Form 6166 US Residency Certification Letter Updated 07/23/2015

Philosophy:

Many foreign countries withhold VAT and/or income tax on revenue generated by business conducted outside the United States (U.S.). In some cases, an income tax treaty between the U.S. and a foreign country may reduce or eliminate withholding on amounts paid to U.S. residents. Businesses in foreign countries making payment to USF may request a Form 6166 U.S. Residency Certification letter from the IRS in order to reduce or eliminate VAT or income tax withholding.

The USF Controller's Office (UCO) will assist USF departments in need of U.S. residency certification letters when appropriate. In the case of revenue that will be paid to the USF Research Foundation (USFRF), the UCO will assist in obtaining residency certification letters for the USFRF.

Process:

IRS Form 8802 is used to request a "Form 6166 letter of U.S. residency certification" for purposes of claiming income tax treaty benefits or VAT exemption. Payment of a non-refundable $85 user fee is required for each application. Applications should be mailed to the IRS at least 45 days prior to the date a Form 6166 letter is needed. Departments are advised to request all Forms 6166 needed on a single Form 8802 (maximum number 200) to avoid payment of multiple $85 user fees (due each time Form 8802 is filed).

Form 6166 certifies for a calendar year that USF was a resident of the United States for purposes of U.S. taxation. The IRS will mail Form 6166 letters to UCO. UCO will forward Forms 6166 to requesting department. USF Departments will retain Forms 6166 for provision to customers located in foreign countries in order to claim treaty benefits and/or VAT exemption.

Resources

See Contact Information for Questions if you need additional assistance.

Applicant Name	Applicant TIN

Appointee Name (If Applicable)

Calendar year(s) for which certification is requested (must be the same year(s) indicated on line 7)

11 Enter the number of certifications needed in the column to the right of each country for which certification is requested.
Note. If you are requesting certifications for more than one calendar year per country, enter the total number of certifications for all years for each country (see instructions).

Column A			Column B			Column C			Column D		
Country	**CC**	**#**	**Country**	**CC**	**#**	**Country**	**CC**	**#**	**Country**	**CC**	**#**
Armenia	AM		Finland	FI		Latvia	LG		South Africa	SF	
Australia	AS		France	FR		Lithuania	LH		Spain	SP	
Austria	AU		Georgia	GG		Luxembourg	LU		Sri Lanka	CE	
Azerbaijan	AJ		Germany	GM		Mexico	MX		Sweden	SW	
Bangladesh	BG		Greece	GR		Moldova	MD		Switzerland	SZ	
Barbados	BB		Hungary	HU		Morocco	MO		Tajikistan	TI	
Belarus	BO		Iceland	IC		Netherlands	NL		Thailand	TH	
Belgium	BE		India	IN		New Zealand	NZ		Trinidad and Tobago	TD	
Bermuda	BD		Indonesia	ID		Norway	NO		Tunisia	TS	
Bulgaria	BU		Ireland	EI		Pakistan	PK		Turkey	TU	
Canada	CA		Israel	IS		Philippines	RP		Turkmenistan	TX	
China	CH		Italy	IT		Poland	PL		Ukraine	UP	
Cyprus	CY		Jamaica	JM		Portugal	PO		United Kingdom	UK	
Czech Republic	EZ		Japan	JA		Romania	RO		Uzbekistan	UZ	
Denmark	DA		Kazakhstan	KZ		Russia	RS		Venezuela	VE	
Egypt	EG		Korea, South	KS		Slovak Republic	LO				
Estonia	EN		Kyrgyzstan	KG		Slovenia	SI				
Column A - Total			**Column B - Total**			**Column C - Total**			**Column D - Total**		

12 Enter the total number of certifications requested (add columns A, B, C, and D of line 11) . . . . ▶

Instructions for New RET Form

RETROACTIVE PAYROLL EXPENDITURE TRANSFERS

Revised 8/13/15

Rozelia Kennedy, Payroll Manager

Robin Davis, Associate Controller Payroll and Tax

Benefits of New Design

- The Department of Psychiatry piloted the new RET form for us and this is what Paul DeCosta had to say about it, *"it is very simple to use, minimizes human error and drastically reduces the amount of time it takes to complete a RET start to end"*.

- The new design for the RET form is now being rolled out for all to use.

- The new design requires only one query.

- The new design populates several areas of the form and cover page.

Implementation Schedule for New Form

- August 20, 2015 - soft roll-out. New form is made available to use, but Old form will continue to be accepted.

- September 1, 2015 – New form must be used when submitting RET information.

- October 1, 2015 – Old form will be returned and preparer will be advised to re-submit on New form.

RET Form Cover Page (very few changes)

Retroactive Expenditure Transfer (RET)

FORM INSTRUCTIONS: The department must prepare this form and include the results of BOTH queries discussed below. New form released for use starting September 1, 2015.

