

# UNIVERSITY CORPORATION



## CSU MONTEREY BAY

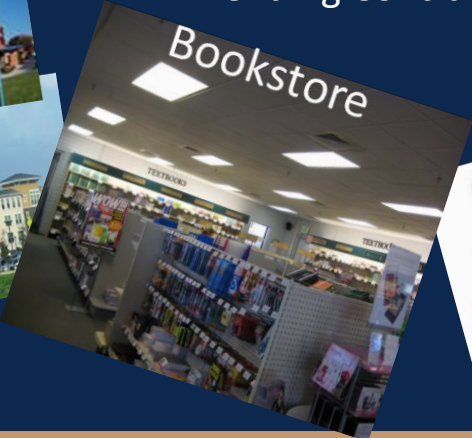
Research, Housing and Commercial Services



**Pay It Forward**  
Scholarship & Mentoring Program

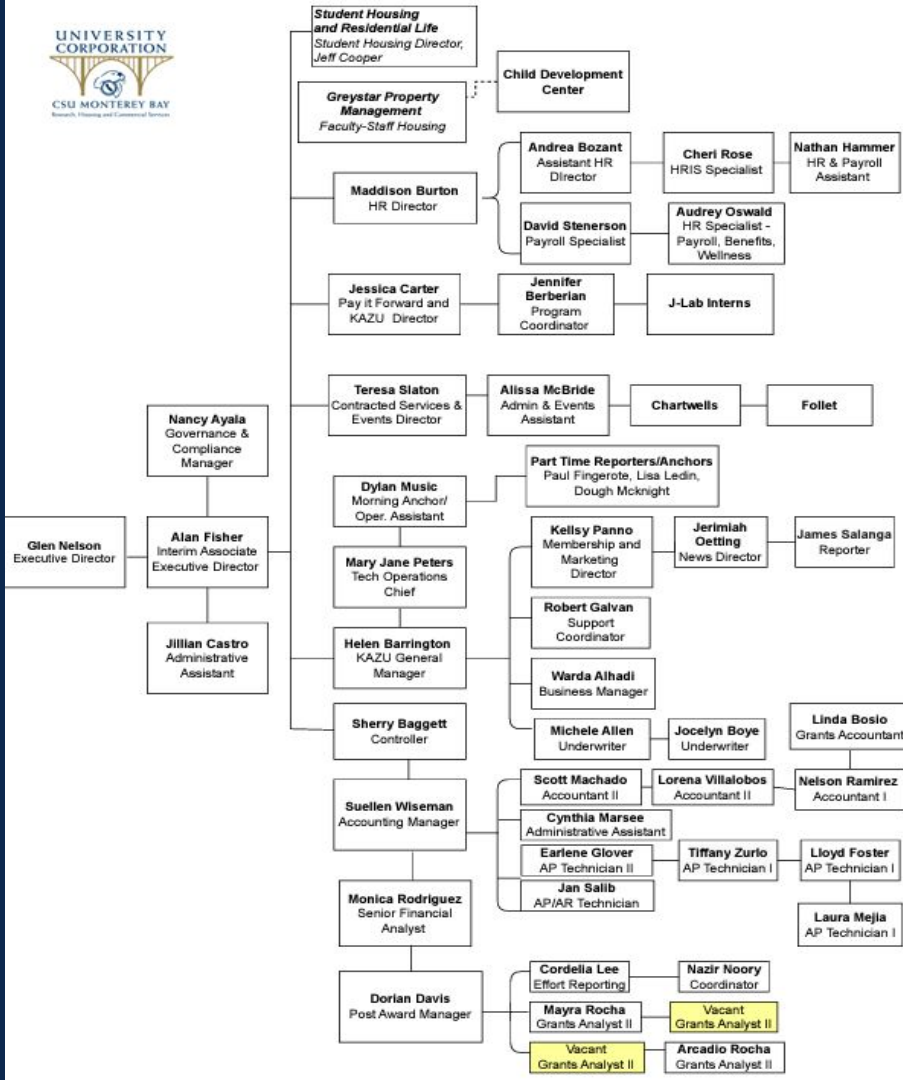


Auxiliary Services  
Vending Contracts



Capital  
Projects







**POST AWARD  
Grants & Contracts  
Management  
Dorian Davis**



Dorian Davis, Manager Post Award

[dordavis@csumb.edu](mailto:dordavis@csumb.edu)

Arcadio Rocha, Post Award Analyst

[arcrocha@csumb.edu](mailto:arcrocha@csumb.edu)

Mayra Rocha, Post Award Analyst

[mayrocha@csumb.edu](mailto:mayrocha@csumb.edu)

Cordelia Lee, Effort Reporting Specialist

[colee@csumb.edu](mailto:colee@csumb.edu)

Nazir Noory, Post Award Coordinator

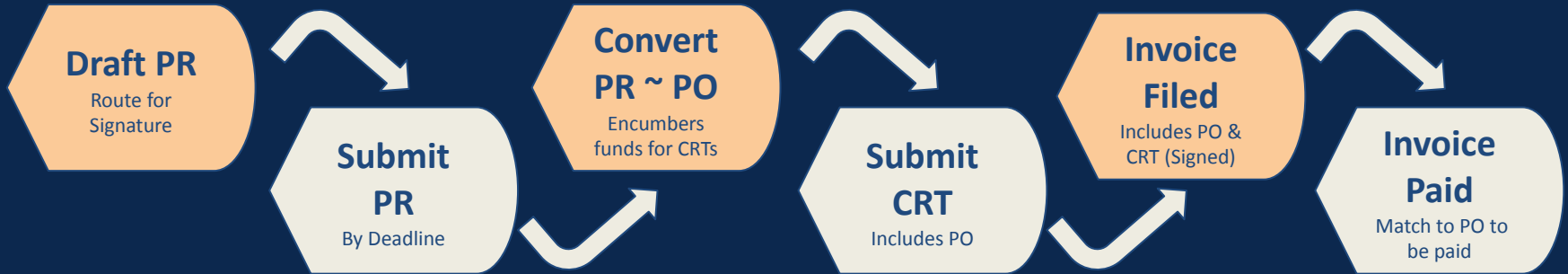
[nnoory@csumb.edu](mailto:nnoory@csumb.edu)

