AGENDA

- Welcome
  - Tammie Ridgell
- UCORP HR Updates
  - Mark Angstman
- UCORP Refreshers
  - Anthony Victoria
- UCORP Programs Updates
  - Ricardo Angeles
- Accounting Updates
  - Maggie Woo
- Year-end Preparation
  - Maggie Woo
House Keeping

- Please Mute
- Please post your questions in the chat or use the raised hand function.
- The slides will be available on the UCorp website (https://ucorp.sfsu.edu/)
UCORP HR UPDATES

Mark Angstman
Effective July 1, 2022, minimum wage increases from $16.32/hr. to $16.99/hr.
Effective January 1, 2022, the minimum salary is $62,400 per year or $5,200/mo.
Employment Change Form

Updates to form:

- New salary increase indicators
- Clearer instructions on justification for the proposed increase
EMPLOYMENT CHANGE FORM
UNIVERSITY CORPORATION, SAN FRANCISCO STATE

Preparation Date ___________________________ Effective Date of Change ___________________________

PROJECT NO. ___________________________ EMPLOYEE NAME: ___________________________

Last ___________________________ First ___________________________ Middle ___________________________

CURRENT SFSU EMPLOYEE: YES [ ] NO [ ] IF YES, REQUIRES VICE-PRESIDENT / SFSU HR APPROVAL (see below)

PAYROLL CHANGES

<table>
<thead>
<tr>
<th>PROJECT / FUND ACCOUNT</th>
<th>CURRENT STATUS</th>
<th>PROJECTED STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Same Grant, New Budget Year)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| JOB TITLE | | |
| G/L CODE | | |
| BURDEN RATE CLASS | | |

BASE RATE ** (see mandatory requirements below)

BASIS FOR INCREASE
(see requirements below)

Increase in Minimum Wage: _____ Performance Based: _____ Promotion: _____ Other: _____

¾ OF FULL TIME SALARIED EMPLOYEES

DATES OF EMPLOYMENT

JOB ADDRESS LOCATION CHANGE

BENEFITED STATUS (by UCoop)

** REQUIREMENTS FOR DOCUMENTING SALARY INCREASES

- For performance-based increases, please attach the employee’s most recent performance review or a memo describing the justification for the increase
- For promotions, please attach the employee’s current and proposed position description
- For any other salary increase (except for minimum wage increases,) please provide a memorandum describing the proposed modification in pay

VICE-PRESIDENT APPROVAL (SALARY CHANGE) SFSU HR APPROVAL (SFSU EMPLOYEE)

EMPLOYEE SIGNATURE ___________________________ PROJECT DIRECTOR APPROVAL ___________________________

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>EXEC. DIRECTOR</th>
<th>ADMIN / FINANCE</th>
<th>PROJ COOR</th>
<th>HUMAN RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>By: _________</td>
<td>By: _________</td>
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<td>By: _________</td>
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</tr>
<tr>
<td>Date: ________</td>
<td>Date: ________</td>
<td>Date: ________</td>
<td>Date: ________</td>
<td>Date: ________</td>
</tr>
</tbody>
</table>
Employment Packet

Includes those UCorp employment forms to be completed by new-hires

Please refer to our website at www.ucorp.sfsu.edu for these forms

... & note that UCorp updates these, as needed (i.e., W-4)
Employee’s Withholding Certificate

Step 1: Enter Personal Information

- (a) First name and middle initial
- (b) Social security number

- Address
- City or town, state, and ZIP code

- Single or Married filing separately
- Married filing jointly or Qualifying widow(er)
- Head of household (Check only if you’re unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-(4b) on Form W-4 for only ONE of these jobs. Leave these steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-(4b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ➤ $3

Multiply the number of other dependents by $500 ➤ $3

Add the amounts above and enter the total here ➤ $3

Step 4: (optional): Other Adjustments

- (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income ➤ $4(a)

- (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here ➤ $4(b)

- (c) Extra withholding. Enter any additional tax you want withheld each pay period ➤ $4(c)

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee’s signature (This form is not valid unless you sign it.) ➤ Date

Employers Only

Employer’s name and address ➤ First date of employment ➤ Employer Identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.
Timecard Approvals

At the time of hire, the employee’s supervisor will be contacted to obtain personal data as it is required for ADP set-up, so they may then approve employee’s time reported.