ADD CHARGES TO:				DELETE CHARGES FROM:			
INSTRUCTIONS: Begin on the RET Instructors tab. Once complete. Signature below is approving the usage of the "Add Charges To" account identified below and selected by the department within the U_RET_REQUEST query results.				INSTRUCTIONS: Signature below is approving the usage of the "Delete Charges From" account identified below and selected by the department within the U_RET_REQUEST query results.			
"Add Charges To" GEMS Combo Code:	0			"Delete Charges From" GEMS Combo Code:	0		
Project Number if applicable:	0	Fund#	0	Project Number if applicable:	0	Fund#	0
Preparer's Name:		Ext.		Preparer's Name:		Ext.	
Authorized Name:		Ext.		Authorized Name:		Ext.	
Authorized Signature:		Date:		Authorized Signature:		Date:	

Employee Name:	0 0	Employee ID:	0	Rcd #	0
Pay Period Range (First Pay Period End Date - Last Pay Period End Date)	1/0/1900 to 1/0/1900	NOTE: This amount is ONLY GROSS EARNINGS, and does not include fringe benefits. This amount must tie to the sum of the amounts indicated on the attached query results.			
Total Gross Earnings To Be Transferred:	$ 0.00				

A JUSTIFICATION FOR ALL RETROACTIVE EXPENDITURE TRANSFERS IS REQUIRED. PLEASE COMPLETE THE ATTACHED RET JUSTIFICATION WORKSHEET.

FOR PAYROLL AND RESEARCH FINANCIAL MANAGEMENT USE ONLY

	Gross	Ret	FICA	HMO/Hlth	Life	Other
Totals Transferred						

If **ADD/delete** account **involves a Sponsored Research Project,** please send by email to: RFMRETNotify@admin.usf.edu

All others - Please send by email to: UPRRETNotify@admin.usf.edu

PA839A

Revised: 08/13/2015

Note the change in the language at the bottom of the form. Project related RETS will still go to Research Financial Management for approval and then are assigned to DeeLores Everett in Payroll for entering into GEMS. All other RETS will go to Ruby Nichols in Payroll for entering into GEMS. Mail box addresses will not change.

If ADD/delete account involves a Sponsored Research Project, please send by email to: RFMRETNotify@admin.usf.edu

All others - Please send by email to: UPRRETNotify@admin.usf.edu

PA839A

Revised: 08/13/2015

Cost Transfer Justification Form page will not change.

Cost Transfer Justification Form

	GEMS Combo Code	Business Unit	Operating Unit	DEPTID	Fund	Product	Initiative	ProjectID	ActivityID
Add charges to:	0	USF01	0	0	0	0	0	0	
Delete charges from:	0	USF01	0	0	0	0	0	0	

For salary transfers, please provide employee name and employee id.

Employee Name	Emplid	Rcd#	From Pay Period	To Pay Period
0 0	0	0	01/00/00	01/00/00

Why was this expense charged in error to the chartfield from which it is now being tranferred?

How do the expenses being transferred benefit the receiving project?

Why are the charges allowable and allocable on the receiving project?

Please describe the corrective action taken to ensure this type of error does not reoccur.

Revised Instructions for adding query results to worksheet.

Employee:		
Empl Rcd:	0	
From Pay Period:	1/0/1900	
To Pay Period:	1/0/1900	

Total Amount:	
Total Gross Earnings:	$ -
Total Deductions:	$ -
Total Taxes:	$ -

REFRESH TOTALS

	Combo Code	Op Unit	Fund	Deptid	Product	Initiative	Project
Add to:	0	0	0	0	0	0	0
Delete From:	0	0	0	0	0	0	0

Instructions: NOTE-Your "To" Combo Codes must already exist - if not request establishment of combo codes

Step 1: Run GEMS Query U_RET_REQUEST to EXCEL Ouput

Step 2: Copy the Query Results (Not including the headings)

Step 3: Paste the copied query results to this worksheet by right clicking on Cell B14 and Click paste

Step 4: Only Enter a new Amount in the 1st Row of each ERN-DIST for each Pay Period End)

Step 5: Click the "CALC ALL" Button to calculate the amounts for the remaining earnings, deductions, and taxes.

If you change $ amounts manually or adjust them after clicking "CALC ALL" - Then Click "REFRESH TOTALS"

Step 6: Review & Complete both the RET FORM & RET JUSTIFICATION TABS - Follow Instructions on Both

Pay Period End	Pay Run	Acct	Sep Chk #	Off Cyc	Acct Prd	Amount	Note	Enter ERN Amt(s) to MOVE, Then	Distribution Source	Code	Code 2	Code 3	RET Dist Seq#	DateDone	Reversed	Sal Plan	Chk Status Confirmed
1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	0.00		CALC ALL	0	0	0	0	0	0	0	0	0
Paste Here in B14 v	Pay Run	Acct	Sep Chk	Off Cyc	Acct Prd	Amount Before	Read Note	Amt to move to the new CC	Source	Code	Code 2	Code 3	Seq#	DateDone	Reversed	Sal Pla	Chk Status

Prompts for New Query

U_RET_REQUEST - Ern,Ded,Tax Distrib for RET

Empl ID:

Empl Record:

From Pay Period End Date:

To Pay Period End Date:

From Combo Code:

Add To Combo Code:

View Results

Pay Per End	Pay Prd	Acct	Sep Check Nbr	Off Cyc	Acct Prd	U Dist Amount	Read Note	ERN Amt to Move	U Dist Source	U Dist Code2	U Dis Code