**Department Email**

**[grants@csumb.edu](mailto:grants@csumb.edu)**

Bi-Weekly Virtual Office Hours: Tuesdays, 9am-10am

# CRT (Certification of Release Time) & Reimbursed Time Process





1

The College/Program Administrative Analysts will review the Sponsor approved budget and generate a UCorp PR for Certifications of Release Time (CRTs) or Reimbursed Time for the upcoming academic semester.

2

UCORP Purchase Requisitions are routed for signature and sent to [corpbs@csumb.edu](mailto:corpbs@csumb.edu) via Adobe Sign. Subsequently the PRs will be sent to Post Award for review of Allowability/Availability at the beginning of each Semester.

- Fall 2024 Deadline: August 15, 2024
- Spring 2025 Deadline: January 10, 2025



3

The UCORP Purchase Requisitions are converted to POs by UCORP, encumbering the sponsored funds for CRTs and Reimbursed Time.

4

The College/Program Budget Administrative Analysts will submit the CRTs and Supporting Documentation for Reimbursed Time INCLUDING PO (purchase order number) to CSUMB accounting for processing.





5

CSUMB accounting generates an invoice (referencing the established PO number) along with signed CRT and payroll report which is sent to UCORP for reimbursement.

6

UCorp Accounts Payable matches invoice to PO and pays the invoice.



## Federal Single Audit Process

Once the auditors have selected their expenses for testing, they will request the following documentation:

### Payroll Expenditure Review

- 1. Employee Status Form (ESF)**  
Ensures timely submission so approvals occur before payroll is charged to grant  
Review of position title to match sponsor approved budget
- 2. Time Card**  
Ensures time is entered correctly and approved by the appropriate person
- 3. Labor Distribution Report**  
Ensures any allocation listed on the ESF have been distributed properly
- 4. Pay Statement**  
Ensures amount charged to grant was paid to the employee
- 5. Effort Certification Form**  
Confirms effort worked on projects



# Federal Single Audit Process

## Non-Payroll Expenditure Review

- 1. Supporting Documentation for expense**

This includes the payment request, invoice, subaward invoice certifications, receipts, agreement/contract, purchase order, etc.
- 2. Chartfield Request Form**

Ensures each expenditure has been reviewed and approved by the appropriate signature authorities
- 3. Timeliness of Payment**

Ensures sponsor funds are utilized in a timely manner
- 4. Participant Eligibility**

Review of methodology, determination and selection of participants
- 5. Cost Share Review**

Ensures Cost Share Verification worksheets are reviewed and approved on a semesterly basis



## POST AWARD - Data Warehouse Reports

Data Warehouse is used to track grant expenditures. Training is conducted by OSI.

Contact the CFS trainer at [osi@csumb.edu](mailto:osi@csumb.edu).



# Post Award Year End Calendar

- May 1**
  - Request invoices from programs
  - Request estimates for subaward invoices (programs and/or sub awardees)
  - Request estimates for other Open Commitments
- May 10**
  - Send email to subawardees/subcontractors for accrual estimates
- June 14**
  - Follow up on requests to programs for invoices/estimates
  - Follow up on requests for other Open Commitments
  - Finalize Open PO's for rollover



# Post Award Year End Calendar

- July 1** Last day to submit salary and expense transfers
- July 5** Regular Cycle June 20, 2024 ProCard Recons due to Cyndi
- July 12** Special Cycle ProCard Recons due to Cyndi



# University Corporation HR & Payroll



Contact Us



# HR & Payroll Updates

- Minimum Wage Increase
- Paid Sick Leave
- Reproductive Leave Loss
- Performance Reviews
- Wellness News (Monthly)
- Newsletter (Quarterly)





# ESF and Onboarding Timeline & Reminders

**Employee Status Forms (ESF) are required for ALL new employees and/or any changes, such as wage, project, time base or title change, for existing employees. \*New Benefited employees need to clear background and reference checks prior to an ESF**

**Step 1: Employee Status Form (ESF) email form to designated email address [corp\\_esf@csumb.edu](mailto:corp_esf@csumb.edu)**

**\*ESFs due the 10th and 25th of the month (for the next pay period)**

Department will need to provide HR with:

- Wage
- Start date
- Name and email address of the new hire
- Whether or not a background check is required \*yes if working with minors, elders, or sensitive information

**Step 2:** HR will enroll the new hire into GoCo to complete the required documents and policy acknowledgements.

**Step 3:** New hire will schedule their new hire meeting with HR. This meeting is imperative as their I-9 documents need to be verified in person.

**Step 4:** Following I-9 and background check completion (if needed) new hire will receive a welcome email with instructions on how to access ADP.

**\*\*\*\*\* It is imperative that new hires do not begin working until all steps are completed\*\*\*\*\***

# Payroll - Breaks, Overtime, Timecard Approval

Employees are allowed to take a 10 minute net rest time per four (4) hours or major fraction thereof. If a workday ends in less than 3.5 hrs, employee is not authorized to take a break. Authorized rest period time shall be counted as hours worked and will not be deducted from wages.

An employee working more than 5 hours per day is entitled to at least a half (.5) hour meal break.

