Administrative Workshop

Hosted by: Division of Business Affairs

August 23, 2018

8:30 AM - 3:30 PM

hr@uwsp.edu

HUMAN RESOURCES UPDATES & HIGHLIGHTS

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Personnel Action Updates

- PAF
- Add'l Pay
- BAS Project

Hiring & Onboarding

- Hiring & Onboarding Myths & Facts
- Resources
- I-9 Compliance

Benefits

- WRS Eligibility

- Benefits Enrollment

HR Projects & Initiatives

- UWSP Branch Campus Update

- TTC Update

- Workflow & BP Logix

- Website & Other Resources

Additional Questions
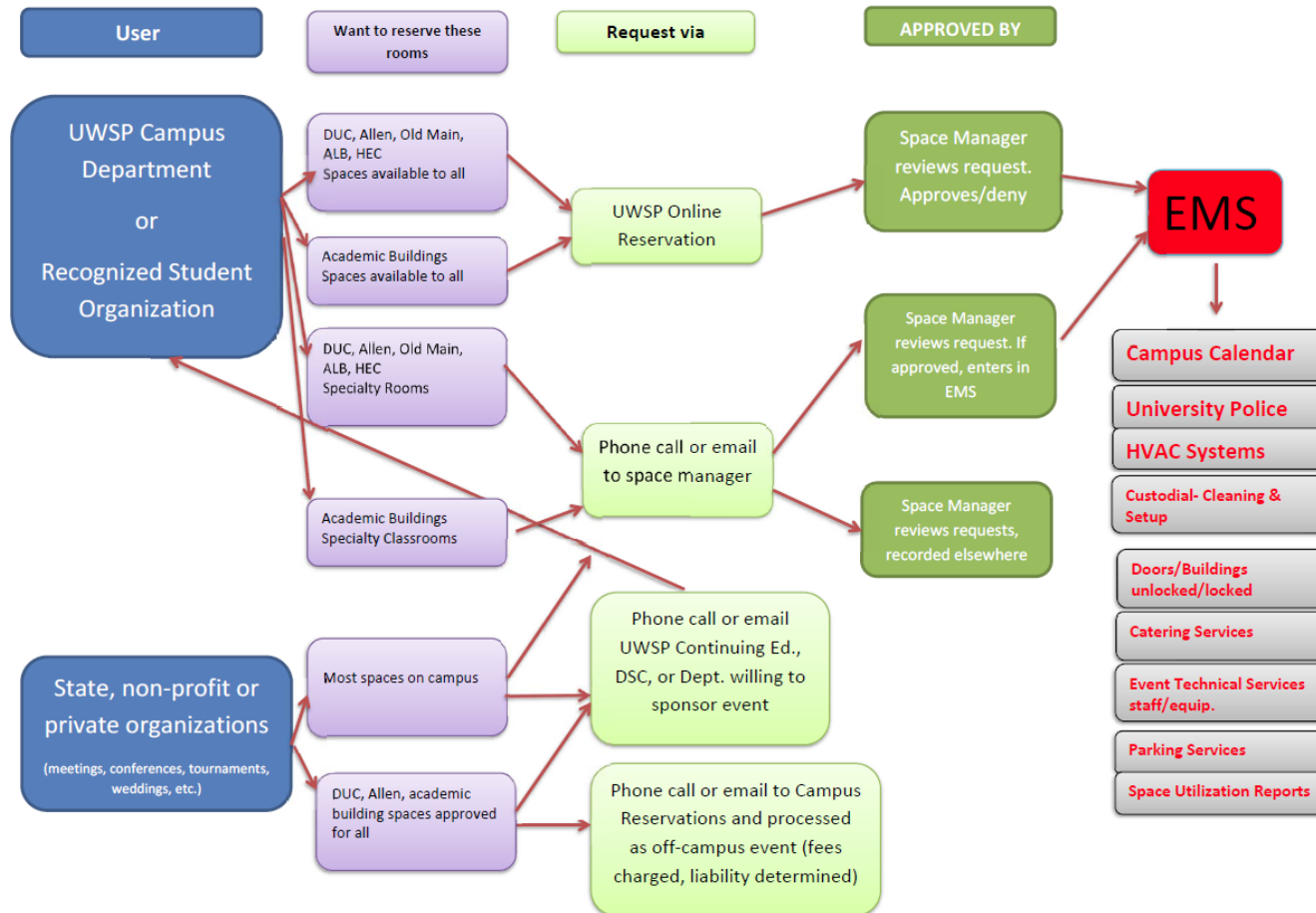
Please be back in 15 minutes

Ann Klosinski and Danielle Beschta

EVENT PLANNING AND CAMPUS RESERVATIONS

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What is EMS?
(Event Management System)

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Campus Reservations

Additional recourses and link to the online request system at https://www.uwsp.edu/centers/event-planning/Pages/default.aspx.

Robyn Bolton and Bliss Sengbusch

WISDM/WISER AND EXPORTING TO EXCEL

Christina Rickert and Tammi David

FOUNDATION RELATIONSHIP AND TRANSACTIONS

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Regent Policy 21-9

- Institutional Relationships with Foundations
  - Policy applies to all UW System institutions as they manage their relationships and transactions with their primary fundraising foundation and any real estate foundation
  - Purpose is to ensure the established relationships operate effectively and responsibly, consistent with the reasonable expectations of both public and private interests, on behalf of UW System and its institutions

Principles, Best Practices, and Requirements (appendix A)

- Separate legal entities
- Foundation's purpose is to accept charitable contributions to support the University's mission.
- Examples:
  - Scholarships for students
  - Department support
  - Endowed chairs and professorships

Payments to Employees

- No direct payments from Foundation for Services/Honoraria
  - Must be processed through University Payroll for accounting and tax purposes

- Reimbursements for business expenses
  - Processed through University eReimbursement module, and if funded by Foundation should be charged to a 233 project account

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Finances

- Donations
  - If check is made payable to Foundation, the funds belong to Foundation
  - Wisconsin Statutes, section 36.29(4) prohibits the reassignment of donations from the University to the Foundation; thus, if a check is made payable to the University, the funds presumptively belong to the University and must be deposited in a University account.
  - For any donation, it is necessary to establish donor intent (documented evidence).

- University Revenue Producing Activities
  - An operation or activity that charges for goods or services
  - Funds derived from these university revenue producing activities belong to the university and all such funds must be deposited directly with the University into appropriate account(s).
  - Such funds must not be deposited with the Foundation or transferred to the Foundation, as a means of avoiding state law requirements and restrictions on the use of state funds.

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How to use Foundation funds?

- If an expense is allowable by University policies, expense should be charged/posted to a Fund 233 project account.

- Set-up account to be billed quarterly to Foundation.

  – Contact General Ledger to set-up project account and billing

UW System: Review of Foundation Financial Transactions

- Appropriate, lawful reasons to make payment to affiliated foundation
  - **Student Scholarship**: Foundations prepay scholarships so funds are immediately available to students. If a student does not enroll or withdraws, the scholarship is returned to the Foundation to be used in the future
  - **Real Estate Lease Agreement**: A UW Institution may rent space in a foundation-owned building (PLT – res hall, MLW – research park)
  - **Donation Error**: Donors occasionally omit the word 'Foundation' when writing a check, assuming the funds will go to the affiliated foundation. Once donor intent is established, funds are able to go to the Foundation.