Revised Query: U_RET_REQUEST Results

U_RET_REQUEST - Ern,Ded,Tax Distrib for RET

Empl ID:

Empl Record:

From Pay Period End Date:

To Pay Period End Date:

From Combo Code:

Add To Combo Code:

View Results

Pay Per End	Pay Prd	Acct	Sep Check Nbr	Off Cyc	Acct Prd	U Dist Amount	Read Note	ERN Amt to Move	U Dist Source	U Dist Code2	U Dist Code1	U Dist Code3	RETDist Seq#	RET DateDone	Reversed	Sal Plan	Confirm	Descr	To Combo Code	Eff Date	Status	Operating Unit	Fund	Dept ID	Product	Initiative	Project	Combo Code	From OpUn	Fund	GL DeptID	Product	Initiative	Project	Empl ID	Rcd#	Last Name	First Name	Date Query Run	From ERN CC	To ERN CC

Where can you find the new form?

- 1. There is a link in RESEARCH CCHIP # 001 to the new form.
- 2. There is a link in HR Forms Library
- 3. Don’t forget to provide justification for the RET.

New Form link not yet in CCHIP # 001

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RESEARCH CCHIP # 001

on the second worksheet of the Retroactive Expenditure Transfer (RET) form. The Cost Transfer Justification Form addresses the following:

- Description of how the error occurred
- How the expense benefits the receiving award
- Verification that the cost is allowable and allocable to receiving award
- Explanation as to what steps will be taken to prevent such delays in the future

PROCEDURES

Retroactive Expenditure Transfer (RET) Form
Retroactive Expenditure Transfer (RET) Guidelines
Expenditure Transfer Form (ETR Non-Payroll)

PERT Reporting Schedule

CONTACT

Please address your comments or questions regarding this CCHIP to Research Financial Management at RFM Compliance.

New Form link in HR Forms Library

USF UNIVERSITY OF SOUTH FLORIDA

Text Only - A-Z Index - Campus Directory - Calendars - Search
OASIS - myUSF

HR HOME | HR SERVICES | HR PROCEDURES | FORMS LIBRARY | CAREERS | CONTACT HR | ABOUT HR

Home : Human Resources : Azindex : Forms

Forms Library

The HR Forms Index is a list of forms with description, department, format and contact for each form. Descriptions and contact information have been provided for each link. All fields are searchable by keyword, please see instructions under Advanced Search for more information.

--Show/Hide Advanced Search Options--

Search: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Form	Description	Department	Format	Contact
Recruitment Scoping Worksheet	Form to clearly define vacancy requirements and challenges	Recruitment	DOC	n/a
Reprimand - Oral	Reprimand - Oral (Template - staff employee)	Employee Relations	DOC	Contact
Reprimand - Written (sample)	Written Reprimand Sample - staff employee	Employee Relations	DOC	Contact
Request for Pay for Performance	Request for Pay for Performance	Payroll	PDF	Contact
Request for Services	Use this link to make a request for your department, such as, Team Development	Talent Management	Web	Contact
Request for Training	If you don't see a class scheduled, use this link to make an individual request	Talent Management	Web	Contact
Request to Create GEMS Non-Employee Record	GEMS (Create Non-Employee Request)	Appointment	DOC	Contact
Request to establish new GEMS combination code	Request to establish new GEMS account codes	Payroll	XLS	Contact
Responsibilities Associated with Access to University Information	Statement employee signs agreeing to use university information appropriately	Appointments	DOC	Contact
RET (Retroactive Expenditure Transfer) - NEW	RET (Retroactive Expenditure Transfer) Form	Payroll	XLS	Contact
RET (Retroactive Expenditure Transfer) - Valid until 10/1/2015	RET (Retroactive Expenditure Transfer) Form- Valid until Oct 1, 2015	Payroll	XLS	Contact

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RET Reminders and Tips

- Submitted RETS can be rejected for a number of reasons.

- Review RESEARCH CCHIP #001 for a Clarification or Change in Procedure regarding the Timeline for Processing Cost Transfers on Sponsored Awards.

- Sponsored Research related RETS must be submitted within 90 days following the date of the occurred error.
- The Justification Section must be completed. A proper justification should be able to answer the following questions:
  - Is it reasonable?
  - Is it allocable?
  - Is it allowable?

Grant Tuition Payment Requests

Transition to Banner Workflow

Submission Form

USF Research Financial Management

Grant Tuition Payment Request

Date: 08/19/15

TO:

Who is my Grants Financial Administrator?

Research Financial Management
(department)

ALN 147
(Mail Stop)

FROM:

(requestor's name)

(deptartment)

(phone)

	Select Term:	Select Year:
Tuition Payment for Semester:	Spring	2015

Please process tuition payments for the Graduate Assistant(s) listed below. I am an authorized signature for these projects.

Student's Name	Student's ID	Amount	Project	GL Unit	Oper Unit	Fund	Dept	Product	Initiative
~~Example: John Doe~~	~~U12345678~~	~~0.00~~	~~9999-9999-99~~	~~USF01~~	~~TPA~~	~~20000~~	~~121300~~	~~000000~~	~~0000000~~

Need Help?