- Meal break is void of any work, is not paid, and must be recorded on timesheet
- If the work period is no more than six (6 hours), the meal period may be waived, in writing, by mutual consent. "Lunch Waived" written in note section of ADP.
- Breaks and meal periods may not be combined at the beginning (coming in late) or end of a workday (leaving early).

\*\*\*\*\*Timecard approvals needed by the end of the pay period, on the 15th and last day of the month\*\*\*\*\*

California Overtime is classified as:

- Any time worked over 8 hrs/day
- Any time worked over a 40 hrs a week ( note: employee using sick/vac leave, even though paid, does not count towards 40 hrs worked)
- Any time worked over 12 hrs/day is double time
- The first 8 hrs worked on the 7th consecutive workday in a defined workweek\* is time and a half (1.5). Any hour worked in excess of 8 hours is double time.
- Overtime must be approved by supervisor. However, if overtime is worked, it must be paid to the employee regardless of whether grant funds allow for payment of overtime or not.

\*\*\*\*\*The Corporation workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight.\*\*\*\*\*



## Contact The HR/Payroll Team

Name	Field	Calendly Link
Audrey Oswald	Benefits, Workers Comp, Leaves of Absences, Covid, Payroll	<a href="https://calendly.com/auoswald">https://calendly.com/auoswald</a>
Andrea Bozant	Recruitment, Performance Management, Sum Total ESFs	<a href="https://calendly.com/ucorp2/1on1">https://calendly.com/ucorp2/1on1</a>
Maddison Burton	Personnel Management, Salary/Job Analysis	<a href="https://calendly.com/mburton-humanresources/30min">https://calendly.com/mburton-humanresources/30min</a>
Cheri Rose	ESFs, New Hires, Recruitment	<a href="https://calendly.com/cherirose-hr">https://calendly.com/cherirose-hr</a>
Nathan Hammer	ESFs, New Hires, GoCo	<a href="https://calendly.com/nahammer-hr">https://calendly.com/nahammer-hr</a>

### General Inboxes

#### Payroll:

[corporation\\_payroll@csumb.edu](mailto:corporation_payroll@csumb.edu)

HR: [hr\\_corporation@csumb.edu](mailto:hr_corporation@csumb.edu)

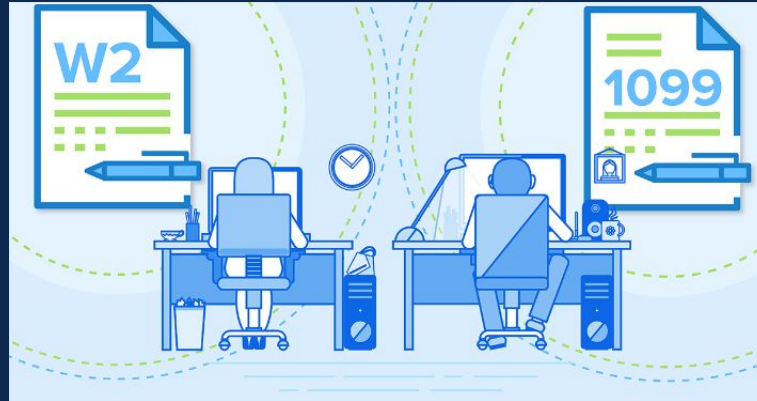
ESF: [corp\\_esf@csumb.edu](mailto:corp_esf@csumb.edu)

#### IC:

[ucorp\\_independent\\_contractors@csumb.edu](mailto:ucorp_independent_contractors@csumb.edu)



# Corporation Employment Types/ Independent Contractor Process Overview



**Presented By:**

*Andrea Bozant, Assistant Director of Human Resources*



# Employee Types

University Corporation at Monterey Bay Employment Categories					
Details	Full Time Regular (FTR)	Part-Time Regular (PTR)	Temporary (TEMP)	Student Worker (SAS)	Faculty/ Staff Additional Employment (FAE & OAE)
Definition	Works regular schedule @40 hours per week	Works regular schedule @30-40 hours per week	Works a specific assignment/schedule for a limited duration 0-40 hours per week	Must be enrolled in at least 6 units at CSUMB (undergraduate or graduate)	State employee performing grant work on Corporation. Must follow CSU's 125% guidelines
Medical Eligibility	Benefit Eligible (first of the month following hire date)	Benefit Eligible (first of the month following hire date)	Benefit Eligible. 1000 hours - retirement; 1580 hours - medical	Not Benefit Eligible	Not Benefit Eligible
Leave Eligibility	Vacation, Sick, Personal Holiday Eligible	Vacation, Sick, Personal Holiday Eligible	Sick Leave Eligible	Sick Leave Eligible	Sick Leave Eligible
RTR Required	Yes	Yes	Recommended	No	No
Job Description Required	Yes	Yes	Recommended	Recommended	No (usually in Grant Scope of Work); OAE needs Additional Employment approved by stateside HR ( <a href="https://osumb.edu/hr/additional-employment-special-consultants/">https://osumb.edu/hr/additional-employment-special-consultants/</a> )
Application Required	Yes	Yes	Recommended	Recommended	No
Compliance Training Required	Yes	Yes	Yes	Yes	Yes (Often Completed in the CSU role)
ESF Required	Yes	Yes	Yes	Yes	Yes
I-9 Required	Yes- if new hire	Yes- if new hire	Yes- if new hire	Yes- if new hire	Yes- if new hire
Onboarding Required	Yes- if new hire	Yes- if new hire	Yes- if new hire	Yes- if new hire	Yes- if new hire



## Categories of Payment

### Employee

- Staff  
(benefited/non-benefited)
- Faculty/Staff Additional  
Employment
- Student Worker