Lunch Break

Please be back by 12:30 PM

Lynette Kvatek and Adam Swanson

PAYMENT SERVICES & TRAVEL

AGENDA

- Department Services
- Responsibility Assignments
- How to Submit
- Check Processing Guidelines
- First Time Travelers
- Expense Report Workflow
- Common Send Back Reasons
- 9.2 Upgrade Training
- Policy Training

Who is Payment Services?
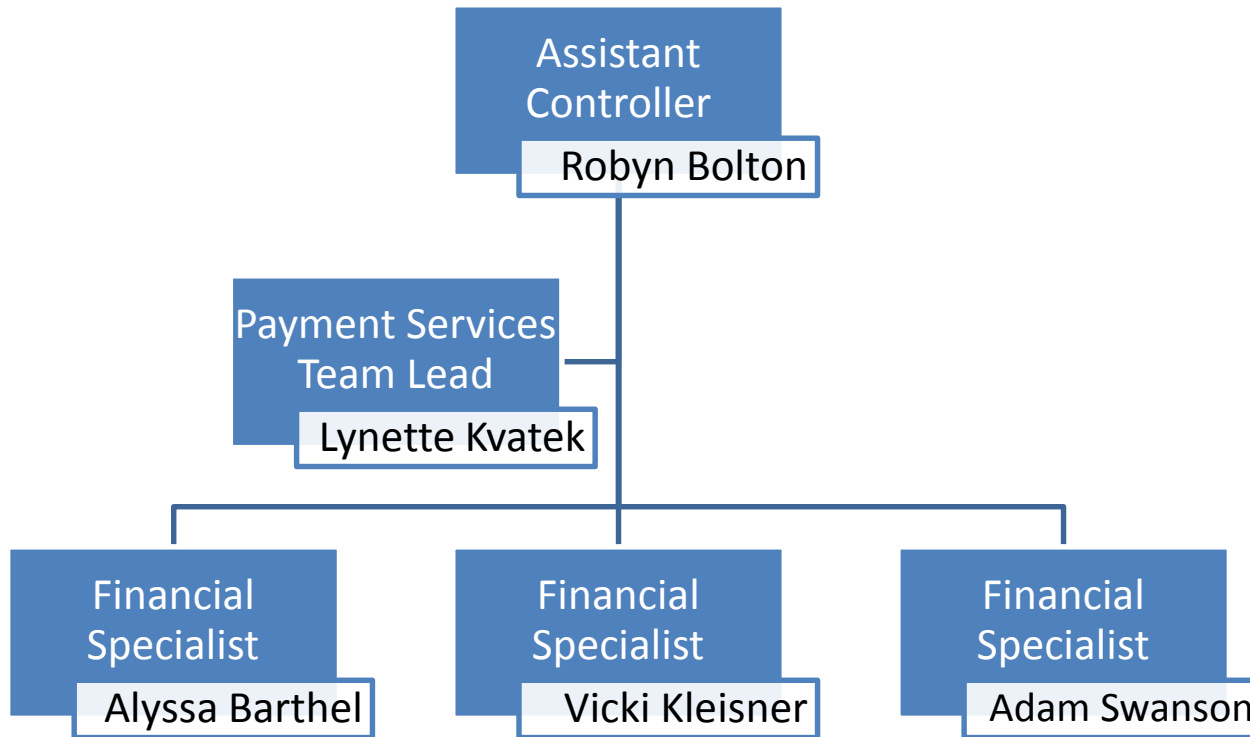
Department Services

- Payments to Vendors
- Reimbursements to Faculty/Staff/Students/Individuals for Travel and Supplies
- Payment to Individuals for Services
- Interpretation of UW System Policy and State/Federal Law
- Manage Petty Cash and Change Funds
- Tax Reporting Information
- Travel Planning and Arrangement Assistance

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Responsibility Assignments

- **Lynette** (x4299)
  - Academic Affairs
  - CPS
  - Cash Advances

- **Alyssa** (x2220)
  - CNR
  - Chancellor/Advancement
  - University College
  - Information Technology
  - US Bank Card Products

- **Vicki** (x3141)
  - Business Affairs
  - CLS
  - COFAC
  - Petty Cash
  - Dining Services

- **Adam** (x3080)
  - Student Affairs
  - Expense Workflow Admin
  - CISI Applications

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Check Processing or eReimbursement

- Check Processing
  - Payments to Vendors
  - Reimbursements (non-Travel)
  - Honorariums/Stipends
  - Payment for Service to Outside Parties
  - Non-Payroll Payments

- eReimbursement
  - All Travel Related Expenses (to individuals)
  - Hosted Meals
  - ProTravel Expenses

Check Processing Guidelines

- Required Documentation
  - Business Purpose
  - Authorized Signature of WISDM Account Manager
  - Appropriate tax form (W9 or W8 series)
  - Proper form for payment type
- Timelines
  - Normal processing is 7 to 10 business days of Payment Services receipt