* If you cannot access Banner Workflow
  * Contact IT Help Desk
* If you need instructions
  * Manual available online

Department Third Party Payments

Banner Workflow is an enterprise solution from Ellucian that facilitates the automation of various business processes. Its functionality will allow departments to process and authorize their own internally funded third-party tuition payment requests. Once requests are submitted and authorized by the appropriate department approver(s), they would then be routed to the UCO for processing. Finally, these requests will flow back to the submitter providing an invoice, thus, notifying them that it has been fully processed.

To request Banner Workflow access, you must fill out the form, have it signed and email it to bannerWkflowadmin@usf.edu:

Banner Workflow Access Request Form

Below are the two main roles that every department will need:

Initiator: This role will allow you to create/submit/modify requests

Approver: This role will allow you to approve requests that you are authorized for

FAQs

Where do I go to access the Banner Workflow application?

Here's the link to the Banner Workflow application.

Are there any instructions (manual) available?

Please refer to the Banner Workflow manual, which contains more detailed information regarding how to use the system.

Is there training available?

Yes, you may sign up for a training by going through GEMS Self-Service. The training is named **Banner Workflow Third Party (Course Code: OASWF3)**.

What are the valid term codes?

There are three valid term codes and they follow the Banner format of the year and the first month of the term. Below are examples for the year 2015:

201501: Spring 2015

201505: Summer 2015

201508: Fall 2015

CONTACT US

Location:
Student Service Building,
Tampa Campus SVC 1039

Mail Point: ALN 147

Office Hours

Address:
UCO-Student Accounting
University of South Florida
4202 E. Fowler Ave,
ALN 147
Tampa, FL 33620

FAX: 813-974-3618

Contact Information

UCO Third Party Tuition Payment Request

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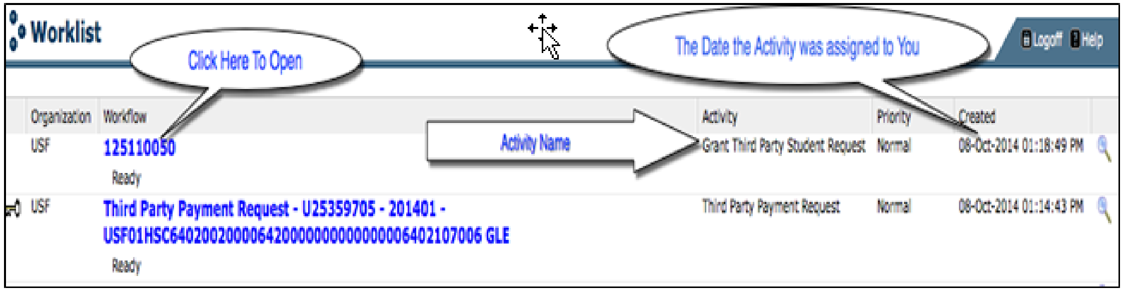
GENERAL INFORMATION

- Workflow is an automation of a business process. When one step of the process is complete, workflow advances to the next step.
- Workflow has users. Each user has a workflow logon like Banner users.
- Work is distributed by role. Each role is associated with one or more users. All users in a □particular role will receive work to do on their work-list. However, only one user will be able to □complete the work. If the work is assigned to a specific user, only that user is capable of completing the work.
- Workflow responsibilities and privileges are also managed by roles. Users have access to □different Workflow functions depending on their roles.
- Please click here for a Banner Workflow
- Begin by logging into the Banner Workflow application with your Banner ID and PASSWORD. Your Banner User ID is the same as Your Net ID; however, the password may be different. Please contact BannerWorkflowadmin@usf.edu if you do not have a Banner ID, or do not have access to Banner Workflow.
- The “Home page” is referred to as your “Work list”.
    - Users receive work to do on their work-list based on their role. However, only one user will be able to □complete the work. If the work is assigned to a specific user in a role, only that user is capable of competing the work, and only that user will see the activity.
    - If work is assigned to a role, and not a particular individual in that role the activity will be visible to all members in that role, but only one person can complete the activity.
    - Once you have opened an activity it becomes “reserved” - other members in that role will not see the activity in their work list, unless you release the activity.
- To open an activity, click on the activity in the Work list.



- All activities will have three buttons: “Complete”, “Save and Close” and “Cancel”
- Clicking “Complete” Completes the activity. The Workflow will proceed to the next activity.
- Clicking “Save and Close” will save any changes made, and reserve the task/activity for you to complete

Who is my RFM Approver?

Please process the tuition payment requested

I have verified that the project is active in FAST; budget exists for the payment of tuition and fees requested, and the project end date has not been reached.

To approve the request, select **'Approve'**.

To deny this request, select **'Deny'**. *(**Please add a reason for denial**).*

* Submission Decision

- (•) Approve
- ( ) Deny (**Please add a reason for denial**)
- ( ) Return to Approver
- ( ) Reassign to Another RFM Approver

Submitted To:	RFM
RFM Approver Re-assignment	
Reassigned To:	
Email:	
Submission Comments:	Comments!

Click **'Complete'** , to complete this step. This will end the workflow. Please make sure to print a copy for your records.

