

University at Buffalo Foundation, Inc.

UB Foundation and Affiliates Updates

April 24, 2018

Impact of tax reform and recent UB policies on:

- Revenue Processing
- Expenditure Processing
- Payroll Processing

UBF business system reporting updates:

- UBFirst
- SIRI
- Concur

Questions and Answers on other UBF matters

Cash and Check Transactions

- Preferred to be made payable to University at Buffalo Foundation, UB Foundation Activities, or something similar
 - Banking rules no longer allow for acceptance of third party checks

Cash and Check Transactions

- Must be routed to UBF business office daily
 - Cannot hold revenues in departments overnight without approval from UB Financial Management
- Can be routed via:
 - U.S. Mail (checks only)
 - Personal Delivery to Center for Tomorrow
 - Campus Mail using UB-provided lock bags
 - Order lock bags from Tricia Canty at UB Financial Management

Credit Card Transactions

- No manual entry of credit card information by UB employees into giving.buffalo.edu (gifts) or UBF Checkout (non-gifts)
 - PCI (Payment Card Industry) compliance issue

Credit Card Transactions

- Encourage donors or customers to enter payment information on their own computers or devices
- Route manual credit card transactions to UBF business office daily for secure entry
 - Personal delivery
 - Lock bags
 - U.S. mail

Non-Gift Revenues

- **New** non-gift revenue programs processed by UBF if:
 - Approved fee is on file with UB Financial Management ([link](#))
 - Approval includes authorization for UB Foundation to process
- **Existing** non-gift revenue programs will be reviewed to determine if UBF can continue to process

Gift Revenues

- Deposit with UBF

Employee Moving Expenses

- Taxable as compensation as of January 1, 2018
 - Processed through payroll
- Required by tax reform changes

Employee Prizes and Awards

- Taxable as compensation
 - Processed through payroll
 - Reported on W-2
 - Extra service rules *may* also apply

Allowable Expenditures

- Must be in accordance with donor intent
 - Agreements available in UBFirst

UBF follows the UB Allowable Use of Funds Policy ([link](#))

- Food and Beverage
 - Itemized meals receipts *required* for reimbursement of actual expenses
 - Alcoholic beverage reimbursement limited to \$15 or 2 drinks/person
- Exception Request Form can be completed and authorized

UBF follows the UB Allowable Use of Funds Policy ([link](#))

- **Does not** cover travel or prizes/awards/gifts
 - UB policies in development

Student Scholarships

- Must be processed via HUB
- Scholarship applied directly to a student's account
- UB advances the scholarship to the student's account
- UBF reimburses UB for scholarships paid
- Signatory authorizing scholarship responsible for ensuring student meets donor imposed criteria

Student Prizes and Awards

- Paid directly to student via check
- W-9 tax form required prior to issuance of check

State Payroll and Scholarship Reimbursements

- Paid via wire only
- Timely recording in UBF records upon receipt
- *Wires released upon request of UB*
 - Time between recording and wire may be significant
- May be additional time for State system to record receipt

State and RF Reimbursements (other)

- Paid via wire only
- *Wires sent bi-weekly (State) or monthly (RF)*
- Recorded in UBF records upon transmission of wire
- May be additional time for State and RF systems to record

Appointments

- Due 8 days (Tuesday) preceding pay date
- Strongly preferred via ePTF
- Must include the following information:
 - Exempt or non-exempt status
 - If non-exempt, number of hours scheduled per week
 - Name of supervisor

Appointments

- Can no longer use “flat rate” pay code for:
 - Students
 - Faculty/professional/clerical appointments of two months or longer
 - Summer appointments still permissible

Timesheets for Hourly Individuals

- Due 2 days (Friday) following end of pay period
- Sent to UBF via:
 - Email (preferred)
 - ubftime@buffalo.edu OR
 - ubf-timesheets@buffalo.edu
 - Campus Mail
 - Fax – 645-3475

NY Paid Family Leave (PFL)

- Provides job-protected paid time off to:
 - Bond with a newly born or adopted child
 - Care for a close relative with serious health condition
 - Assist when a family member is deployed on active duty
- Effective January 1, 2018

NY Paid Family Leave (PFL)

- All individuals paid by UBF are eligible
 - In 2018, PFL provides 50% of weekly wage for up to 8 weeks
 - Capped at 50% of the New York State Average Weekly Wage
- Must be taken in full day increments

NY Paid Family Leave (PFL) and FLMA

- Report usage of PFL or FMLA to UBF as soon as known
- Separate PFL/FMLA timesheet will be sent to the eligible individual
- PFL/FMLA timesheet must be completed and returned for each period when PFL/FMLA leave is utilized

UBFirst

- Displays both old (10 digit) and new (6 digit) numbers
- Reporting will not be updated to new account numbers due to limitations
- Discussions continuing about new version of UBFirst and anticipated implementation date

SIRI

- Displays both old (10 digit) and new (6 digit) numbers
- Movement to new account numbers exclusively in 2019
- UBF specific reports and dashboards being developed as needs are identified
 - Lookup by new account numbers
 - UB Foundation Endowment Dashboard
 - UB Fund Dashboard

Concur

- UBF fully participates in the program
- Utilizes only new UBF account number
- Procedures and rules for submitting travel expenses remain unchanged
- Approval process remains unchanged

ShopBlue, New Procurement System

- UBF will participate in the program
- Will utilize only new UBF account number

Other Questions?

University at Buffalo Foundation, Inc.

Thank you!