An employee enters their time into ADP each pay cycle.

It is crucial that a supervisor approves their employee’s time in ADP in a timely manner.

** A Reminder notice is sent a day or two before timecards are due date **
<table>
<thead>
<tr>
<th>MONTH</th>
<th>2022 HOLIDAYS</th>
<th>PAY PERIOD</th>
<th>EMPLOYEE ADP TIMECARD DUE BY 5:00 P.M.</th>
<th>SUPERVISOR ADP APPROVAL BY NOON</th>
<th>PAYDAY CHECKS MAILED</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>NEW YEAR’S DAY / SAT 1st</td>
<td>12/16 - 12/31</td>
<td>MON 3rd</td>
<td>TUE 4th</td>
<td>MON 10th</td>
</tr>
<tr>
<td></td>
<td>MARTIN LUTHER KING DAY / MON - 17th</td>
<td>01/01 - 01/15</td>
<td>TUE 16th</td>
<td>WED 19th</td>
<td>TUE 25th</td>
</tr>
<tr>
<td>FEB</td>
<td></td>
<td>01/16 - 01/31</td>
<td>TUE 1st</td>
<td>WED 2nd</td>
<td>TUEU 10th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02/01 - 02/15</td>
<td>WED 16th</td>
<td>THU 17th</td>
<td>FRI 25th</td>
</tr>
<tr>
<td>MAR</td>
<td>CESAR CHAVEZ DAY / THU - MAR 31</td>
<td>02/16 - 02/28</td>
<td>TUE 1st</td>
<td>WED 2nd</td>
<td>THU 10th</td>
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<tr>
<td></td>
<td></td>
<td>03/01 - 03/15</td>
<td>WED 16th</td>
<td>THU 17th</td>
<td>FRI 25th</td>
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<tr>
<td>APR</td>
<td></td>
<td>03/16 - 03/31</td>
<td>FRI 1st</td>
<td>MON 4th</td>
<td>MON 11th</td>
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<tr>
<td></td>
<td></td>
<td>04/01 - 04/15</td>
<td>---</td>
<td>TUE 19th</td>
<td>---</td>
</tr>
<tr>
<td>MAY</td>
<td>MEMORIAL DAY / MON - 30th</td>
<td>04/16 - 04/30</td>
<td>MON 2nd</td>
<td>TUE 3rd</td>
<td>TUE 10th</td>
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<tr>
<td></td>
<td></td>
<td>05/01 - 05/15</td>
<td>MON 16th</td>
<td>TUE 17th</td>
<td>WED 25th</td>
</tr>
<tr>
<td>JUN</td>
<td></td>
<td>05/16 - 05/31</td>
<td>WED 1st</td>
<td>TUEU 2nd</td>
<td>FRI 10th</td>
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<tr>
<td></td>
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<td>06/01 - 06/15</td>
<td>---</td>
<td>FRI 17th</td>
<td>---</td>
</tr>
<tr>
<td>JUL</td>
<td>INDEPENDENCE DAY / MON - 4th</td>
<td>06/16 - 06/30</td>
<td>FRI 1st</td>
<td>TUE 5th</td>
<td>MON 11th</td>
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<tr>
<td></td>
<td></td>
<td>07/01 - 07/15</td>
<td>MON 18th</td>
<td>TUE 19th</td>
<td>MON 25th</td>
</tr>
<tr>
<td>AUG</td>
<td></td>
<td>07/16 - 07/31</td>
<td>MON 1st</td>
<td>TUE 2nd</td>
<td>WED 10th</td>
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<tr>
<td></td>
<td></td>
<td>08/01 - 08/15</td>
<td>TUE 16th</td>
<td>WED 17th</td>
<td>THU 25th</td>
</tr>
<tr>
<td>SEP</td>
<td>LABOR DAY / MON - 5th</td>
<td>08/16 - 08/31</td>
<td>TUEU 1st</td>
<td>FRI 2nd</td>
<td>FRI 9th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/01 - 09/15</td>
<td>FRI 16th</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>OCT</td>
<td></td>
<td>09/16 - 09/30</td>
<td>MON 3rd</td>
<td>TUE 4th</td>
<td>MON 10th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/01 - 10/15</td>
<td>MON 17th</td>
<td>TUE 18th</td>
<td>TUE 25th</td>
</tr>
<tr>
<td>NOV</td>
<td>VETERAN’S DAY / FRI - 11th</td>
<td>10/16 - 10/31</td>
<td>TUE 1st</td>
<td>WED 2nd</td>
<td>THU 10th</td>
</tr>
<tr>
<td></td>
<td>THANKSGIVING / THU &amp; FRI - 24th &amp; 25th</td>
<td>11/01 - 11/15</td>
<td>---</td>
<td>TUEU 17th</td>
<td>---</td>
</tr>
<tr>
<td>DEC</td>
<td>CHRISTMAS HOLIDAYS</td>
<td>11/16 - 11/30</td>
<td>THU 1st</td>
<td>FRI 2nd</td>
<td>FRI 9th</td>
</tr>
<tr>
<td></td>
<td>FRI 25th thru TUEU 31st</td>
<td>12/01 - 12/15</td>
<td>FRI 16th</td>
<td>MON 19th</td>
<td>FRI 23rd</td>
</tr>
<tr>
<td>Jan-23</td>
<td>NEW YEAR'S HOLIDAY OBSERVED MONDAY 2nd</td>
<td>12/16 - 12/31</td>
<td>TUE 3rd</td>
<td>WED 4th</td>
<td>TUE 10th</td>
</tr>
</tbody>
</table>