Example: Researcher, Advisor

### Independent Contractor

- Sole Proprietorship
- Incorporated entity
- Other establishment or  
business

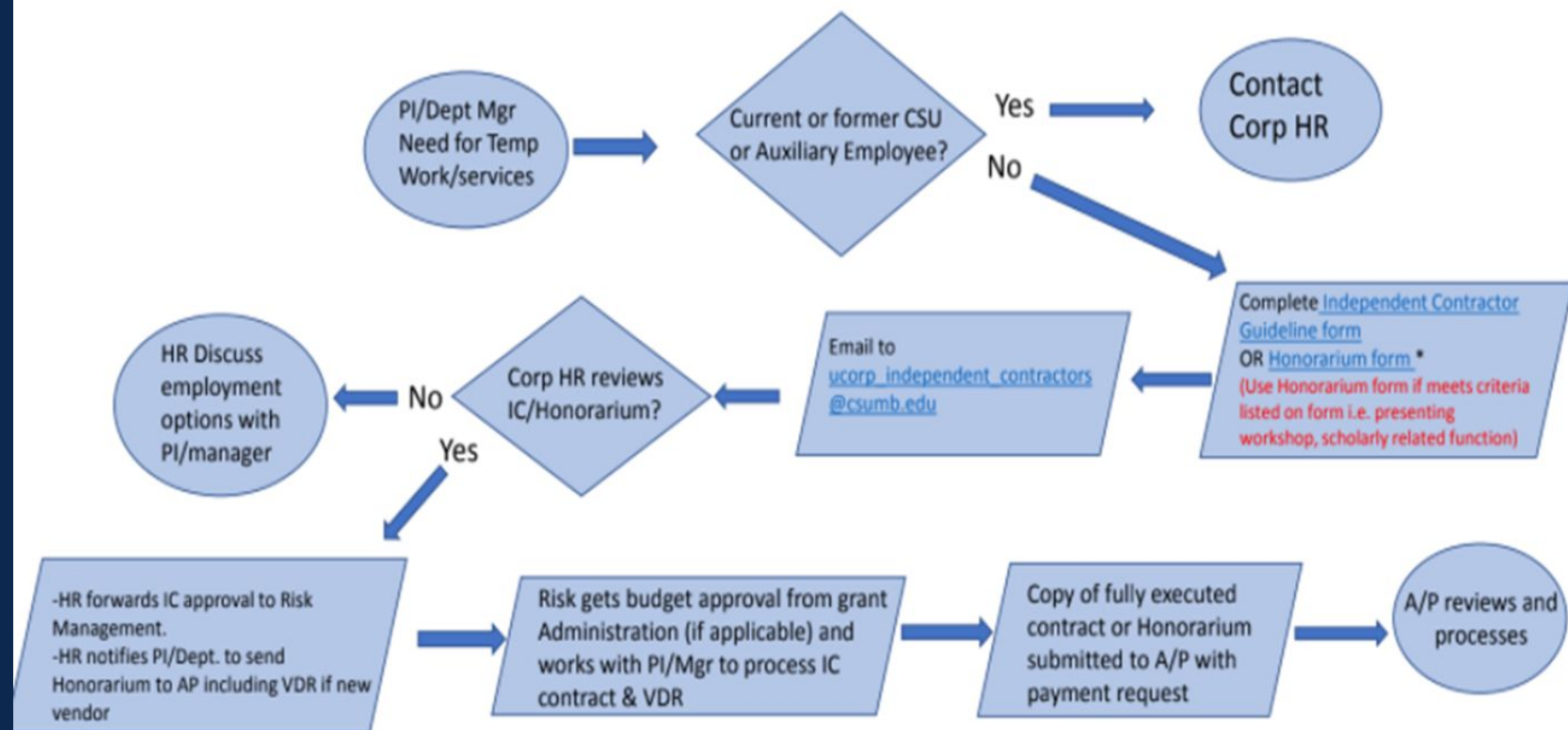
Example: Grant Evaluator, Auditor

### Honorarium

An award or special recognition that the individual is offered strictly as a goodwill gesture to cover any transportation and lodging expenses the invited individual may have to incur in response to an invitation to speak, judge, or act in some other honorary capacity.

Example: Guest Speaker, Workshop  
Attendee/ Presenter

## Corporation's Independent Contractor(IC)/Honorary Process Map



\* An honorarium is an award or special recognition that the individual does not set to participate as a guest speaker, contest strictly as a goodwill gesture to cover any transportation and lodging expenses the invited individual may have to incur in response to an invitation to speak, judge, or act in some other honorary capacity.



# Corporation Contracts

## Nancy Ayala





## Contract Types and Requirements

<https://csumb.edu/corporation/corporation-contracts/>

### Most Commonly used Contracts:

- Service Agreements
- Independent Contractor Service Agreements

### Types of agreements:

- One-time agreements
- Multi-year agreements (Blanket)
- Multi-entity agreements (UCorp, OSU, State)

Please send contracts to designated email:  
[UCorp\\_contracts@csumb.edu](mailto:UCorp_contracts@csumb.edu)



Contracts must have the following when submitting them to the Corporation:

1. Service agreement w 4-16-24 revision date
2. Scope of work/proposal from vendor or complete exhibit A of the agreement
3. Certificate of Insurance from vendor as specified in §11 of service agreement
4. Agreement signed by the Dept and vendor
5. VDR if new vendor

Additional (*Possible*) Requirements:

1. Additional quotes depending on the dollar amount per the Procurement Policy
2. Refer to the Payment Matrix to determine when a PO is needed
3. Risk identification form and Waiver and Release of Liability for Insurance waiver requests

Please send contracts to designated email: [UCorp\\_contracts@csumb.edu](mailto:UCorp_contracts@csumb.edu)



