our employee directory. If you are unsure who to direct your inquiry to, please email ucorp@sfsu.edu.
For the latest SF State information in response to COVID-19, please visit news.sfsu.edu/covid-19

UCorp News

- Now available for Project Managers: [UCorp User Group Training from March 2020](#).
- The Spring 2020 open hours for the Student Org Consultation Window has been updated. Check them out online here.
- The UCorp Deposit Window hours are changing for Spring 2020. Now open Tues-Thurs from 9 a.m. until 2 p.m.
- Effective September 1st, 2019: All UCorp Special Project Agreements (SPAs) will require DocuSign. We urge anyone without a SFSU DocuSign account to sign up. It only takes a couple minutes. More info at: <https://ucorp.sfsu.edu/SPA>

UCorp Spotlight

HOPE Crisis Fund at San Francisco State University
The HOPE Crisis Fund provides students at San Francisco State University who are experiencing crises beyond their control with emergency funding that meets their immediate needs and allows them to continue their studies and graduate.

View all Spotlights

Contact Information

Employee Directory

Email: ucorp@sfsu.edu
Phone: (415) 338-1708
Fax: (415) 338-7950
Campus Location:
Administration Bldg, Room 361
1600 Holloway Avenue
San Francisco, CA 94132
Mailing Address:
PO Box 320160
San Francisco, CA 94132
UCorp Deposit Window:
ADM Lobby, at Bursar's/Cashier Window

Note: PDF document(s) can be viewed using Acrobat Reader. Please clear your browser cache if documents are loading incorrectly. For any issues, including accessibility, please contact us at (415) 338-1708 or at ucorp@sfsu.edu.

Quick Links

- Finance Reporting (BI) Login
- Common Financial System (CFS) Login
- Cash Receipt System (CRS) Request
- SFSU Imaging System
- UCorp Online Credit Card Payments
- Associated Students, Inc.
- Office of Research and Sponsored Programs
- SF State Foundation

Accounting and Procurement

- Account Validity Verification
- CashNet eMarket New 'Store' Set-Up
- Conflict of Interest Questionnaire for Project Accounts
- Deposit Transmittal
 - with Deposit Tally Sheet
- Equipment Lost Report
- Fixed Asset Disposition
- Fixed Asset Relocation or Transfer Form
- Fund Advance Request
- Incoming Wire Transfer
- Interim Requisition Form
- PO Change/Finalization Request
- Procurement Card Program Agreement
- Sole Source Justification Form

CONTACT INFORMATION

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