

UCorp Programs Training

SPRING 2019

Human Resources (HR)

Human Resources Policies

- New Employee Hire Policy
- Termination Policy
- Independent Contractor Policy
- Limited Employment Agreement
- Volunteers

New Employee Hiring Policy

- Candidates may not work until all paperwork, approvals and I-9 are complete
 - ❖ Hiring an employee without following the proper protocol could interrupt or put the employees continued employment in jeopardy.

Approvals Received

- Once all approvals are received then the candidate must schedule an appointment with HR to present the completed Employment Packet and I-9 identification

Terminations

- At the time an employee terminates employment, a signed Employment Separation Form is required, especially if a benefited employee
- Terminating employee should make an appointment with UCorp HR for an exit interview

Limited Employment Agreement

- Applies to non-SFSU employment 30-days or less
- Does not qualify for Independent Contractor status
- W-4 and I-9 required

VOLUNTEERS

University Corporation, San Francisco State (UCorp) welcomes & encourages the use of volunteers in the various program activities it administers.

Therefore:

- All volunteers must be 'registered' using the VOLUNTEER ACCEPTANCE FORM
- Registered UCorp volunteers are covered under UCorp's workers' compensation insurance program
 - therefore, should a volunteer become ill or injured during their time volunteering, this must be reported immediately to UCorp – Mark Angstman/HR Generalist, angstman@sfsu.edu or x82246
- Depending upon a volunteer's tasks, fingerprinting, &/or a background check may be required
 - a volunteer may also need to be classified as a **mandatory reporter**

Volunteer form may be found at:

<http://ucorp.sfsu.edu/sites/default/files/documents/volunteer-acceptance-form.pdf>

PLEASE NOTE:

Adherence to these procedures is critical, as there is exposure to risk & liability that is easily mitigated through these appropriate reporting/recordkeeping systems.

Independent Contractors

- In 2018, the California State Supreme Court issued a ruling that redefined what an independent contractor is. Instead of relying solely upon the 20 “True” statements on page 2 of UCorp’s old Independent Contractor Agreement, it now is just a 3-point test.
- Selected criteria will result in fewer independent contractors and more employees.

The proper form of compensation will be selected based on the following:

- * Type of work to be performed
- * Where the work is performed
- * Degree of supervision required

Other factors may emerge during the decision-making process. Submit a completed Independent Contractor form for review.

Test Determining Type of Compensation

1. 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?
2. Is the contractor allowed to hire their own assistants at their cost?
3. Does the contractor provide similar services to other clients?
4. Will the contractor be required to work full-time?

Risk Management

Insurance Matters

Providing & ensuring adequate insurance coverage against risk & liability is critical, relative to all University Corporation, San Francisco State's (UCorp) activities.

Therefore:

- UCorp requires proof of insurance from most vendors providing services, & possibly deliveries made, on all SFSU campus sites (including DTC & EOSC), and at Ucorp sponsored events.
- Insurance requirements are outlined at:
<http://ucorp.sfsu.edu/insurance-requirements>

- An evaluation is required for all activities/events sponsored by UCorp programs – regardless of estimated costs
- ✓ Special Events coverage may be acquired at UCorp's discretion, or
- ✓ determination may be made that Participant Accident Insurance may be better suited for planned activities

- Contracts, agreements & MOU's must be reviewed to ensure stated insurance requirements are reasonable & may be met, as well as ensuring other party is adequately insured
- UCorp continues to work closely with the University's Risk Management department, as we wish to not be over-insured or have double coverage

... and, please note, UCorp may also be a vendor, and as such, often times is required to also present proof of insurance.