# Accounts Payable



**Office Hours via Zoom:**

**2nd Thursday of every month @ 10am**

**4th Wednesday of every Month @ 2pm**



### Payment Method Matrix

<b>Procard*</b> (Acceptable Procard Purchases)	<b>Use a Purchase Order "PO"***</b> (Purchase Requisition required to issue a PO)	<b>Use Direct Payment**</b> (Check Request Form)
Advertisements	Anything requiring a blanket order	Attorney Fees
Books and Publications	Capital Assets	Consultant Expenses (Travel Only)
Catering	Construction Projects	Event Fees (Awards and Promotional)
Conference and Seminar Registration Fees	Contractual Monthly Service Repairs	Honorariums (Honorarium Agreement Required)
Expendable items such as paper and toners	Electronic/Computer/Sensitive equipment	Postmaster fees for mail services
Membership/Subscription Fees (no automatic renewals)	Goods received by the Receiving Department	Repairs
Printing	Long-term consulting or independent contracting services	Scholarships/Stipends
Office supplies	Monthly Maintenance Agreements (i.e., copiers and printers)	Speaker Fees
Rentals (except for facility use)	Projects using multiple vendors	Taxes
Replacement Parts	Sponsored Project funded service agreements	Utilities
		Facility Use Agreement



# Mileage Reimbursements

- As of January 1, 2024, the standard IRS mileage rate for the use of a privately owned vehicle is 67 cents per mile driven.
- Maps (such as Google or Mapquest) must be attached as support.
- No one should drive on UCORP business prior to obtaining a fully approved RAT and establishing Defensive Driving and Private Vehicle usage. [corporationdefensivedriving@csumb.edu](mailto:corporationdefensivedriving@csumb.edu)

# University Corporation

About ▾ Policies ▾ Post Award Administration ▾ HR ▾ Services ▾ Forms ▾

## Corporation Forms

 [Most Commonly Used Accounts](#) 

Corporation Contracts and Process link

### Important Reminders - Updated January 31st, 2024

- Please use Adobe Sign to approve and route documents to Accounting (corporationaccounting@csumb.edu) or Accounts Payable (ucorp\_accounts\_payable@csumb.edu). In addition, you can view the [knowledge base article](#) in the IT work order system for more information on Adobe Sign.

#### Need to travel?

- If you intend to drive a rental or corporation-owned vehicle, you must be Defensive Driving certified by the Corporation or Stateside. See [Corporation Defensive Driving Program](#).

If you intend to drive your private vehicle, you must also be authorized to drive your private vehicle. This must be done through the Corporation; we cannot accept Stateside certification. See [Corporation Defensive Driving Program](#).

- **As of Jan 1, 2024**, the new IRS Mileage Reimbursement Rate is .67 cents per mile. Any mileage incurred on or after Jan 1,

# Electronic Signatures

## Carbon Copy (cc)

Recipients

Complete in Order  Complete in Any Order

1		<input type="text" value="authorized_signer@csumb.edu"/>
2		<input type="text" value="Enter recipient email"/>

Show CC

Recipients\*

Complete in Order  Complete in Any Order

1		<input type="text" value="Enter recipient email"/>	<input type="text" value="Enter recipient name"/>
---	--	--	---

CC | Hide

<input type="text" value="ucorp_accounts_payable@csumb.edu"/>	<input type="text"/>
---	----------------------

Message\*

Use Adobe Sign to obtain and submit Electronic Signatures:

The AP email, [ucorp\\_accounts\\_payable@csumb.edu](mailto:ucorp_accounts_payable@csumb.edu), should be added as a cc (carbon copy) or as a certified recipient

## Certified Recipient

Recipients

Complete in Order  Complete in Any Order Add Me | Add Recipient Group

1		<input type="text" value="authorized_signer@csumb.edu"/>	<input type="text" value="Email"/>	<input type="text"/>
2		<input type="text" value="ucorp_accounts_payable@csumb.edu"/>	<input type="text" value="Email"/>	<input type="text"/>
3		<input type="text" value="Signer"/>	<input type="text"/>	<input type="text"/>

Show CC

Message

Agreement

Please re

Options

- Password Protect
- Set Reminder



# New 2024 Travel Expense Claim

UNIVERSITY CORPORATION CSU MONTEREY BAY		FOUNDATION OF CALIFORNIA STATE UNIVERSITY MONTEREY BAY				<b>Auxiliary Organizations at CSU Monterey Bay Travel Expense Claim</b>		
<b>Instructions: Enter the values into the Green Fields. Blue Fields should be used where applicable. When available, select from the drop-down options. Enter all values in US Dollars. For more details, refer to the Instructions tab.</b>								
S e c t i o n 1	Claimant Name - Last, First, M.I.		Claimant's Position/Title		Department		Dept. Reference # If Blanket RAT, list custodian	
	Home Address		City		State		Zip Code	
	Destination		Purpose of Trip		RAT #		Private Vehicle License # Mileage rate 0.67	
	Travel Start Date		Travel End Date		Pick Up at Ryan Hanch or Alternate Mailing Address		Department Contact/Preparer	
						Contacts phone or email		
<b>Choose Correct "Domestic Rates" (dollar amount of location based M&amp;IE) for destinations below if Domestic (Continental US) travel. Choose "Other" if travel is outside the Continental US and add correct M&amp;IE Rate to "Alaska/Hawaii (DoD) or International Rates (State Dept)"</b>								
S e c t i o n 3	Location (Only Enter Lodging Destinations)		Domestic Rates (GSA)		Alaska/Hawaii (DoD) or International Rates (State Dept)		Domestic	
							Alaska/Hawaii/Non-Continental US	
							International	





## Effective April 18, 2024

On behalf of Financial Services

Effective April 18, 2024, the Travel and Business Expense Policy has been updated. The policy lodging expense limit has been increased from \$275 to \$333 per night to adjust for inflation and align with other state public higher education institutions. This rate applies to travel on or after April 18, 2024.



