



UCORP PROJECT DIRECTOR TRAINING

April 28, 2022 &
April 29, 2022

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

SF Minimum Wage Increase

Effective July 1, 2022, minimum wage increases from \$16.32/hr. to \$16.99/hr.

CA Exempt Minimum wage

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

PAYROLL CHANGES					
		CURRENT STATUS	PROJECTED STATUS		
PROJECT / FUND ACCOUNT <small>(Same Grant, New Budget Year)</small>					
JOB TITLE					
G/L CODE					
BURDEN RATE CLASS					
BASE RATE ** <small>(See mandatory requirements below)</small>					
BASIS FOR INCREASE <small>(see requirements below)</small>		Increase in Minimum Wage: <input type="text"/>	Performance Based: <input type="text"/>	Promotion: <input type="text"/>	Other: <input type="text"/>
% OF FULL TIME-SALARIED EMPLOYEES					
DATES OF EMPLOYMENT					
JOB ADDRESS LOCATION CHANGE					
BENEFITED STATUS (by UCorp)					



**** 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

DATE RECEIVED	EXEC. DIRECTOR	ADMIN / FINANCE	PROJ COOR	HUMAN RESOURCES
	By: _____	By: _____	By: _____	By: _____
	Date: _____	Date: _____	Date: _____	Date: _____

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)

Department of the Treasury
Internal Revenue Service

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

2022

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> 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: 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.

Multiple Jobs or Spouse Works
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 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) 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 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ 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: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Sign Here

▶ _____ ▶ **Date**

Employee's signature (This form is not valid unless you sign it.)

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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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 **

UNIVERSITY CORPORATION, SAN FRANCISCO STATE
EMPLOYEE ATTENDANCE REPORTING / PAYROLL CALENDAR
JANUARY 1 THROUGH DECEMBER 31, 2022

MONTH	2022 HOLIDAYS	PAY PERIOD	EMPLOYEE ADP TIMECARD DUE BY 5:00 P.M.	SUPERVISOR ADP APPROVAL BY NOON	PAYDAY CHECKS MAILED
JAN	NEW YEAR'S DAY / SAT 1st	12/16 - 12/31	MON 3rd	TUE 4th	MON 10th
	MARTIN LUTHER KING DAY / MON - 17th	01/01 - 01/15	TUE 18th	WED 19th	TUE 25th
FEB		01/16 - 01/31	TUE 1st	WED 2nd	THU 10th
		02/01 - 02/15	WED 16th	THU 17th	FRI 25th
MAR	CESAR CHAVEZ DAY / THU - MAR 31	02/16 - 02/28	TUE 1st	WED 2nd	THU 10th
		03/01 - 03/15	WED 16th	THU 17th	FRI 25th
APR		03/16 - 03/31	FRI 1st	MON 4th	MON 11th
		04/01 - 04/15	MON 18th	TUE 19th	MON 25th
MAY	MEMORIAL DAY / MON - 30th	04/16 - 04/30	MON 2nd	TUE 3rd	TUE 10th
		05/01 - 05/15	MON 16th	TUE 17th	WED 25th
JUN		05/16 - 05/31	WED 1st	THU 2nd	FRI 10th
		06/01 - 06/15	THU 16th	FRI 17th	FRI 24th
JUL	INDEPENDENCE DAY / MON - 4th	06/16 - 06/30	FRI 1st	TUE 5th	MON 11th
		07/01 - 07/15	MON 18th	TUE 19th	MON 25th
AUG		07/16 - 07/31	MON 1st	TUE 2nd	WED 10th
		08/01 - 08/15	TUE 16th	WED 17th	THU 25th
SEP	LABOR DAY / MON - 5th	08/16 - 08/31	THU 1st	FRI 2nd	FRI 9th
		09/01 - 09/15	FRI 16th	FRI 19th	MON 26th
OCT		09/16 - 09/30	MON 3rd	TUE 4th	MON 10th
		10/01 - 10/15	MON 17th	TUE 18th	TUE 25th
NOV	VETERAN'S DAY / FRI - 11th	10/16 - 10/31	TUE 1st	WED 2nd	THU 10th
	THANKSGIVING / THU & FRI - 24th & 25th	11/01 - 11/15	WED 16th	THU 17th	FRI 25th
DEC	CHRISTMAS HOLIDAYS	11/16 - 11/30	THU 1st	FRI 2nd	FRI 9th
	FRI 25th thru THU 31st	12/01 - 12/15	FRI 16th	MON 19th	FRI 23rd
Jan-23	NEW YEAR'S HOLIDAY OBSERVED MONDAY 2nd	12/16 - 12/31	TUE 3rd	WED 4th	TUE 10th