First Time Travelers

1. Sign-Up for a Concur Profile

2. US Bank Card Products

3. Driver Authorization

   – Additional Steps for Out of State Drivers

4. E-Reimbursement Training

   – Policy and Functionality

EXPENSE REIMBURSEMENT WORKFLOW
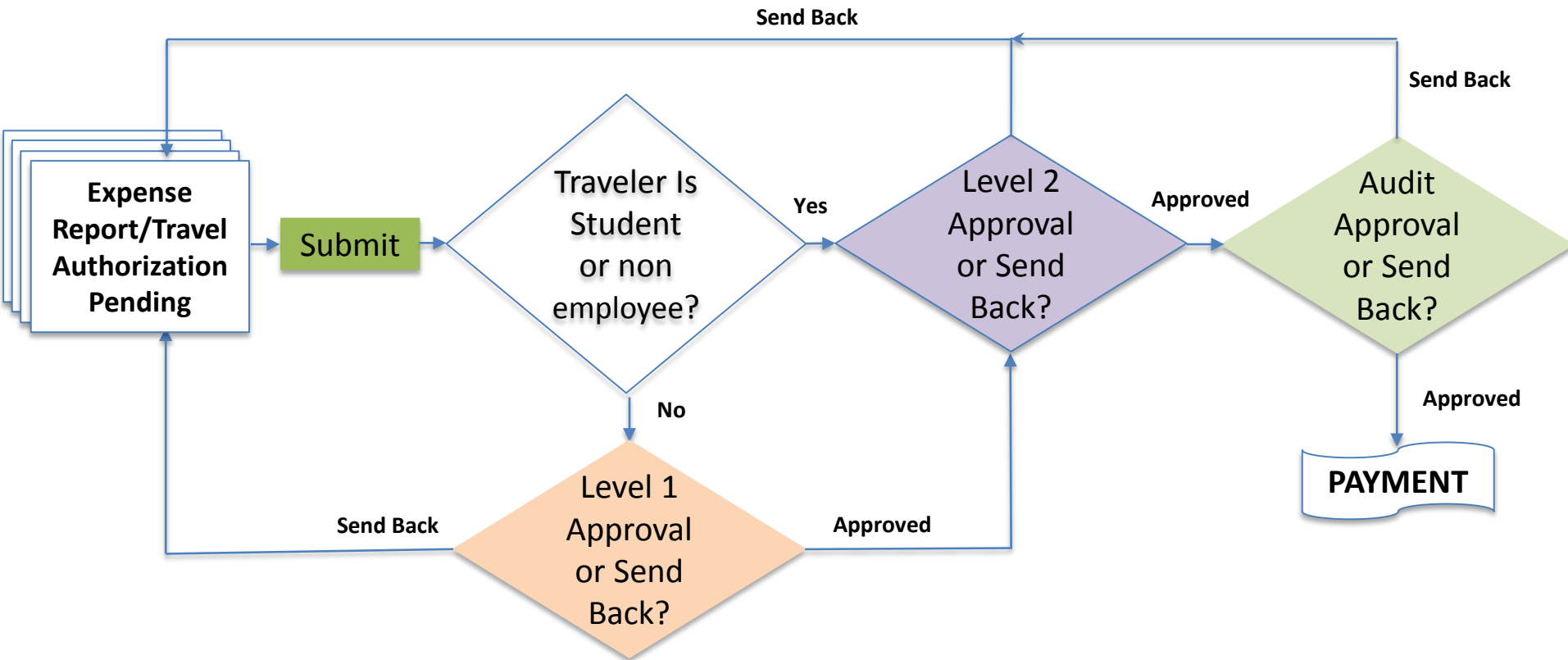
Level 1 = HR Supervisor – direct supervisor of traveler

Audit Approval = UW System

Level 2 = Department (UDDS) Supervisor – WISDM Manager of the funding account

Top 5 REASONS FOR SEND BACKS

1. Total Trip Accounting: Provide details about entire trip, even if no expense incurred

2. Business Connection under Accountable Plan: Need documentation that supports business purpose

3. Receipts: Need copies of paid receipts

4. Mileage Related: Incorrect mileage rate, map not attached, etc.

5. Dates Align with Travel: Expense/Receipt Date Match, Travel Dates for Departure and Return

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9.1

Personalize Content | Layou

e-Reimbursement - Expenses

Create
Create a New Expense Report for you or someone else

Modify
Modify and Submit a Saved Report. Revise a Sent Back Report.

View
View an Existing Expense Report. Monitor Report Status. Note: not be made in View mode.

Assign an Alternate
Delegate Entry Authority to allow others to Create or Modify Expense Reports on your behalf.

Queries/Reports
1. Leave field blank. 2. Click Search. 3. Select Query Group. Note: Query 999 will display a list of all queries.

Delete
Delete an Existing Unapproved Expense Report

Employee Expense History
Review your Payments and Expense History

Create a Travel Authorization
Pre-Trip Approval for Travel or Cash Advance

Modify a Travel Authorization
Modify and Submit a Saved Travel Authorization. Revise a sent Authorization.

e-Reimbursement - Approvals

Approve Transactions
Approve Expense Transactions

Queries/Reports
1. Leave field blank. 2. Click Search. 3. Select Query Group. Note: Query 999 will display a list of all queries.

Reassign My Workflow
Redirect Expense Reports from my Approval Queue to another Auditor. Note: You can only redirect expense report to another Approver/Auditor if they have approval authority for the departm included in the report.

Reassign Workflow to Me
Pull an Expense Report from another Approver/Auditor queue for my approval. Note: You can only pull expense reports from another Approver/Auditor if you have the approval authority for the department numbers included in the report.

Employee Expense History
Review Payments and Expense History

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9.2

9.1

9.2

9.2 Functionality Training

- Thursday, September 20th 9-11am
  - DUC Theater

- Tuesday, September 25th 1-3pm
  - TNR 120

- By Department upon Request

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Policy Training

- Re-occur semesterly

- Currently Being Scheduled

- Campus Announcements

- Training Opportunities Page

Heidi Wallner

PURCHASING, P-CARDS, AND CAPITAL EQUIPMENT

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Purchasing
(Procurement)

Procurement is the acquisition of Goods, Services or Works from outside external source.

To procure in a way that best fits the needs of the purchaser in terms of cost, quality, quantity, time and location, while being defined by processes intended to promote fair and open competition while minimizing exposure to fraud or collusion.

What the Purchasing Dept. covers:

- Purchasing Card Program (not travel or corporate cards)
- Shop@UW accounts
- Capital Inventory
- Gifts-In-Kind

- Bidding for any purchase* (or group of purchases) of $5,000+ (signage unique)
- Procurement Contracts for UWSP
- General purchasing

* Information Technologies, Facilities Services, Printing & Design & CNR have buyers as well

Purchasing news . . . .

- **System Upgrade** *(first week of October)–*
  - Shared Supplier File-What does this mean to you- Any new Supplier must get approved by System Central office before any Purchase Order (or payment) can be processed. Allow more time.
  - eProcurement – on the horizon. Purchase Requisitions to be done electronically, allowing for tracking and document retention.

- **Purchasing Q&A Sessions:** Open to everyone on campus to come discuss any purchasing question they have. Start up anticipated late Fall. All topics on the table.

- **Website Upgrade:** All Financial Operations Departments are grouped under one Website – UWSP.edu/FO

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Purchasing Card Program

The State has three Card Programs:

Purchasing Cards – used to make low dollar purchases, for official use only. See <u>Purchasing</u> for this card.

Travel Cards (Pro-Travel &Corporate) – for state authorized reimbursable travel expenses. (Webinars, conference registrations, team travel meals should also go on this card).
See <u>Payment Services</u> for this card.

Fleet Fuel Cards – fuel is NOT allowed on the Purchasing card. Each state vehicle should have a Fleet Card.
See <u>Facilities Services</u> for this card.

Most Important – READ THE MANUAL.

New version available
Be sure to update your links

All Needed Forms and Information are on our Website

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P-Card Packets

- Sending in statements:
  - Complete the **Purchasing Log Sheet** – *<u>NEED business purpose and description.</u>*
  - If transferring expenses, get the proper authorizations and INCLUDE with your packet. If you transfer often, Transaction Management is for you.
  - Sign/date the statement, have your budget manager (in the case where cardholder is the Bdgt Mgr, use Supervisor) REVIEW all documentation, and sign/date also.
  - Turn in within one month of statement date. KEEP A BACKUP (digital is fine)

- Please put in this order:
  1. Statement
  2. Purchase Log
  3. Receipts & documents/backup (in statement order)

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P-Card news . . . .

- **We have a New Manual. Be sure to review.**

- Refresher training is coming, requiring review, comprehension and sign-off of manual for BOTH P-Card Holders and Supervisors.

- "**Transaction Management**" – be able to adjust your funding BEFORE it hits WISDM. If interested, contact Kathy Heck to be included in training.

- Reporting back to Department Heads/Supervisors.