### Hospitality Expense Justification

This form is to be completed and submitted with other supporting documentation (i.e., event/meeting agenda or quote) for hospitality related expenses.

For detailed information on allowable hospitality expenses and appropriate funding sources, refer to the [Hospitality Guidelines](#)

Note: For business meetings or events attended by CSUMB and/or Auxiliary Organization employees only, an event/meeting agenda is required to be included with the support documentation.

#### Department Information

1. Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 2. Department: \_\_\_\_\_

#### Payment Request Information

1. Payment Request Method:  Direct Pay  Purchase Order  Personal Reimbursement  ProCard  
*Personal Reimbursement should only be used in cases where services were not provided, just payment for actual food and/or beverages. If using a ProCard, review and adhere to all ProCard policies which may be applicable.*

2. What Auxiliary Fund (required) and project number (if applicable) will be used to pay the expense?  
 \_\_\_\_\_

3. Vendor or Employee/Student Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

#### Expense Description

1. Type of Expense:  Awards and prizes  Promotional Items  Entertainment services  Food and beverage  Other: \_\_\_\_\_  
 Approved Vendor for Promotional Items?  Yes  No

2. If supporting documentation is not itemized, claimant certifies that alcoholic beverages were **NOT** included in expenses. \*\*See note regarding alcohol  
 Payee Signature: \_\_\_\_\_

3. Event Name: \_\_\_\_\_

4. Event Date(s): \_\_\_\_\_ Event Location: \_\_\_\_\_

5. Describe the business purpose of the event:  
 \_\_\_\_\_

6. **Small Group**- List names of attendees/recipients:

	Employee	Student	Guest
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. **Large Group**- Number of attendees/recipients: \_\_\_\_\_  
**Large Group**- Provide general description of attendees/recipients, i.e. staff, faculty, students, community leaders, or attach a list.  
 \_\_\_\_\_

\*\* Certain Auxiliary Funds *do* allow for alcohol. If you are uncertain if alcohol purchases are allowed from your funding source, contact [grants@csumb.edu](mailto:grants@csumb.edu) or [accounting@csumb.edu](mailto:accounting@csumb.edu).



# Hospitality Justification Form

All hospitality expenses must have a completed hospitality justification form submitted along with supporting backup documentation such as a quote, invoice, and original receipt when requesting payment or reimbursement.



## Hospitality

### Per Person Rates for Meals, Light Refreshments and Alcoholic Beverages

Maximum rates for meals, light refreshments and alcoholic beverages for on-campus and off-campus meetings and events, including employee meetings.

Meal Type	Maximum per Meal Rates
Breakfast:	\$30
Lunch:	\$45
Dinner:	\$75
Light Refreshments:	\$30

- Note:
- The above rates are inclusive of meals, sales tax, equipment fees, and delivery and service fees.
  - The combination of light refreshments and a meal requires a one-up authorization.

11. Approving Authority Documentation, 11.1. All hospitality expenditures and reimbursements must be approved by an Approving Authority. In order to ensure the independence of the approval process and avoid conflict of interest issues, individuals delegated this authority cannot approve their own expense or expenses nor approve expenses of their direct or indirect supervisor. The approving authority must be the supervisor or one-up authority of the official host. The exception is approval of the President's expenditures by the Chief Financial Officer.



# Corporation Accounts Receivable

**Presented by:**

**Suellen Wiseman, *Accounting Manager***



# Accounts Receivable

BILLING UPLOAD TEMPLATE - CFS AR/BI MODULE											REQUIRED FIELD - INSTRUCTIONS TO UNIV AR		
REQUIRED FIELD - CUSTOMER ID	REQUIRED FIELD - DESCRIPTION	REQUIRED FIELD - AMOUNT	REQUIRED FIELD - ACCOUNT	REQUIRED FIELD - FUND	REQUIRED FIELD - DEPTID	PROGRAM_CODE	CLASS	PROJECT_ID	LONG DESCRIPTION	SALES ORDER NUMBER	MAIL INVOICE TO CUSTOMER (Y/N)	EMAIL INVOICE TO CUSTOMER (Y/N) (If Y provide email address)	SEND COPY OF INVOICE TO DEPARTMENT (Y/N)
7 characters	Maximum 30 characters		6 characters	5 characters	4 characters	3 characters	5 characters	8 characters	No maximum	10 characters			
<b>EXAMPLE</b>													
1000001	PROPS: 1,000 BROOMS @ \$7 EACH	7000.00	580090	TP057	1075		1075A		BROOMS TEND TO WALK AWAY	SO25118	Y	N	N
<b>INPUT DATA BELOW</b>													

[https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/v3wKRwsS36924ZgABZiz\\_Billing-upload-template.xls](https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/v3wKRwsS36924ZgABZiz_Billing-upload-template.xls)

Please send upload templates, detailed back-up, and any related inquiries to our Accounts Receivable email address: [ucorp\\_accounts\\_receivable@csumb.edu](mailto:ucorp_accounts_receivable@csumb.edu)



# Corporation Procurement Process Overview



**Presented By:**

*Cyndi Marsee, Accounting Administrative Assistant*



# Purchase Orders

Purchase Requisitions and Purchase Alterations are to be sent to the following email address: [corpbss@csumb.edu](mailto:corpbss@csumb.edu) with the PR number in the email subject line.

Purchase Requisitions must be submitted as **ONE** pdf with all supporting documents. Please refer to the Procurement Guidelines & Procedures manual for number of quotes needed per pricing thresholds.