**ATTENDANCE REPORTING PERIOD:**

1. Timecards for the 1st thru the 15th of the current month
   - are due the 16th (or the next working day thereafter)
   - Paychecks for this period are distributed on or near the 25th of the current month
2. Timecards for the 16th thru the last working day of the current month
   - are due the 1st (or the next working day thereafter) of the following month
   - Paychecks for this period are distributed on or near the 10th of the following month

**PAYCHECK DISTRIBUTION:**

*Paychecks are mailed to the current address on file.*
For further information...

Please direct questions to:

Mark Angstman, angstman@sfsu.edu or 82246
UCORP REFRESHERS

Anthony Victoria
Special Events

• is this actually a school field trip?
  o related to course requirement[s] (academic credit to be received)
  o Academic Affairs & respective college/department has oversight of field trips
    • https://academic.sfsu.edu/content/academic-field-trips

• will activity require participants/attendees to submit a *Release of Liability/Waiver* form?
### Special Events

- **is additional insurance needed?**
  - Special Events coverage
  - Participant Accident Insurance

- **are minors participating?**
  - YPP consideration needed
    - not an issue if accompanied by parent/guardian, as they are responsible for their minor’s care, custody & control
Special Events

- is alcohol to be served/provided?

  - *Alcohol Clearance Request Form* needs to be completed, submitted for review & signature via DocuSign, to ERM and UPD

  - [https://ces.sfsu.edu/sites/default/files/documents/Alcohol_Clearance_Request.pdf](https://ces.sfsu.edu/sites/default/files/documents/Alcohol_Clearance_Request.pdf)
TAR/Technology Acquisition Review

Review by SFSU ITS required for compliance with CSU & University guidelines relative to:

- accessibility
- information security

This encompasses all ‘technology’ including, but not limited to:

- hardware
- software
- web/cloud services
SFSU’s ITS website:

https://its.sfsu.edu/technologyacquisitionreview

Getting started with a request:

• Step 1: Checking for pre-approved technology
• Step 2: Making sure a review is needed
• Step 3: Requesting a TAR
CashNet

Under Quick Links
- Staff Programs (Prorates)|(BS/IS)
- 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
Simple & basic online payment application

Very limited customization

Ideally used as a ‘landing’ for payment from a more customized website

To set-up ‘store’ complete and submit form: https://ucorp.sfsu.edu/sites/default/files/documents/cashnet-emarket-setup-form.pdf
CashNet eMarket New ‘Store’ Set-Up

Thank you for your interest in UCORP’s CashNet eMarket Credit Card processing solution. This online system will allow your customers to make payments and donations via credit card directly to your UCORP Fund. In order to get started, please provide us with the following information.

This completed form, as well as any questions, should be submitted to: Anthony Victoria, UCORP/ADM361 or avictoria@sfsu.edu.