Click **'Save and close'**, to save your work and return to your worklist.

Click **'Cancel'** to return to your worklist without saving.

[Complete] [Save & Close] [Cancel]

Find My GFA Query

* Transactions GFA's have been updated:

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Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

***Search By** Query Name begins with U_GM_FIND_MY_GFA

Search | Advanced Search

Search Results

*Folder View -- All Folders --

Query — Personalize | Find | View All | First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
U_GM_FIND_MY_GFA	Find RFM Contacts for a Grant	Public		HTML	Excel	XML	Schedule	Favorite

RFM Approver

* RFM Approver is Transactions GFA:

U_GM_FIND_MY_GFA - Find RFM Contacts for a Grant

Contract/Project like (use %): 14241076

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

	File Last Updated Date:	Award Contract Num	Award Title	Award PI	Sponsor	Begin Date	End Date	Status	Contract Admin	Trans Setup	Trans Phone	Trans Email	Reporting Invoicing
1	08/19/2015 04:08:40	14241076	Small Business Development Center	Rodriguez,Eileen	University of West Florida	01/01/2015	12/31/2015	ACTIVE	Research Financial Management	Kern,Eric M	974-6001	ericmkern@usf.edu	Corlett,Sharon Kirwin

RFM Approver

- RFM Approver NetID is first part of e-mail address (before @usf.edu)

Name		Net ID
* Eric Kern	=	ericmkern
* Karen Edwards	=	keedward
* Anesia Kelly	=	anesiak
* Sharlene Stevenson	=	sstevenson
* April Rollins	=	arollins1

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Please process the tuition payment requested

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* Submission Decision

- (•) Approve
- ( ) Deny (**Please add a reason for denial**)
- ( ) Return to Approver
- ( ) Reassign to Another RFM Approver

Submitted To: RFM

RFM Approver Re-assignment

Reassigned To: ericmkern

Email: ericmkern@usf.edu

Submission Comments: Comments!

Enter your transactions GFA information here

Click **'Complete'** , to complete this step. This will end the workflow. Please make sure to print a copy for your records.

Click **'Save and close'**, to save your work and return to your worklist.

Click **'Cancel'** to return to your worklist without saving.

Complete | Save & Close | Cancel

Problems?

- **RFM is new to Banner Workflow too!**
  - Work through the manual
  - Issues with Banner – contact IT Help Desk
  - Issues with Banner Work Flow
    - Nikel Morancie - nmoranci@usf.edu, ext 4-3999
    - Velma Clark – vclark@usf.edu , ext 4-6059
- Contact RFM

UCO Third Party Tuition Payment Request

USF UNIVERSITY OF SOUTH FLORIDA

Third Party Tuition Payment Request
User Manual

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GENERAL INFORMATION

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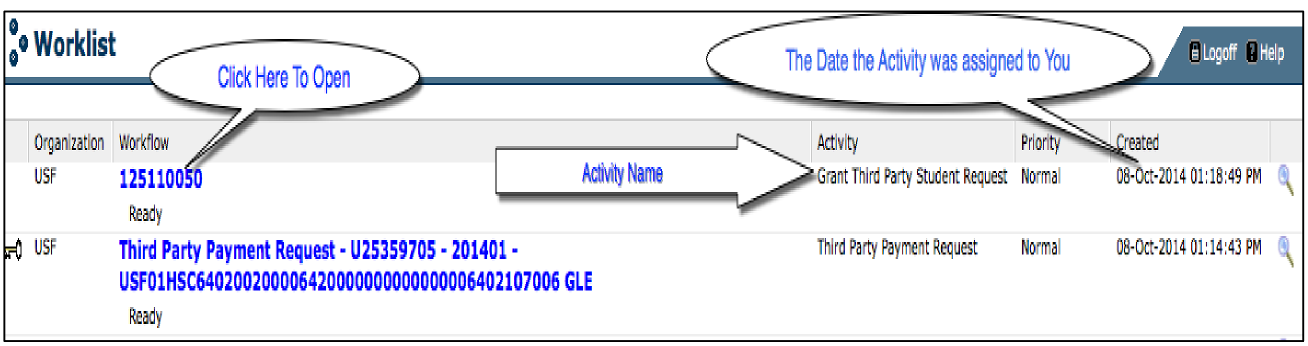
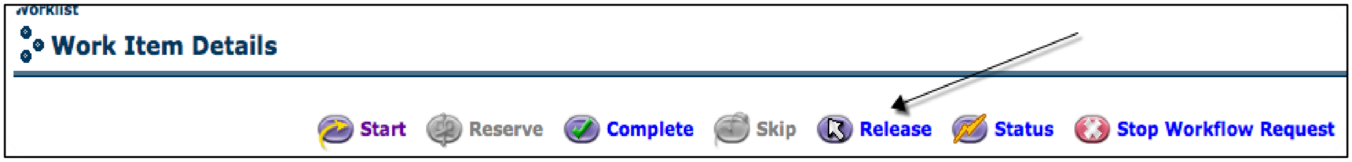
    - If work is assigned to a role, and not a particular individual in that role the activity will be visible to all members in that role, but only one person can complete the activity.
    - Once you have opened an activity it becomes "reserved" - other members in that role will not see the activity in their work list, unless you release the activity.
- To open an activity, click on the activity in the Work list.