Purchase requisitions can not be converted to a Purchase Order until a completed UCORP VDR form has been filled out and turned in by the vendor.

Purchase Requisition (PR) numbers are not Purchase Order (PO) numbers. When a PR is converted to a PO, it is assigned a PO number.

PO numbers should be listed on the invoice when it is submitted for payment after items have been received or services rendered.

Goods purchased via a Purchase Order must be received by the Receiving department. It is the department's responsibility to confirm that the goods have been received. If the goods bypass the Receiving Department, contact Isaac Hernandez to complete the receiving in CFS.



## ProCard Reconciliations

ProCard Reconciliations are to be sent to [corpbss@csumb.edu](mailto:corpbss@csumb.edu) with the cardholder's name and statement date in the email subject line.

Procard Reconciliations are to be sent:

- As ONE pdf
- ProCard report as first page(s)
- Receipts/invoices in the order they appear on the report
- With all the approving signatures for each fund utilized

ProCard charges MUST be reconciled in CFS on or before the 5th of each month. The completed, signed ProCard packets are to be received by the ProCard Administrator on or before the 10th of each month.

Cardholder's failing to turn in their Procard monthly reconciliation reports or receipts for two (2) months or more will have their ProCard credit limits reduced to one dollar (\$1)





## Cardholders failing to comply

pp 6-7 of Corporation Procard Manual

Cardholders failing to comply with University Corporation Procurement Policy and Procedures are subject to immediate temporary or permanent revocation of the use of the card.

- **FIRST OFFENSE** - Cardholder and approving official will receive a written notice from University Corporation identifying the specific purchase and/or area requiring attention.
- **SECOND OFFENSE** - Cardholder and approving official will receive written notice from University Corporation. This notice will specify the purchase and/or area requiring attention. Retraining may be required if the issue is unresolved and the credit limit may be reduced to one dollar (\$1)
- **THIRD OFFENSE** - Cardholder will be notified and cardholder's account will be suspended or revoked. University Corporation will review each case on an individual basis to determine the best course of action. The cardholder, the approving official, and the appropriate area administrator will be notified, in writing, of the card suspension or termination.



## Corporation Procurement Card Reminders

- Procurement cardholders are to retain original receipts for 90 days after submission of procurement card reports.
- Original receipts are to be submitted upon Accounting's request.
- Procard limits can be temporarily increased with an email request from the Approving Official to University Corporation Purchasing. If a temporary increase has been requested more than three (3) times in the fiscal year (July through June), please consider requesting a permanent increase for administrative efficiency.



## ProCard Purchases Delivered to Off-Campus Addresses

- ProCard purchases should not be delivered to an off campus address.
- Purchases that need to be delivered to a private home address or another off-campus address must obtain prior written approval from the appropriate administrator.
- If any University Corporation equipment is needed for home use, you must submit an Asset Management Agreement form to your department head.

This form is under the Procurement Heading at:

<https://csumb.edu/corporation/corporation-forms>



# University Corporation Dates and Contacts

**Presented by:**

***Suellen Wiseman, Accounting Manager***

***Monica Rodriguez, Senior Financial Analyst***

## DOCUMENT WORKFLOW

Document	Email Address
Asset Management	<a href="mailto:corporationaccounting@csumb.edu">corporationaccounting@csumb.edu</a>
Budget Modifications - Grants	<a href="mailto:spo@csumb.edu">spo@csumb.edu</a>
Certification of Reimbursed Time	<a href="mailto:grants@csumb.edu">grants@csumb.edu</a>
Chartfield Request Form, Grants	<a href="mailto:grants@csumb.edu">grants@csumb.edu</a>
Chartfield Request Form, Non-Grants	<a href="mailto:corporationaccounting@csumb.edu">corporationaccounting@csumb.edu</a>
Contracts, Service Agreements	<a href="mailto:ucorp_contracts@csumb.edu">ucorp_contracts@csumb.edu</a>
Cost Share Report	<a href="mailto:grants@csumb.edu">grants@csumb.edu</a>
Defensive Driving	<a href="mailto:coporationdefensivedriving@csumb.edu">coporationdefensivedriving@csumb.edu</a>
Donation Fund Questions (7xxxx)	<a href="mailto:corporationaccounting@csumb.edu">corporationaccounting@csumb.edu</a>
Effort Certificate	<a href="mailto:grants@csumb.edu">grants@csumb.edu</a>
Employment Status Form (ESF)	<a href="mailto:corp_esf@csumb.edu">corp_esf@csumb.edu</a>
Grant Financial Reports	<a href="mailto:grants@csumb.edu">grants@csumb.edu</a>
Incentive Questions	<a href="mailto:grants@csumb.edu">grants@csumb.edu</a>
Independent Contractor Questionnaire	<a href="mailto:ucorp_independent_contractors@csumb.edu">ucorp_independent_contractors@csumb.edu</a>
Invoices (from Vendor)	<a href="mailto:ucorp_accounts_payable@csumb.edu">ucorp_accounts_payable@csumb.edu</a>
Payment Request	<a href="mailto:ucorp_accounts_payable@csumb.edu">ucorp_accounts_payable@csumb.edu</a>
Payroll Detail Reports	<a href="mailto:corporation_payroll@csumb.edu">corporation_payroll@csumb.edu</a>
Personal Reimbursement	<a href="mailto:ucorp_accounts_payable@csumb.edu">ucorp_accounts_payable@csumb.edu</a>
Pro-card New Account Request	<a href="mailto:corpbss@csumb.edu">corpbss@csumb.edu</a>
Pro-card Reconciliation	<a href="mailto:corpbss@csumb.edu">corpbss@csumb.edu</a>
Program Fund Questions (6xxxx)	<a href="mailto:corporationaccounting@csumb.edu">corporationaccounting@csumb.edu</a>
Purchase Requisitions	<a href="mailto:corpbss@csumb.edu">corpbss@csumb.edu</a>
Request to Approve Travel (RAT)	<a href="mailto:ucorp_accounts_payable@csumb.edu">ucorp_accounts_payable@csumb.edu</a>
Request to Recruit (RTR)	<a href="mailto:hr_corporation@csumb.edu">hr_corporation@csumb.edu</a>
Revenue & Expense Transfer Form, Grants	<a href="mailto:grants@csumb.edu">grants@csumb.edu</a>
Revenue & Expense Transfer Form, Non-Grants	<a href="mailto:corporationaccounting@csumb.edu">corporationaccounting@csumb.edu</a>
Subawards/Subcontracts	<a href="mailto:spo@csumb.edu">spo@csumb.edu</a>
Timecards	<a href="mailto:corporation_payroll@csumb.edu">corporation_payroll@csumb.edu</a>
Travel Expense Claim (TEC)	<a href="mailto:ucorp_accounts_payable@csumb.edu">ucorp_accounts_payable@csumb.edu</a>
Vendor Data Records (VDR)	<a href="mailto:corpbss@csumb.edu">corpbss@csumb.edu</a>