<table>
<thead>
<tr>
<th>CONTACT NAME</th>
<th>CONTACT EMAIL</th>
<th>CONTACT PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**PLEASE INDICATE:**
- NEW ‘STORE’
- REINSTATEMENT OF PREVIOUSLY ESTABLISHED STORE

<table>
<thead>
<tr>
<th>UCORP ACCOUNT FUND #</th>
<th>ACCOUNT FUND NAME</th>
<th>4 DIGIT DEPT. CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Please provide a detailed description of what is being offered/paid-for*:

<table>
<thead>
<tr>
<th>TYPE OF REVENUE [i.e. fee, donation, etc.]</th>
<th>ACCOUNT SUBCODE</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample: Donation</td>
<td>583904</td>
<td>Program Support</td>
<td>Open, not specified</td>
</tr>
</tbody>
</table>

*If you need additional Revenue Types, use page 2 - Additional Revenue Types

Reports of transactions will be forwarded accordingly, via email.

**LIST RECIPIENT EMAIL ADDRESSES:**

**REPORT FREQUENCY:**
- DAILY
- WEEKLY
- MONTHLY

**PLEASE NOTE:** Images (such as a logo/insignia/etc.) for your ‘Store’ may be considered – please contact Anthony Victoria (415) 338-2238 for further information.

**IMPORTANT:** All images must receive prior approval by SFSU Director for Strategic Marketing & Communications. Please submit them to Mary Kenny at mkenny@sfsu.edu.
Requests to utilize other online payment platforms, such as Eventbrite, PayPal, etc., need to be submitted & approved prior to any activation

- requires project’s oversight to inform UCorp of expected funds
- requires manual processes to properly allocate funds to project account
For further information...

Please direct questions to:

Anthony Victoria, avictori@sfsu.edu or x82238
UCORP PROGRAMS
UPDATES

Ricardo Angeles
Summary of Talking Points

- Important End of the Year Deadlines
- Reimbursed Release Time (RRT)
- Gift Cards vs. Stipends
- Electronic Payment Requests via DocuSign
- Vendor Change Request Form (NEW FORM)
Important Submission Deadlines:

- **Online Requisition** submission deadline is **6/3/22** (NOTE: Open reqs should be reviewed and closed if no longer valid)
- **A/P Check Request** submission deadline is **6/15/22** (i.e. travel claims, outstanding invoices)
  - *Last Check Run will be Tuesday, 6/21/22*
- **Review Data Warehouse Program Reports** and submit any Account Adjustment requests by **6/15/22** (i.e. Fund or GL account changes)

- **Reimbursed Release Time (RRT)** and Salary/Benefit Reimbursements to SFSU **5/16/22**
Reimbursed Release Time (RRT) and Salary/Benefit Reimbursements to SFSU

Please submit your UCorp–funded requests for 2021–2022 RRT and Salary/Benefit reimbursements by May 16, 2022. Requests received after that date could cause an issue in reporting it in 2022.

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**

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>Project Director:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Number:</td>
<td>Fund Number:</td>
</tr>
<tr>
<td>College:</td>
<td>Fund Description:</td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Year:</th>
<th>Semester:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percentage of Release:</th>
<th>Available Funding:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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
Incentives related to Participants in a Study are allowed

- Small financial payments not to exceed $75 (or recurring payments up to $599 in 1 year)
- PI should request a cash advance via check request/memo indicating the study, amount to be given, and number of participants.
- Include the SFSU’s Committee for the Protection of Human Subjects (CPHS) approval letter
- PI is issued the check to cash for purchase of incentives
- PI is responsible for maintaining the receipt system and payments to participants
- PI is responsible for closing and settling the cash advance

Gift Cards must NOT be used as a form of payment to vendors or pay employees or students in lieu of wages.

**NOTE:** PLEASE CONSULT WITH UCORP PRIOR TO ISSUING GC
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](https://ucorp.sfsu.edu/scholarship-stipend)
REMINDER:
UCorp will only accept payment requests and invoices submitted through DocuSign for payment.
UCorp Vendor Change Request Form (New Form)

Vendor Contact Information

Bank Information/ACH Request

Contact Information

Vendor Name

Vendor Address
City, State, Country And ZIP Code

Vendor Telephone #

Vendor Fax #

Vendor Email Address

Vendor Website

Vendor Tax SS#/EIN#

Comments:

Bank Information - voided check or formal bank document must be attached

Bank Name

Bank Address
City, State, Country And ZIP Code

Bank Telephone #

Bank Fax #

Bank Email Address

Bank Website

Bank Routine #

Bank Account #

SWIFT Code

Comments:

I hereby certify under penalty of perjury that the information provided on the document is true and correct. I will promptly notify UCorp of any changes.