Questions regarding insurance, may be directed to Anthony Victoria,
avictori@sfsu.edu, or x82238

Program Administration

Cash Management

- ▶ Cash Management Policy (New)
 - ▶ UCorp programs receiving cash or cash equivalent payments must be designated by UCorp as a Departmental Location or Single Purpose Cash Handling location.
 - ▶ Departmental location – is a location that performs minimal cashiering activity and collects cash or cash equivalents. All collections are deposited to the main cashiering location.
 - ▶ Single Purpose Cash handling – performs infrequent and non-routine cashiering activities. Cash handling is not the programs or department primary duty; cash handling activities may result from a misdirected payment or donation; all collections are deposited to the main cashiering location.
- ❖ Programs will not be penalized for accepting payments, however UCorp must assess the amounts, frequency, and nature of these payments and deposits to determine if the program should be a designated departmental cash handling location.

Do's and Don'ts for Cash Handling

- Cash and cash equivalents can only be deposited with the Main Cashiering Location(Campus Bursar).
- Students and Employees are prohibited from establishing bank accounts either directly or indirectly that infers the bank account is authorized by CSU, San Francisco State University or the University Corporation, SF State.
- The use of any third-party payment systems (e.g. PayPal) to collect payments must be approved by UCorp.

Do's and Don'ts for Cash Handling (continued)

- Checks should be made payable to the University Corporation, SF State.
- Deposits should be deposited in a timely manner, and at least within five (5) business days (as soon as possible but not exceed 5 days) of receipt.
- Deposits with cash that exceeds \$1,000 or cash and cash equivalents that exceed \$5,000 shall be deposited with the main cashiering location. Deposits meeting or exceeding this threshold require a campus police escort.

Physical Security Standards

Those handling cash and cash equivalents must adhere to the following requirements:

- Up to \$1,000 in a lockable receptacle.
- \$1,001 to \$2,500 in a safe.
- \$2,501 to \$25,000 in a steel-door safe, with a door thickness of not less than 1 inch and wall thickness of not less than ½ inch.
- \$25,001 to \$250,000 in a class TL-15 composite safe or better.
- Over \$250,000 in a class TL-30 steel or better safe.

Online Credit Card Payments

The University Corporation, San Francisco State (UCorp) would like to remind all project funds of our online credit card payment application, found on our home page, under:

Quick Links

- [Finance Reporting \(BI\) Login](#)
 - [Common Financial System \(CFS\) Login](#)
 - [Cash Receipt System \(CRS\) Lookup](#)
 - [SFSU Imaging System](#)
 - [**UCorp Online Credit Card Payments**](#)
 - [Associated Students, Inc.](#)
 - [Office of Research and Sponsored Programs](#)
 - [SF State Foundation](#)
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The UCorp, encourages all programs that receive payments to consider using the online credit card payment application, alleviating cash-handling responsibilities & processes, as well as ensuring deposits are credited in a timely manner.

At this time, said application is **primarily a payment portal**, as customization is very limited

Therefore...

it is suggested that your department webpage that includes information regarding, but is not limited to:

- registration revenues for events to be paid,
- fees to be collected for membership/dues,
- products and/or services to be purchased, and/or
- donations to be given, etc.,.

... is designed accordingly, and merely provides a 'payment link' that lands a payee directly onto the payment page.

To enable/create such a link, please complete the:

CASHNET E-MARKET 'NEW STORE' SET-UP form, found at:

<http://ucorp.sfsu.edu/sites/default/files/documents/cashnet-emarket-setup-form.pdf>

UCorp has a New Hospitality Policy!

- ▶ **Allowable Expenditures**
- ▶ *Hospitality expenses must be directly related to, or associated with, the active conduct of official SFSU or UCorp business. When an employee acts as an official host, the occasion must, in the best judgment of the authorized signer, serve a clear SFSU or UCorp business purpose, with no personal benefit derived by the official host or other employees. In addition, the expenditure of funds for hospitality should be cost effective and in accordance with the best use of UCorp funds.*

Disallowed Expenditures

*Hospitality expenses that are of a personal nature and not related to the active conduct of official SFSU or UCorp business will not be paid or reimbursed. **Examples include, but are not limited to, employee birthdays, weddings, anniversaries, flowers as an expression of sympathy, and baby showers.***

The biggest change to UCorp's hospitality policy is the new meal limits.