ATTENDANCE REPORTING PERIOD:

- [1] timecards for the 1st thru the 15th of the current month
 - are due the 16th (or the next work day thereafter)
 - pay checks 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 work day thereafter) of the following month
 - pay checks 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?
 - related to course requirement[s] (academic credit to be received)
 - 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

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

TAR/Technology Acquisition Review

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

CashNet

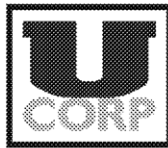
Simple & basic online payment application

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>



The University Corporation
 San Francisco State
 Room ADM 361
 1600 Holloway Ave.
 San Francisco, CA 94132
 ucorp.sfsu.edu

CashNet eMarket New 'Store' Set-Up

RESET FORM

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.

CONTACT NAME	CONTACT EMAIL	CONTACT PHONE
PLEASE INDICATE: NEW 'STORE' <input type="radio"/> REINSTATEMENT OF PREVIOUSLY ESTABLISHED STORE <input type="radio"/>		
UCORP ACCOUNT FUND #	ACCOUNT FUND NAME	4 DIGIT DEPT. CODE

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

TYPE OF REVENUE (i.e. fee, donation, etc.)	ACCOUNT SUBCODE	DESCRIPTION	UNIT PRICE
<i>Sample: Donation</i>	<i>503904</i>	<i>Program Support</i>	<i>Open, not specified</i>

* 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 <input type="radio"/>	WEEKLY <input type="radio"/> MONTHLY <input type="radio"/>

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 mkenney@sfsu.edu.

CashNet

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

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

NO Gift Cards (GC) as Compensation

NOTE: PLEASE CONSULT WITH UCORP PRIOR TO ISSUING GC

- ▶ 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

<https://ucorp.sfsu.edu/study-participants>

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

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.

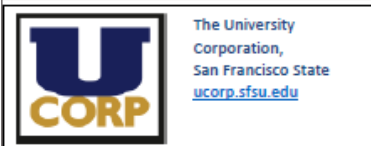
<https://ucorp.sfsu.edu/scholarship-stipend>

Electronic Payment Requests

REMINDER:

UCorp will only accept payment requests and invoices submitted through DocuSign for payment.

UCorp Vendor Change Request Form (New Form)



UCorp Vendor Change Request Form

Change Requested:

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 Routing #	
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)


 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

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



Gather all the information (anticipated revenue and expense)




Complete Special Event Authorization and Summary Form



<https://ucorp.sfsu.edu/sites/default/files/documents/special-event-authorization-summary.pdf>

SPECIAL EVENT



The University Corporation, San Francisco State
 PO Box 320160
 San Francisco, CA 94132

SPECIAL EVENT AUTHORIZATION AND SUMMARY

This 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.

DESCRIPTION OF EVENT

Ucorp Fund Number: Department:

Event Title: Description:

Primary Purpose of Event:

Date: Starts At: Ends At:

Location Name and Address:

Anticipated Number of Attendees: Is this event a field trip?

ANTICIPATED REVENUE

Tickets for Attendance: <input type="text"/>	Ticket Price: <input type="text"/>
Raffle Tickets: <input type="text"/>	Ticket Price: <input type="text"/>
Auction: <input type="text"/>	<input type="text"/>
Donations: <input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>

ANTICIPATED COSTS

Space Rental: <input type="text"/>	<input type="text"/>
Food & Drink: <input type="text"/>	<input type="text"/>
Transportation: <input type="text"/>	<input type="text"/>
Independent Contractors: <input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>
ANTICIPATED TOTAL: \$ <input type="text" value="0.00"/>	<input type="text"/>