Individual, or Company Authorized Representative’s Name:

Signature:

Date:
Multiple UCorp Templates available in DocuSign

- Special Project Agreement Form (For new/renewing programs & scholarships)

  Note: Updated SPAs are needed for changes in Project Directors/Authorized Individuals

- 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
- Vendor Change 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)
  - Ricardo Angeles (angelesr@sfsu.edu)
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.
ACCOUNTING UPDATES

Maggie Woo
SPECIAL EVENT

PROJECT DIRECTORS’ RESPONSIBILITIES

1. Gather all the information (anticipated revenue and expense)

2. Complete Special Event Authorization and Summary Form

SPECIAL EVENT

The University Corporation, San Francisco State
PO Box 330160
San Francisco, CA 94112

SPECIAL EVENT AUTHORIZATION AND SUMMARY

This form must be completed for all events with costs exceeding $5,000.

**INSURANCE IS MANDATORY FOR ALL SPECIAL EVENTS FULLY OR PARTIALLY FUNDED BY UCorp.**

<table>
<thead>
<tr>
<th>DESCRIPTION OF EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCorp Fund Number</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Event Title</td>
</tr>
<tr>
<td>Primary Purpose of Event</td>
</tr>
<tr>
<td>Location/Name and Address</td>
</tr>
<tr>
<td>Anticipated Number of Attendees</td>
</tr>
<tr>
<td>Is this event a Fundraiser?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ANTICIPATED REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tickets for Attendance</td>
</tr>
<tr>
<td>Referral Tickets</td>
</tr>
<tr>
<td>Auction</td>
</tr>
<tr>
<td>Donations</td>
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<tr>
<td>Other</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>ANTICIPATED COSTS</th>
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<tbody>
<tr>
<td>Space Rental</td>
</tr>
<tr>
<td>Food &amp; Beverages</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Independent Contractors</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>ANTICIPATED TOTAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RISK MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>How insurance has been arranged?</td>
</tr>
<tr>
<td>How relief forms have been obtained?</td>
</tr>
<tr>
<td>Will students or minors be involved?</td>
</tr>
<tr>
<td>How will attendances be verified?</td>
</tr>
</tbody>
</table>

**NOTE: REMEMBER MUST PROVIDE PROOF OF INSURANCE.**

**SPECIAL NOTE ON EVENTS:** All events must be reported to the university's attorney General each year. To ensure compliance with all Title IX requirements, all events must be reviewed by the university's attorney General and the Title IX Coordinator. Any event not reviewed may be subject to legal action.

**WILL PAYMENT BE MADE?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Event Cost**

<table>
<thead>
<tr>
<th>UCorp Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Finance &amp; Administration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Quantity</td>
</tr>
</tbody>
</table>

40
SPECIAL EVENT

- PROJECT DIRECTORS’ RESPONSIBILITIES

- Form must be completed for all events with costs exceeding $1,500
- Insurance is mandatory for all special events fully or partially funded by UCorp
- Reach out to Anthony Victoria avictori@sfsu.edu for questions about insurance
- Form should be submitted to Ricardo Angeles angelesr@sfsu.edu, Shelby Zuo zuo@sfsu.edu, Anthony Victoria avictori@sfsu.edu, and Maggie Woo maggiiew@sfsu.edu via DocuSign, sign and date by Project Director and AVP/Dean
- Attach a copy of the signed form to all event-related payment requests
DEFINITION

Raffles are defined as a type of lottery in which prizes are awarded to people who pay for a chance to win.

Typically raffle tickets are sold and may also be given away. (door prize)

A winning ticket is drawn from all the entries

Source: https://oag.ca.gov/charities/raffles
RAFFLE

- PROJECT DIRECTORS’ RESPONSIBILITIES

Gather all the information for the raffle:
- Date of Raffle
- Beneficial (Philanthropic) Purpose
- Cost of Raffle, including itemizing the descriptions and market value of prizes
- Price of Raffle Ticket
- Number of Ticket Sold
RAFFLE

- PROJECT DIRECTORS’ RESPONSIBILITIES

  - Complete Raffle Report

  - [Link](https://ucorp.sfsu.edu/sites/default/files/documents/raffle-report.pdf)