- All activities will have three buttons: "Complete", "Save and Close" and "Cancel"
- Clicking "Complete" Completes the activity. The Workflow will proceed to the next activity.
- Clicking "Save and Close" will save any changes made, and reserve the task/activity for you to complete.
- Cancel – The changes made on the form will not be saved. The activity will be closed, but it will also appear on your work list, where you can reopen the activity to complete your task.
- To un-reserve the work item:
    - Return to your work list.
    - Click on the magnifying glass to the right of the screen, to open the "Work Item Details" page.

- Click on the Release icon, as shown below:



Department Third Party Payment Overview

Grant Third Party Payment Overview

- Tuition must be specified as a Direct Cost item in the project budget. A specific budget account code is assigned at the beginning of the project to earmark funds for tuition expenses.
- Grant Tuition Payment Request forms must be completed and submitted to the appropriate Grants Financial Administrator (GFA) on the transactional team in Research Financial Management. **The form must contain accurate and complete information, including all required chart fields, to be approved.**
- The GFA will review the forms to determine if the charges meet direct costs guidelines and if sufficient budget is available for payment. Incomplete forms will be returned to the originator indicating reason/s for disapproval. Once approved, the forms are then submitted to Student Financial Services for payment of the tuition.
- The Accountable Officer or the Accountable Officer Designee, prior to submission to GFA, must approve the request.

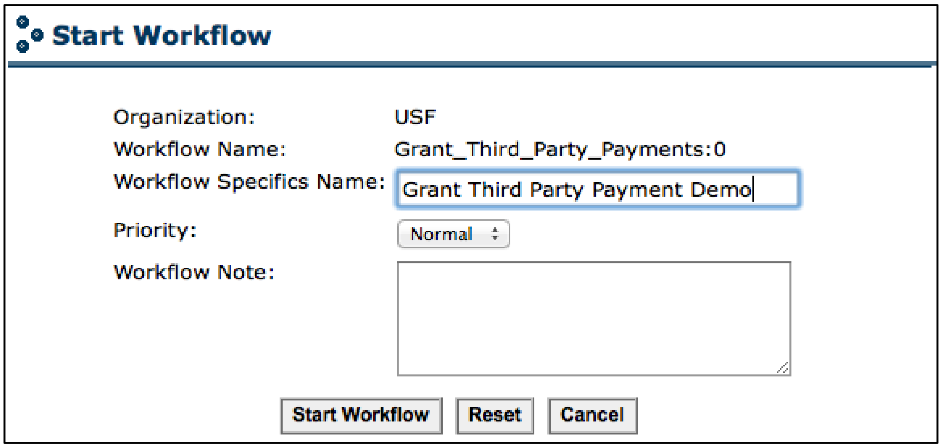
THIRD PARTY WORKLFOW INITIATING A REQUEST

INITIATING A THIRD PARTY PAYMENT REQUEST - GRANTS AND DEPARTMENT FUNDS

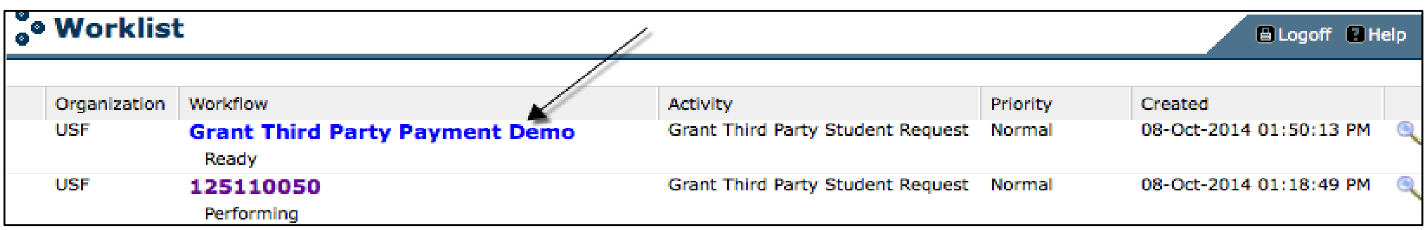
- Starting the Workflow (Third party payment Request)
  - On the right of the screen, under "**User Profile**" Click "**My Processes**".

    NOTE: All processes/workflows you are authorized to initiate will be listed there.
  - Select "**Grant Tuition Payment Request**" or "**Department Tuition Payment Request**" based on the type of fund.