RISK MANAGEMENT

Has insurance been secured? <input type="text" value="Choose One"/>	***NOTE: VENDORS MUST PROVIDE PROOF OF INSURANCE.*** SPECIAL NOTE ON RAFFLES: Raffle proceeds must be reported to California's Attorney General each year. To ensure compliance and accuracy, a RAFFLE REPORT must be submitted to Ucorp within 5 working days of the fundraising event.
Have release forms been obtained? <input type="text" value="Choose One"/>	
Will students or minors be invited? <input type="text" value="Choose One"/>	
How will attendees arrive? <input type="text" value="Choose One"/>	

Attach a separate sheet including details concerning all checked items.

Check all that apply:

<input type="checkbox"/> Non-SFSU students, faculty, staff	<input type="checkbox"/> Third party exhibitors/participants
<input type="checkbox"/> Minors Ages: <input type="text"/>	<input type="checkbox"/> Third party concessionaires
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Alcohol served or sold
<input type="checkbox"/> Carnival rides, bouncy-houses	
<input type="checkbox"/> Bands/musical entertainment/other	

Project Director Approval _____

Date _____

AVP/Dean Approval _____

Date _____

Please attach a copy of this page to all event-related payment requests.

UCorp USE ONLY

 Director, Finance & Administration

Net Gain(Cost) 0.00

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 maggiew@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

RAFFLE

▶ 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

 <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 320160
 San Francisco, CA 94132

RAFFLE REPORT

GENERAL INFORMATION

Ucorp Fund Number Department

Description/Title of Event

Location of Event

Date of Raffle

Beneficial Purpose

COST OF RAFFLE

Tickets/Ticket Printing

Prizes (Itemize)

Other Costs

TOTAL COSTS

REVENUE

Number of Tickets Sold

Price

Total Ticket Sales

Project Director _____ Date _____

Please submit this form with a copy of the related deposit transmittal/s to Leonardo Valle,
 The University Corporation, ADM-361.

If you have any questions, contact Kathleen Bruno at 415-338-7920 or kbruno@sfsu.edu.

RAFFLE

▶ 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

UNRELATED BUSINESS INCOME (UBI)

- ▶ 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

FIXED ASSETS

▶ PROJECT DIRECTORS' RESPONSIBILITIES

 Walk through your fixed assets inventory

 Report lost or stolen

 Report relocation

 Retire equipment no longer in operations

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>

UCORP WEBSITE

► <https://ucorp.sfsu.edu/>

The screenshot shows a web browser window displaying the UCORP website. The browser's address bar shows the URL <https://ucorp.sfsu.edu/>. The website header features a yellow banner with the text "UNIVERSITY UPDATES Modified campus operations continue" and a link to "Read campus messages and details." Below this is a dark blue navigation bar with "San Francisco State University | A-Z | Calendar | Login" and a search box. The main content area is divided into three columns. The left column contains a vertical menu with items like "Home", "Spotlights", "About", "Board of Directors", "Auxiliary Business Services", "Commercial Services", "Forms", "Human Resources", "Policy and Procedure", "Project Directors", "Public Information", "Student Organization Banking", and "University Club 2.0". The middle column is titled "The University Corporation, SF State" and contains a "Health Advisory Alert" regarding remote work and email availability, a link to the employee directory, and a "UCorp News" section with three items. The right column is titled "Contact Information" and lists the employee directory, contact details (email, phone, fax, address), and a note about PDF documents. Below the contact information is a "Quick Links" section with various system and program links. At the bottom of the middle column is a "UCorp Spotlight" section featuring a photo of a campus scene and a headline about the "HOPE Crisis Fund at San Francisco State University".

The University Corporation, SF State (University Enterprises)

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

The University Corporation, SF State

UNIVERSITY UPDATES Modified campus operations continue
Read campus messages and details.

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 crisis beyond their control with emergency funding that meets their immediate needs and allows them to continue their studies and graduate.

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

View all Spotlights

UCORP WEBSITE

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: TO 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

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▶ INSURANCE

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▶ ACCOUNTING

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- ▶ Maggie Woo
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SPECIAL EVENT & RAFFLE

FIXED ASSETS