  - Form should be submitted to Ricardo Angeles angelesr@sfsu.edu and Maggie Woo maggiew@sfsu.edu via DocuSign, sign and date by Project Director.
RAFFLE

The University Corporation, San Francisco State
1600 Holloway Avenue, ADM 361
PO Box 520140
San Francisco, CA 94132

RAFFLE REPORT

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ucorp Fund Number</td>
</tr>
<tr>
<td>Description/Title of Event</td>
</tr>
<tr>
<td>Location of Event</td>
</tr>
<tr>
<td>Date of Raffle</td>
</tr>
<tr>
<td>Beneficiary Purpose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost of Raffle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tickets/Ticket Printing</td>
</tr>
<tr>
<td>Fees Earned</td>
</tr>
<tr>
<td>Other Costs</td>
</tr>
<tr>
<td>TOTAL COSTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Tickets Sold</td>
</tr>
<tr>
<td>Price</td>
</tr>
<tr>
<td>Total Ticket Sales</td>
</tr>
</tbody>
</table>

Please submit this form with a copy of the related deposit transmittals to Leonardo Valo,
The University Corporation, ADM 362.

If you have any questions, contact Kathleen Bruno at 415-338-7520 or kbruno@sfu.edu.
UCORP’S RESPONSIBILITIES

- Gathering necessary information from Project Directors
- Documenting and Analyzing data
- Reporting Raffle activities on Form CT-NRP-2 to State of California Department of Justice
UNRELATED BUSINESS INCOME (UBI)

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
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 revenues
UNRELATED BUSINESS INCOME (UBI)

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)
- Sponsorship payment
UNRELATED BUSINESS INCOME (UBI)

- UCORP’S RESPONSIBILITIES

  - Gathering necessary information from Project Directors
  - Documenting and Analyzing for UBIT Determination
  - Reporting UBIT activities on IRS Form 990-T
PROJECT DIRECTORS’ RESPONSIBILITIES

- Walk through your fixed assets inventory
- Report lost or stolen
- Report relocation
- Retire equipment no longer in operations
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**

- **FIXED ASSET RELOCATION OR TRANSFER FORM**

- **EQUIPMENT LOST REPORT**
UCORP WEBSITE

- https://ucorp.sfsu.edu/

UNIVERSITY UPDATES
Modified campus operations continue

Read campus operations details.

San Francisco State University | A-Z Calendar Login Search

The University Corporation, SF State | University Enterprises

Credits

UCorp News
- The Spring 2020 open hours for the Student Org Consultation Window have 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 3 p.m.
- Effective September 1st, 2019, all UCorp Special Project Agreements (SPA) will require Digital Signatures. Visit anyone without a SFU ID 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 difficulties that put their completion of the spring semester at risk. This support helps maintain financial stability and prevents students from dropping courses. Visit the HOPE website to learn more and share. Help students continue their studies and graduate.

View all Spotlights
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
YEAR END PREPARATION
FISCAL YEAR ENDING
6/30/2022

Maggie Woo
YEAR END CUT OFF

- **GOAL:** RECONCILE RELATED PARTY RECEIVABLES AND PAYABLES AS OF JUNE 30, 2022

  Check Disbursement Cut Off: UCorp will not disburse checks after June 21, 2022, Tuesday.
  - All funds/checks your department receive close to year end must be deposited ASAP and before June 30, 2022.

  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 21, 2022, 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 2021/2022) 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, 2021 – June 30, 2022) and send invoices to UCorp for processing.
  - Make every effort to forward invoices to UCorp by June 15, 2022 or earlier if possible.

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

- **PROGRAMS**
  - Ricardo Angeles
    - angelesr@sfsu.edu
    - 415–338–7141
  - Shelby Zuo
    - zuo@sfsu.edu
    - 415–338–7783

- **INSURANCE**
  - Anthony Victoria
    - avictori@sfsu.edu
    - 415–338–2238

- **ACCOUNTING**
  - Maggie Woo
    - maggiew@sfsu.edu
    - 415–338–7922

- **ACCOUNTING**
  - Cathy Cheng
    - hcheng@sfsu.edu
    - 415–338–7932
  - Eva Du
    - edu@sfsu.edu
    - 415–338–7925
  - Maggie Woo
    - maggiew@sfsu.edu
    - 415–338–7922