- Enter the **Workflow Specific Name.** *This will help you search for the request later.*
    - *NOTE: Please do not attach any files.*
- *Click "**Start Workflow**" then "**OK**" on the following screen.*



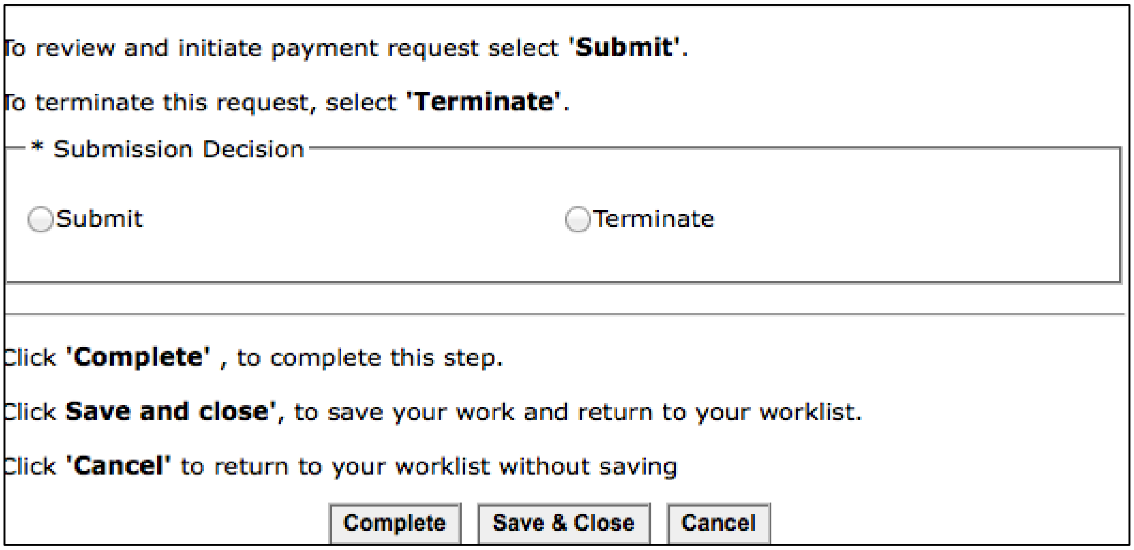
- The Workflow Instance (Third Party Payment Request), you initiated now appears in your "Work list". You may need to refresh your work list to view the new request by clicking on "Work list" or refreshing your web browser.
- The work list has four columns. The "Activity" column is the name of the activity that you will perform once you click on the workflow. The "created date" is the date the activity started, not the date the request was initiated. The "priority" is the value assigned when the workflow was initiated. This may be used by the Approvers or UCO, not by the automated process.



Activity: Grant/Department Third Party Student Request

Specifying the Payment Type, Term, Chatfield information and Student ID's

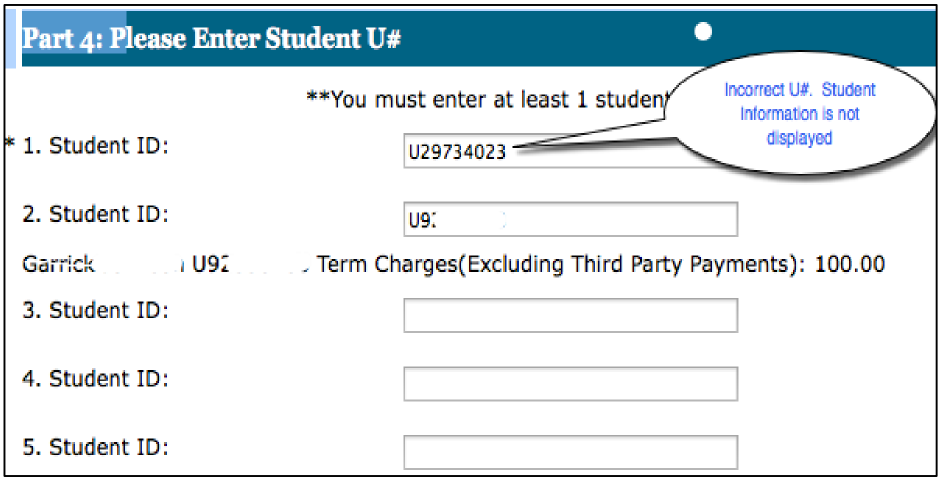
- You must select the Payment Type from the drop-down list.
    - Select "Tuition Payment", if you are making a payment.
    - Select "Tuition Payment Reversal", if you are withdrawing a payment.
- You must enter the Business Unit, Operating Unit, Department, Fund, Account, Product and Initiative.
- You must enter at least one Student ID, and may enter as many as ten.
- Prior to completing the activity, a "Submission Decision" must be selected. The options are to "Submit" and "Terminate" as shown below:



- "Terminate" will stop the request. It will no longer appear in your work list. It will not be forwarded for Approval.
- "Submit" will validate the chart field information and Student IDs.
  - If the chart field and all Student ID's are valid, the workflow will close and progress to the next activity. (You must also complete the next activity).
    - If the chart field or any of the Student ID's is not valid, the workflow will close, but will not progress to the next activity. The workflow will return to the current activity. You will need to update the information.

Reminder

- All activities will have three buttons "Complete" "Save and Close" and "Cancel"
- Clicking "Complete" Completes the activity and that the Workflow will proceed to the next activity.
- If you have not completed your work and wish to "reserve" it for later, click on save and close button.
- Cancel – The changes made on the form will not be saved, but the activity will be closed, and can be accessed from your work list later.