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Capital Equipment Inventory

Effective July 1, 1997, capital equipment is defined as any individual item costing $5,000 or more and having a useful life of at least two years.

Reminder: All information is on Financial Operations Website: See Policies, Procedures and Forms; Capital Equipment.

- If acquiring an item valued at $5,000 or more, be sure to complete a **Capital Equipment Addition Request Form**.

- If relocating, trading, or surplusing equipment, complete **Transfer/Trade-In Form** or **Surplus Declaration Form.**

Gifts-In-Kind

- <u>BEFORE any gift can be accepted</u>:
  1. "Acceptance of Gift-In-Kind" Form must be completed by donor
  2. Signed by Dean, Dept Chair or Director or receiving Dept
  3. Reviewed and approved by Purchasing Manager
     a. each gift may require review by information technology, programmatic, resource consuming, and/or risk management perspective

State Purchasing Concepts

Some of the differences between State purchasing and personal buying or private industry:

1. Tax Exemption
2. Laws, Rules, Regulations, Statutes, Policies
3. Mandatory Contracts
4. Requisition and Approval process
5. Ethics
6. Competition & Consistency
7. Public Perception & Open Government

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1. *If so, **stop** & use.*

Mandatory Contract

STOP

2. *If no #1, then...*

Optional Contract

**When in doubt, call Purchasing.
We are here to help!**

Purchasing Threshold

<$5,000
Best Judgment

$5,000 to $50,000
Simplified Bid

>$50,000
Request for Bid
or Proposal
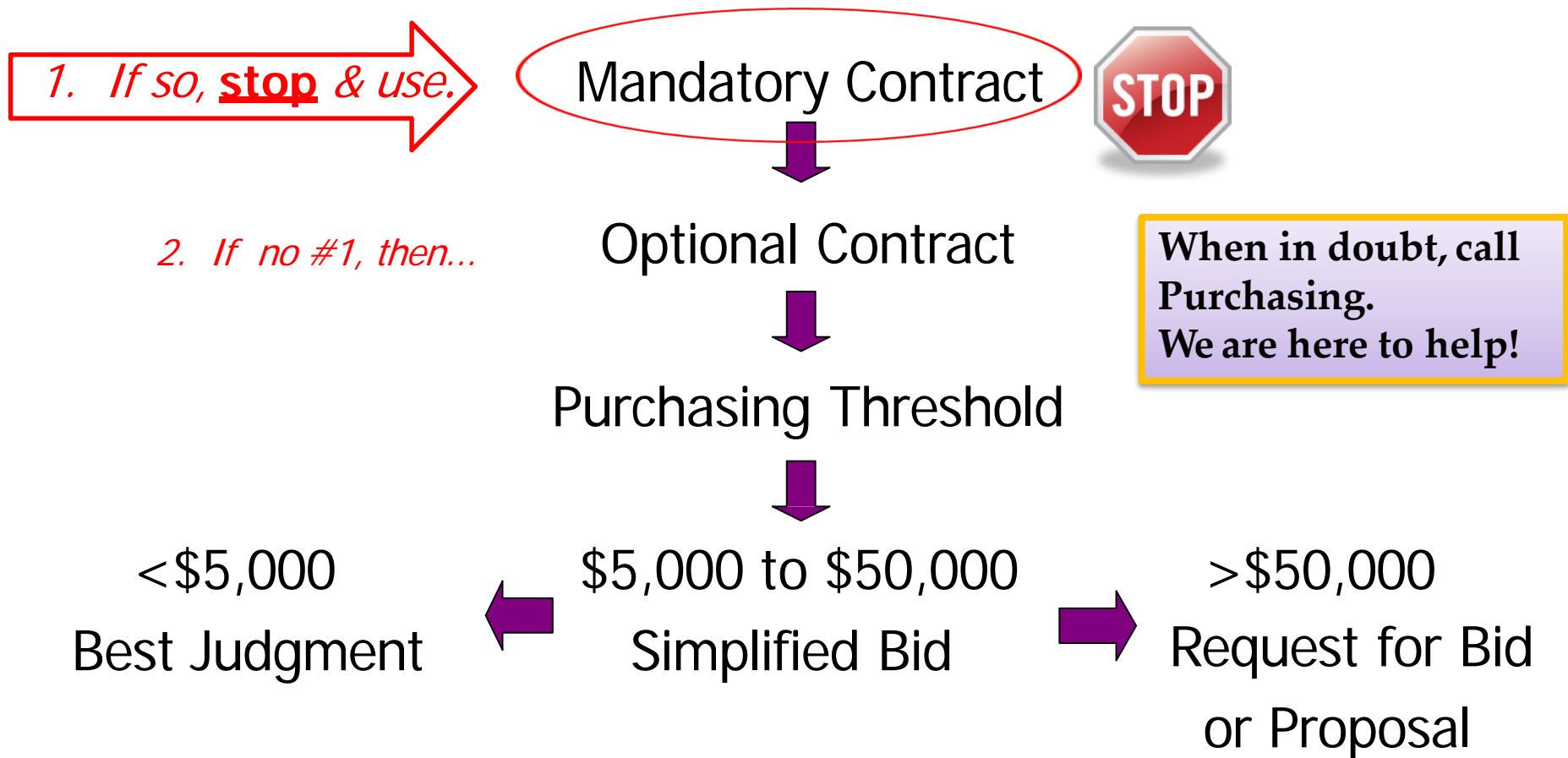
These are the basics, be sure to review all the factors!
(some key factors on the next page)

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Purchasing Decision . . . . Other Factors

*_Printing is special_ & unique... ALL printing must be bid (Regardless of price), and must be done through _UWSP Printing & Design, Rob Spindler x 2037_ !

**_IT, Audio & Visual items_ ... ALL IT, Audio & Visual must be vetted and approved by _Information Technology Purchasing, Tracy Raatz x3773_!

***_Sole Source over $5,000_: Requires Justification & Purchasing Manager Waiver

over $25,000: Requires DOA or Governor's Office approvals...you must reach out to Purchasing to process paperwork! _Not a quick process_!

****_Serial Purchasing is prohibited_. "Serial contracting" is the practice of a department issuing a series of purchase orders, or using the purchasing card for purchases, to the same vendor for the same commodity or service without the benefit of a competitive process or a waiver as required under state purchasing policies and procedures.

*****_Is the Vendor Eligible_ ... full detail on how to review Vendor Eligibility later in this presentation.

Using a Contract

Mandatory Contracts:

- Statewide/Enterprise Contracts exist for commonly used products and high risk goods and services across agencies and campuses

- Work Center Contracts

- Badger State Industries contracts
  - Furniture
  - Signage
  - Can Liners

Optional Contracts:

- Piggybacking is the use of a contract from another Wisconsin state agency.

- Collective Purchasing is the use of contract from another state, federal government, or consortium and requires approval.

- Inter-governmental Purchasing is purchasing directly from the federal, state, or municipal governments.

Change to Signage Rules. BSI is no longer mandatory Contract, however purchase limits have been reduced to less than $3,500.