- Breakfast \$25 per/person
- Lunch \$35 per/person
- Dinner \$75 per/person
- Light Refreshments \$35 per/person

As before, the per/person limit includes beverages (including alcohol), tax and tip. The limits do not include room rental, décor, or audio/visual rentals. These new limits will bring UCorp more in line with other CSU auxiliaries throughout the state.

Awards & Prizes

Awards and prizes differ from scholarships and stipends in one important way. They are not considered financial aid.

Awards and prizes are made on a competitive basis. They are commonly made for winning a competition or for outstanding scholarship. Awards and prizes are not subject to financial aid maximums.

Students must be awarded while still enrolled at SFSU. Awards and Prizes are considered taxable income, so a W-9 Form needs to accompany the Award/Prize request.

Gift Cards

Gift cards may be purchased under the following circumstances:

- For participants in a study,
- For door prizes at events promoting the University or employee morale, and
- For nominal gifts to volunteers.

Exclusions:

- Gift cards cannot be used as a form of compensation.
- Gift cards will not be reimbursed when they exceed \$75, or when the total in a calendar year exceeds \$599 per/person.

Technology Acquisition Review

University Corporation, San Francisco State (UCorp) technology acquisitions, purchased or obtained at no cost, are subject to the same review as all items obtained by the University

It is critical that all related purchases are reviewed for accessibility and information security compliance prior to acquisition.

These reviews are used to ensure compliance with CSU policies and SF State practice directives.

- Compliance helps ensure all data, University's & UCorp's, is appropriately managed and protects both the University's and UCorp's liability in the event of data breach or litigation.
- The University offers their expertise in performing the technology acquisition reviews (TARs) for purchases made through the UCorp.
- Pre-approved technology does not require a TAR and should be used whenever possible.
- Pre-approved technologies are low risk or have already completed Information Security and Accessible Technology Team reviews.

- If the technology is not pre-approved, the employee that will be deploying the technology should complete the review request form.
- ✓ Information Security and Accessible Technology team members will review the planned acquisition and may request additional information.
- ✓ When both the security and accessibility reviews are approved, the technology can be acquired.

- Complete information, including pre-approved technologies and the Review Request form, and related instructions, may be found at:
<https://its.sfsu.edu/form/clonetechnologyacquisitionreviewrequest0>
- Questions relative to these procedures may be directed to: Anthony Victoria, avictori@sfsu.edu or x82238

Unrelated Business Income Tax (UBIT)

- ▶ Definitions: Unrelated Business Income (UBIT) is derived from any activity which is outside the mission of a tax-exempt entity. UBIT is gross income from trade or business, that is regularly carried on, and not substantially related to the organization's exempt purpose or function.
 - ▶ **Common Examples:**
 - ▶ Use of University facilities such as the campus, Conference Center, Hospitality Suite, or a gym, pool, or tennis courts by the general public for a fee.
 - ▶ Providing services in connection with the rental of University facilities to outside entities for unrelated events, such as rental of facilities for an event that includes catering and similar services. As a general guideline, providing any services beyond utilities and overall building maintenance may create unrelated business income.

- 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** (e.g. income from vendors that support the University's athletics programs in return for an advertisement in the yearbook.)
- Exclusivity agreements, such as selling Coca-Cola products, when significant services are provided by the University in return (e.g. extensive involvement of University employees in joint marketing efforts to increase sales).

What Should a Program Do?

Contact the Associate Director, Program Services (Kathleen Bruno x87920) to discuss any new fee generating activity that your program would like to do before starting the new program. If UBIT is discovered it does not mean that the program can't take place.

UCorp will review its current program revenue and will be in contact with UCorp projects that might have UBIT activity.

THANK YOU FOR COMING TODAY!