## End of Year Schedule - All Auxiliaries of CSUMB (FY 23-24)

### June 2024

#### June 14, 2024 (Friday)

- Last day to submit purchase requisitions and "Keep PO Open List" for FY 2023-24.
- All transfers and/or corrections are due in Accounting for the previous 90 days. If they exceed 90 days, please contact Accounting.
- Last day to submit all approved check requests for 2023-24 to Accounts Payable (TEC's, Personal Reimbursements & payments to suppliers).

[corpbss@csumb.edu](mailto:corpbss@csumb.edu)

[corporationaccounting@csumb.edu](mailto:corporationaccounting@csumb.edu)

[ucorp\\_accounts\\_payable@csumb.edu](mailto:ucorp_accounts_payable@csumb.edu)

**Last day for invoices or chargebacks to CSUMB. Please send information to**

- **Corporation accounts receivable delegated email with subject line of "CSUMB Chargeback".**

[ucorp\\_accounts\\_receivable@csumb.edu](mailto:ucorp_accounts_receivable@csumb.edu)

#### June 25, 2024 (Tuesday)

- Last day to submit deposits to the University Cashier (Mountain Hall) for guaranteed deposit in FY 2023-24. Refer to CSUMB schedule for window times.
- Procard billing cut-off date (regular cycle-June 20, 2024). Procard reconciliation in CFS is available to procard holders.

Felicia Valdez/Alana Soliven

[corpbss@csumb.edu](mailto:corpbss@csumb.edu)

#### June 26, 2024 (Wednesday)

- Last major A/P check run for the 2023-24 fiscal year. Emergency check requests will be handled on a case by case basis.

[ucorp\\_accounts\\_payable@csumb.edu](mailto:ucorp_accounts_payable@csumb.edu)

#### June 27, 2024 (Thursday)

- Last day for deposits by remote capture at Ryan Ranch. Please hand deliver to Ryan Ranch Office in order to be posted to FY 2023-24.

Cynthia Marsee

#### June 28, 2024 (Friday)

- End of payroll period.

[corporation\\_payroll@csumb.edu](mailto:corporation_payroll@csumb.edu)

### July 2024

#### July 2, 2024 (Tuesday)

- Procard billing cut-off date (special cycle June 21-30, 2024). Procard reconciliation in CFS is available to procard holders.
- Last day for timecard approvals in ADP (pay period 06/16/24-06/30/24). **For work prior to this pay period, send or scan approved timecards to Payroll.**

[corpbss@csumb.edu](mailto:corpbss@csumb.edu)

[corporation\\_payroll@csumb.edu](mailto:corporation_payroll@csumb.edu)

#### July 3, 2024 (Wednesday)

- 1st regular A/P check run for FY 24/25.

[ucorp\\_accounts\\_payable@csumb.edu](mailto:ucorp_accounts_payable@csumb.edu)

#### July 5, 2024 (Friday)

- Deadline for Procard chartfield assignments and reconciliation in CFS (June 20, 2024 regular cycle).
- Last day to submit Billing Upload templates for activity through 06/30/24 to Accounts Receivable.

[corpbss@csumb.edu](mailto:corpbss@csumb.edu)

[ucorp\\_accounts\\_receivable@csumb.edu](mailto:ucorp_accounts_receivable@csumb.edu)

#### July 10, 2024 (Wednesday)

- Last day to submit or notify A/P of items to be paid for goods or services provided prior to June 30, 2024, including Travel Expense Claims (automated accrual/vouchered in CFS).

[ucorp\\_accounts\\_payable@csumb.edu](mailto:ucorp_accounts_payable@csumb.edu)

**July 12, 2024 (Friday)**

- Procard signed statements and supporting documents due in Ryan Ranch (June 20, 2024 regular cycle).
- Procard chartfield assignments and reconciliations are due in CFS for special cycle (June 21-30, 2024).

[corpbss@csumb.edu](mailto:corpbss@csumb.edu)

[corpbss@csumb.edu](mailto:corpbss@csumb.edu)

**July 19, 2024 (Friday)**

- Procard signed statements and supporting documents due in Ryan Ranch (June 21-30, 2024 special cycle).

[corpbss@csumb.edu](mailto:corpbss@csumb.edu)



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Jillian Castro	Administrative Assistant	<a href="mailto:jilcastro@csumb.edu">jilcastro@csumb.edu</a>	3120