Contracts sites that can be used:

[UW-Madison Search Engine](#)
UW-Madison has compiled their contracts, as well as DOA and UW System contracts in this site. They are for commodities that they most commonly purchase. Most of the contracted vendors working with UW-Madison extend the same pricing to other UW campuses with only the addition of freight charges.

[UW-System Contracts](#)
These contracts have been bid by UW-System and may be utilized by all the UW System schools for the purchase of goods and services.

[VendorNet](#)
This site lists contracts that have been bid following Department of Administration guidelines, and may be available to other state agencies.

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No Contract . . . . Now What??

Best Judgment - under $5,000

(Fiscal Year expense below $5,000)

- If there is no mandatory or agency contract, then you can:
  - Consider deliver, quality, price, conformity of specifications, etc.
  - Be sure Vendor is not Ineligible*

- Best judgment purchases of goods are often paid for by P-Card or Purchase Order.

- **Best judgment does not apply to Printing, IT, Use of Logo, or Legal Services, etc.**

*Please remember about public perception. Don't use family members, friends, etc.

Bidding - anything $5,000 or more

Reach out to a Purchasing Agent on Campus.

- Jim Adamski (Fac Serv) – x2291
- Tracy Raatz – (IT, Audio, Visual) –x3773
- Tammy Naczek – (CNR, Biology) –x4685
- Heidi Wallner – Other, Purchasing Manager x2926

- General Purchasing Office – x2721

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Campus Signed Contracts, Part I

ASSA - Academic Services Support Agreement

- Services provided on a temporary basis to fulfill a unique, noncompetitive activity supporting instruction, research, or public service will be considered an Academic Support Service.

PSA - Personal Services Agreement

- Non-Employee contracts for personal services that are required and are not issued on a Purchase Order. Subject to all purchasing guidelines.

- Examples:
  - Someone coming to speak to a class – ASSA
  - Speaker at an event, not class or mission related – PSA
  - Contractor coming to repair equipment – Purchase Order
  - Contractor performing service that could be done by different contractor (audit, accounting, yoga class), Purchase Order or PSA.

- Must be received BEFORE contractor is on campus.

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ACADEMIC SUPPORT SERVICE AGREEMENT
OR PERSONAL SERVICE AGREEMENT

ASSA   Personal Service

This agreement is entered into between the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Stevens Point (UWSP) and (hereafter Contractor):

Contractor's Name_____
Business Name *(if applicable)*_____
Address_____
City/State/Zip_____

SSN/TIN/EIN - W9 sent via fax (715-346-4011)
   Check if faxing or mailing in.
   Check in already on file with UWSP.
Indicate Visa Status if not U.S. citizen_____

PERFORMANCE PERIOD
Beginning Service Date_____
Ending Service Date_____
Location *(Bldg., Room)*_____

COMPENSATION INFORMATION
Fee not to exceed $_____   Expenses not to exceed $_____
List expenses to be paid in *Scope of Service* section.
   Check if Travel Expenses are included in fee (paid by Contractor).
NOTE: Travel Expenses reimbursed as separate payment will be limited to State of Wisconsin reimbursement rates.

PAYMENT TERMS
Payment will be made within 30 days upon completion of services and receipt of invoice, or other *(please specify)*:

LIAISON
Represents the UWSP's interest and related considerations as outlined in this agreement.
Liaison's Name_____
Department_____
Phone/Email_____

SCOPE OF SERVICE (Identify type of service and expenses as well as any conditions. Attach appendix if needed):

CONTRACTOR ACCEPTANCE
I agree to the terms above and the *Standard Terms and Conditions* found at ASSA-Personal Service Agreement link at www.uwsp.edu/purchasing. I verify that I am duly qualified and willing to perform the services as an independent contractor. The fees under this Agreement do not exceed my normal and customary rate. I certify that the Social Security Number or Federal Employer Identification Number provided is correct. I am not a current University of Wisconsin System employee.

CONTRACTOR'S SIGNATURE_____   DATE_____

UNIVERSITY OF WISCONSIN-STEVENS POINT ACCEPTANCE:
The services to be provided are essential, reasonable and conform with applicable State Statutes and UW System policies and cannot be provided by current UW System employees.

LIAISON'S SIGNATURE_____   DATE_____

DEAN / DEPARTMENT CHAIR and/or BUDGET MANAGER'S

SIGNATURE APPROVAL:_____   DATE_____

PURCHASING MANAGER (CONTRACTING OFFICER)_____   DATE_____

Contractor and Contracting Officer should sign (and initial where necessary) an original copy of the agreement. The Contractor, the UWSP Liaison and the UWSP should retain a digital copy of the agreement with original signatures.
                                   Agreement No. _____

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Campus Signed Contracts, Part II

Definition of **Contract**: Any agreement between two or more parties that creates a legally binding obligation to do or not do a particular thing.

Vendor Supplied Contract –

- Contracts must be signed by UWSP Authorized Signers.

- To get a contract signed, complete the **Contract Routing Form**, and submit it with the contract to Purchasing.

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Ineligible Vendor Lists:

Before purchasing a good or service, ensure the vendor is eligible to do business with the state by checking:

Wisconsin Office of Contract Compliance Ineligible Vendor Directory : Vendors with (un)approved affirmative action plans.

Certification for Collection of Sales and Use Tax Ineligible Vendor Directory: Vendors who are delinquent on tax payments.

What additional comments and questions do you have?

Thank you for your Participation!

Please be back in 15 minutes

Al Bond

TECHNOLOGY CHANGES AND EXISTING GEMS

Today's Topics

- *Changes for 2018-2019*
  - Multifactor Authentication
  - Computer Data Storage

- *Existing Gems*
  - Video Conferencing
  - IT Work Order System
  - Remote Access
    - files
    - computers
  - Office 365

Changes for 2018-2019

Multifactor Authentication

- What it is…

  - It is a method of confirming users' claimed identities by using a combination of two different factors: 1) something they know, 2) something they have, or 3) something they are.

  - A good example of two-factor authentication is the withdrawing of money from an ATM; only the correct combination of a bank card (something that the user possesses) and a PIN (personal identification number, something that the user knows) allows the transaction to be carried out.

  source: https://en.wikipedia.org/wiki/Multi-factor_authentication

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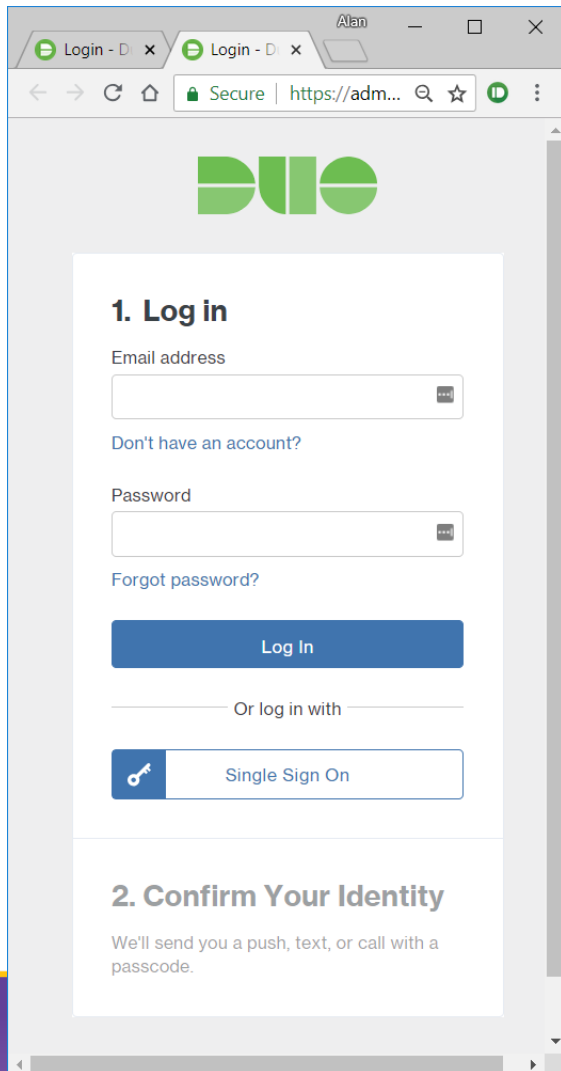
Multifactor Authentication

- Mutlifactor will be required for accessPoint & myPoint initially and other services later (probably email will be next).

- Good for 12 hours.

- Will be able to use app, Text Me, Call Me, By-pass codes

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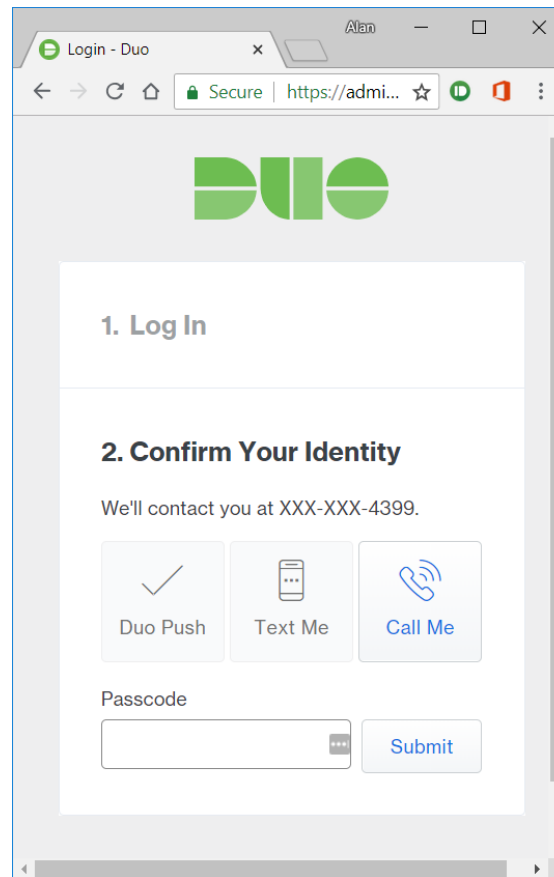
Multifactor Authentication

The product we are going to use is DUO

Demo…

Computer Data Storage

- With the move to Windows 10, all computer files should be stored in a network location.

  – *Hopefully you have heard this before...*

  – Individuals files in myFiles or OneDrive for Business

  – Group files in SharePoint, Department Drive & Other locations (Kalutra for video, D2L/Canvas, etc.)

Computer Data Storage

NEW

myFiles (aka H:) are being depreciated and will be taken off-line at the end of the 2018-2019 Academic year

——

All personal files should be moved into OneDrive for Business by the end of May 2019

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Computer Data Storage

- Why?
  - Cost
  - Faculty will have to use OneDrive for Business with Canvas
  - More features than myFile/H:
- More information about ODFB at…

  https://www.uwsp.edu/infotech/Pages/Tutorials/Windows10/OneDrive-Sync-Client.aspx

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Hidden Gems

Video Conferencing

- Skype for Business

- Blackboard Collaborate Ultra (aka Ultra)

- Other solutions
  - BlueJeans
  - TeamViewer
  - Zoom
  - WebEx

Skype for Business

- Why?

Skype for Business

Skype for Business

- And…
  - Chat
  - Share documents
  - View documents from the presenter
  - Whiteboard
  - Polling tool

- More info at…
  https://www.uwsp.edu/infotech/Pages/Tutorials/Skype/Skype-Video-Calls.aspx

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IT's Work Order System

https://itselfservice.uwsp.edu

Info needed in a WO

- **Who is requesting the work?** – *It may not always be the person entering the WO!*

- **Contact number and best time for contact.**

- **What do you want done?** *– Details are important!*

- **Where is the work?** *– Building & Room, but other details like wall too!*

- **Who is paying?**

Remote Access

- Remote File Access
  - OneDrive for Business
  - Direct Access (UWSP Windows 10 laptops only)
  - MyFiles (until May 2019)
    - https://www.uwsp.edu/infotech/Pages/Tutorials/myFiles/Accessing-MyFiles-Off-Campus.aspx

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Remote Access - Remote File Access
OneDrive for Business

Remote Access - Remote File Access DirectAccess (Windows 10 Laptops)

DirectAccess is a technology which, when connected to the internet, will automatically create a connection back to the UWSP Campus network and receive policy and software updates with no user intervention.

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Remote Access - Remote Computer Access for Faculty

- 3 Step process
  1. Have Tech Support person put the computer's main user in the "Remote Desktop Group" for their group (this has to be done only once)
  2. Make sure their computer is "awake" with https://wakemycomputer.uwsp.edu
  3. Connect to their computer with Remote Desktop (see https://www.uwsp.edu/infotech/Pages/Tutorials/RemoteDesktop/Remote-Desktop.aspx)

Remote Access - Remote Computer Access for Students

- Details about how to use the remote lab are at https://www.uwsp.edu/infotech/Pages/ComputerLabs/Remote-Lab.aspx, but it is pretty easy. Go to https://hvremotelab.uwsp.edu/ , log in, download the file and double-click on it

Office 365

- https://office.uwsp.edu
- findtime.microsoft.com **NEW**
- bookings *COMING SOON*
- forms.office.com
- Mobile Apps (Google Play and Apple Store)
- Desktop Apps
- Other apps (limited support) --> SharePoint / Teams / Sway / Planner / StaffHub / To-Do / Yammer / Flip grid

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Kari Thompson and Julie Millis

CASH MANAGEMENT AND STUDENT FINANCIALS
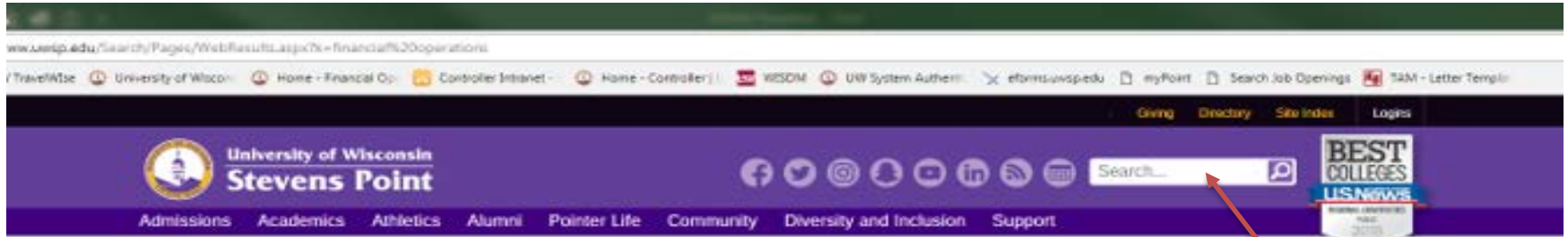
Cash Handling Units

The policy defines cash as:

- currency
- checks
- money orders
- e-checks
- charge card transactions

If you or someone in your department handles cash, cash handling certifications must be completed, prior to handling cash transactions. Certifications will need to be renewed each year to maintain compliance with campus policy.

Financial Operations Website

Financial Operations Website
Cash Handling Information

- Also use this link and save to Favorites - **https://www.uwsp.edu/FO/Pages/default.aspx**
  - Policies, Procedures, and Forms
    - Cash Handling Policy, Training, and Forms
      - Cash Handling Policy and Procedures, please read through policy before completing training.
        - » Complete required Online Training, select the appropriate training:
          - Cash Handling if you are handling cash at any time.
          - Supervisor if you are the supervisor in charge of someone handling cash.
          - Fund Custodian if you are the cash manager/fund custodian for an authorized petty cash or change fund.

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This is where you will find the Petty Cash or Change Fund Action Form, Petty Cash Replenishment Form, Memorandum of Understanding, and Deposit Slip.

Key Points of Cash Handling

- Online Training Program and Certifications
  - Must be certified in order to handle cash as defined by policy.
  - Must renew certification each year to remain in compliance with campus policy.
  - The focus of the Cash Handling program is to reduce the number of cash handling units on campus. A recommendation is for your unit/department to combine cash handling processes or have payments directed through the Student Financial Services/Bursar's office.

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Internal Controls

Internal Control Practices: Cash

- Separation of Duties
  - Divide responsibilities between different people so one individual doesn't control all aspects of a transaction.

- Accountability, authorization, approval
  - Cash accountability ensures that cash is accounted for, properly documented and secured, and traceable to specific cash handlers.

- Security of Assets/Safekeeping of Funds
  - Safely secure cash and reduce the risk of unauthorized use. Count periodically and compare with amounts shown on control records.
    - Depositing Funds
      - All checks should be restrictively endorsed upon receipt.
      - Use required Deposit Form.
      - Per State statute Wis. Stat. § 20.906, all funds collected by UWSP shall be deposited into the State Treasury at least once a week.
- Review and Reconciliation
  - Reconciliation activities confirm that transactions were recorded correctly. Perform monthly reconciliations of cash receipts and bank account statements to provide good checks and balances.

DEPOSIT SLIP

Effective 3-16-2017

Provide one copy for deposit and retain one copy for department records.
Deposits can be dropped off at the Bursar's office between 8:30 am - 4:00 pm. After hours, please use the drop box located outside the Bursar's office.

Prepared by: _____   Source of Funds: _____   Bursar

Department: _____   Dept Reference #: _____   Receipt

Bldg & Rm # _____ Ext: _____   Date to Bursar: _____   Number

Revenue

Fund (3 digits)	Department ID (6 digits)	Program Code (1 digit)	Project ID (7 digits)	Acct # (4 digits)	Amount	Taxable Yes/No	Non-Taxable Revenue (9XXX)	Taxable Revenue (94XX)	5% State Sales Tax (9224)	.5% County Sales Tax (9220)	Description (Limit 20 Characters)
							-	-	-	-	
							-	-	-	-	
							-	-	-	-	
							-	-	-	-	
							-	-	-	-	
							-	-	-	-	
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							-	-	-	-	
							-	-	-	-	
							-	-	-	-	
							-	-	-	-	
							-	-	-	-	

$ - TOTALS: $ - $ - $ - $ -

Expenditure Reimbursements - Submit all relevant backup

Fund (3 digits)	Department ID (6 digits)	Program Code (1 digit)	Project ID (7 digits)	Acct # (4 digits)	Amount	Cut and paste from Descr column in WISDM	Cut and paste from Jrnl Line Ref column in WISDM

TOTAL: -

	Checks	
ENTER ENCLOSED AMOUNT HERE:	Cash	
	Coin	
	Total	$ -

TOTALS BALANCE

University of Wisconsin Stevens Point

Please use and fill out completely when making deposits.

Deposit Slip Instructions

Information (Top Section)

Complete the contact information in the upper portion of the form. The Bursar will fill in the Bursar receipt number.

Revenue

Complete the revenue portion of the form, including fund, department ID, program code, and account #. If fund 133, 144 or 233, a project ID is also required.

Fill in the revenue amount and select if the revenue is taxable or non-taxable. If taxable, the worksheet will automatically calculate the taxes and prefill the tax fields.

The Acct # field will need to be filled in with the appropriate revenue code. Taxable revenue will be in the 94XX series.

The 3rd tab of this workbook contains information to assist with determining if revenue is taxable.

The 4th tab of this workbook contains a listing of the most commonly used revenue codes along with a link to the full chart of accounts.

Expenditure Reimbursments

Complete the expenditure reimbursement portion if you are depositing money that is paying back an expense.

Fill in the required information. Provide the journal line reference and attach any relevant information with the deposit when submitting to the Bursar.

To locate the "Journal Line Reference", locate the expense in WISDM and enter the characters found in the "Jrnl Line Ref" column.

Use the same department ID #, account #, and description as the original expense if same fiscal year.

If the reimbursement is from a prior fiscal year, please contact the General Ledger (ext: 2051) for coding.

Enclosed Amount (Bottom Section)

Complete the bottom portion of the form to list the amount of checks, cash, and coin that are enclosed.

If all revenue and expense reimbursements match the amount of your deposit slip, it will indicate "TOTALS BALANCE"

If you are missing something, it will warn you to "VERIFY TOTALS"

Print one copy for your records and to verify the deposit posts correctly to WISDM and deliver one copy to the Bursar's Office (007 SSC).

If you have questions, please contact the Bursar at 2088.

University of Wisconsin
Stevens Point

Taxable or Non-taxable Revenue

Please refer to the following link for information on sales and use tax.

Sales & Use Tax | UW Policies

This listing includes the more common types of revenue campus receives:

ACTIVITY	TAX STATUS	RESTRICTIONS
Advertising	Non-taxable	
Appliance Rentals	Non-taxable	
Beverage Bar Sales	Taxable	
Books/Textbooks	Taxable	
Camps/Clinics	Non-taxable	
Clothing sales	Taxable	
Commissions paid	Non-taxable	
Concession sales	Taxable	
Copies (photocopies, microfiche, etc.)	Taxable	Unless to campus department or for official documents (i.e. Transcripts)
Donations	Non-taxable	
Dorm Rentals	Non-taxable	
Fan bus fees	Non-taxable	
Fax fees	Taxable	If sold to the public
Fines (all)	Non-taxable	Includes library, parking, lost keys and ID's, dorm, etc.
Flea Markets/Silent Auctions	Taxable	Occasional sales rules apply for student organizations
Food Sales (other than Food Service)	Taxable	
Fundraiser sales	Taxable	Occasional sales rules apply for student organizations
Gifts	Non-taxable	
Graduation fees	Taxable	
Grants	Non-taxable	
Health Club Memberships	Non-taxable	If for health purposes. Recreational use is a sale of a taxable service.
Laser Cards	Non-taxable	
Long Distance/Voice Mail	Non-taxable	
Meals-Day Care	Non-taxable	If under contract
Meals-Faculty/Staff	Taxable	
Meals-Student	Non-taxable	If under contract
Memberships	Non-taxable	Considered a donation if the donor receives no benefit
Parking Permit Fees/Meters	Taxable	
Personal Property Rental	Taxable	Exception: transportation
Piano Maintenance	Taxable	
Raffle Tickets	Non-taxable	
Reimbursements	Non-taxable	
Rental of Space	Taxable	If for any recreational purpose, unless rented to a promoter selling tickets (wedding receptions)
Rental of Space	Non-Taxable	If rented to a promoter selling tickets or to a group for non-recreational purposes (such as a religious/political meeting, graduation ceremony, trade show, antique show, wedding ceremony)
Research Fees	Non-taxable	
Royalties	Non-taxable	
Surplus Property	Taxable	Unless the sales is to a tax exempt entity
Tickets for admission	Taxable	Occasional sale rules apply for student organization
Tuition	Non-taxable	Includes non-credit and extension
Vending-Food/Medicine, etc.	Non-taxable	If commissions are received and the sales tax is paid by the vendor
Vending-Games/Machines	Non-taxable	If commissions are received and the sales tax is paid by the vendor
Vending-Laundry	Non-taxable	For coin operated machines only (machines that take tokens are taxable)

Commonly used revenue codes

Please refer to the following link for the full listing of account codes.				
SFS Sorted Account Codes				
This listing includes the most common types of revenue departments would deposit:				
Category	**Account**	**Title**	**Definition**	**Restrictions**
Operating Revenue	9160	Cont Ed-Informal Instruction	CONTINUING ED-INFORMAL INSTRUCTION	
Operating Revenue	9200	Misc Revenue & Deposits	MISCELLANEOUS REVENUE AND DEPOSITS	
Operating Revenue	9230	Federal Aid	FEDERAL AID	May only be used with fund 144 and a project ID
Operating Revenue	9300	Services	SERVICES - Including current fiscal year summer session room charges.	
Operating Revenue	9303	Rental Income-Other	RENTAL INCOME-OTHER.	
Operating Revenue	9304	Meeting Room Rental	MEETING ROOM RENTAL	
Operating Revenue	9308	Lease/Rent Building Corp	LEASE/RENT BUILDING CORP.	
Operating Revenue	9309	Refrigerator Rentals		
Operating Revenue	9323	Study Abroad Fees	STUDY ABROAD FEES.	
Operating Revenue	9341	Athletic Events	ATHLETIC EVENTS.	
Operating Revenue	9342	User Fees Miscellaneous	USER FEES.	
Operating Revenue	9348	Camps & Clinic Fees - Summer	CAMPS & CLINIC FEES - SUMMER.	
Operating Revenue	9349	Camps & Clinic Fees - Academic	CAMPS & CLINIC FEES - ACADEMIC.	
Operating Revenue	9364	Misc Guest Rental	MISCELLANEOUS GUEST RENTAL	
Operating Revenue	9365	Vending Machine Commissions	VENDING MACHINE COMMISSIONS	
Operating Revenue	9368	Library Fines	LIBRARY FINES	
Operating Revenue	9371	Parking Fines	PARKING FINES	
Operating Revenue	9373	Parking Permits	PARKING PERMITS	
Operating Revenue	9374	Parking Meters	PARKING METERS	
Operating Revenue	9400	Sales of Materials	SALES OF MATERIALS For sale of merchandise items not specified elsewhere in the 94XX series. Sales tax must be collected. Includes items produced in student project courses, subscription sales (if published more than four times per year - not taxable), and the sale of pamphlets and booklets that are not copyrighted. For service-related collections use 9300. (Refer to Sales & Use Tax Information for Colleges, Universities, and Vocation Schools.)	
Operating Revenue	9405	Tax Exempt Sales	Tax Exempt Sales	
Operating Revenue	9500	Gifts & Donations	GIFTS & DONATIONS	May only be used with fund 233 and a project ID
Operating Revenue	9504	Private Grants	PRIVATE GRANTS	May only be used with fund 133 and a project ID
Transfers-Revenue	9910	Shared Grant Revenue-Transfer	TRANSFER SHARED GRANT Transfer of funds between institutions within the same fund. By agreement institutions may account for these types of transfers by using expenditure code 3910 on both sides.	May only be used with funds 133 or 144 and a project ID
Operating Revenue	9911	Insurance Loss Reimbursement	INSURANCE LOSS REIMBURSEMENT Revenue deposited for reimbursement of expenditures resulting from insured losses.	May only be used with fund 999

Student Fees

- Departments should not collect cash from students

- Some courses require additional fees to cover the cost of materials and services beyond those usually provided. These fees are charged to the student bill in addition to the tuition cost. These fees can be on all sections of a course or just on a specific section. Special course fees are non-refundable after the first week of class.

- Instructions to complete the Special Course Fees e-Form can be found on the Financial Operations website Policies, Procedures and Forms

- Deadlines to submit Special Course Fee Request Forms by term:

Class Rollout Schedule	Special Course Fee	
Term	Request Due	Appears on Web
Fall	December 10	First Week February
Winter	April 10	Last Week April
Spring	August 10	Last Week September
Summer	November 10	First Week December

- If there are non-instructional student fees, departments should contact Student Financial Services. These fees will be reviewed on a case by case basis to determine if the charge will be allowed on the student tuition bill.

Christina Rickert

SFS 9.2 UPGRADE - UPDATE

University of Wisconsin
Stevens Point

Shared Financial System

- University of Wisconsin's financial application software

- SFS will be upgraded to v9.2
  - Fluid interface for easier navigation
  - WorkCenters for one-stop shop activities

- Go Live weekend begins October 5, 2018
  - SFS Outage: 5:00 PM October 5 to Wednesday, October 10

University of Wisconsin
Stevens Point

Campus Impact

Payment Services and Purchasing

- Shared Supplier [Vendor]
  - Consolidate supplies to single shared set to be used across all entities (except MSN, DPD, and Bursar's)
  - New suppliers will need to be requested/approved through UW System
  - Expect delays for new vendors
  - W-9s will be required before POs will be created

Travel and e-Reimbursement

- Expense Module
  - Appearance and process of entering reports is quite different

Training Opportunities

Thursday, Sept. 20 9:00 AM-11:00 AM

Tuesday, Sept. 25 1:00 PM-3:00 PM

Visit:

www.uwsp.edu/FO for training opportunities