Activity: Grant Third Party Student Request Review

Selecting the Approvers

- All third party payment requests must be approved either by the Accountable Officer or the Accountable Officer Designee. In this activity you will have the ability to select the approver (An Accountable Officer to designee), and the Research Financial Management Approver (GRANT ONLY)
    - If the AO is selected as the approver, All designees will have the ability to sign off on the request, providing:
        - The user has an account in Banner Workflow
        - The user is a proxy for the Accountable Officer in Banner Workflow.

          [Proxy: This is the same concept as designees. However, since FAST and Banner Workflow are separate applications, designees have to be defined in banner Workflow as well as FAST.]
    - Fi you select a designee as the approver, only the selected designee, and their Banner workflow proxies will be able to sign off on the request.

      NOTE: Only designees and Accountable Officers for the chart field in FAST will be able to successfully complete this activity.
- For Grant **Tuition Payments** approval is required from Research Financial Management (RFM).
    - Enter the RFM representative Banner ID (This is the same as NETID) and the RFM email address.
        - **NOTE: This is not required for Department Tuition Payment and will not be visible for this type of request**
- Prior to completing the activity, a “Submission Decision” must be selected. The options are to “Submit” and “Terminate”.
    - “Terminate” will stop the request. It will no longer appear in your work list. It will not be forwarded for Approval.
    - “Submit” will allow the workflow to move to the next activity, which will allow you to enter the payment amounts for each student.

Reminder

- All activities will have three buttons “Complete” “Save and Close” and “Cancel”
- Clicking “Complete” Completes the activity and that the Workflow will proceed to the next activity.
- If you have not completed your work and wish to “reserve” it for later, click on save and close button.
- Cancel – The changes made on the form will not be saved, but the activity will be closed, and can be accessed from your work list later.

Activity: Grant Third Party Student Details

Entering Tuition Payment Details

- This is the last activity you will need to perform. After completing the activity the request will be submitted to the selected Department Approver. The activity will not appear in your work list.
- A single workflow activity will be created for each student. Refresh your work list to access these work items.
- This activity will contain the student bill for the term entered, and will allow you to enter payments for tuition and other fees such as health insurance.
- If you are requesting a tuition payment, please enter a dollar amount.
- If you are requesting a tuition payment reversal, please enter a **negative** amount. The tuition payment will be reduced by the amount entered.
- Prior to completing the activity, a “Submission Decision” must be selected. The options are to “Submit” and “Terminate”.
    - “Terminate” will stop the request. It will no longer appear in your work list. It will not be forwarded for Approval.
    - “Submit” will forward the request to the selected Department Approver for approval.
- At this point the request will not be available in your work list; however, the Department Approver, The RFM Approver, or UCO may return it to you. The request will also be available in your queue once UCO has processed your request with an activity name “Billing Invoice”

THIRD PARTY WORKLFOW DEPARTMENT APPROVAL

Approving A Payment Request – Accountable Officers and Designees

Activity: Department Approval

Department Approval

- This is the only activity that Accountable officers or Designees completes.
- Only the Accountable Officer or Accountable Officer Designee cans approve/deny the request. However, the request cannot be approved by the initiator/Requestor/Submitter.
- If the requestor submitted the request to the AO then all designees who are also proxies for the Accountable Officer in Banner Workflow will have access to the request and may sign off on the request (except the initiator).
- If the requestor submitted the request to a designee then the request will be available to the designee and any individuals who are proxies. However, only designees as defined in FAST will be able to approve or deny the request.
- If a Banner Workflow Proxy, who is not a designee or an AO attempts to approve or deny the request, Banner Workflow will not complete the activity, and the workflow will not progress to the next activity.
- Prior to completing the activity, a "Submission Decision" must be selected. The options are to "Approve", "Deny"
    - Approved Requests:
        - For Grant Third party payments the request is submitted to RFM for approval.
        - For Department Third party payments, the request is submitted to UCO for processing.
    - Denied requests are returned to the Initiator. The Initiator must then terminate the request, or make any necessary adjustment and resubmit for approval.

Please process the tuition payment requested

To approve the request, select **'Approve'**.

To deny this request, select **'Deny'**. *(**Please add a reason for denial**).*

* Submission Decision

Approve

Deny (**Please add a reason for denial**)

Submission Comments:

Comments!

Click **'Complete'**, to complete this step. This will end the workflow. Please make sure to print a copy for your records.

Click **'Save and close'**, to save your work and return to your worklist.

Click **'Cancel'** to return to your worklist without saving.

Complete | Save & Close | Cancel

THIRD PARTY WORKLFO RESEARCH FINANCIAL MANAGEMENT APPROVAL

Approving A Payment Request – Research Financial Management (GRANTS ONLY)

Activity: Grant Approval

RFM Approval

*****Grant Tuition Payment ONLY*****

- This is the only activity RFM Completes.
- An email notification will be delivered to the RFM Approver, based on the email entered by the requestor.
- The Approval request will be visible to the RFM Approver specified by the requestor.
- Prior to completing the activity, a "Submission Decision" must be selected. The options are to "Approve", "Deny", "Return to Approver", "Reassign to Another RFM Approver"
  - Approve: The request is submitted to UCO for processing.
  - Deny: The request is returned to the Initiator. The Initiator must then terminate the request, or make any necessary adjustment and resubmit for approval.
  - Returned to Approver: The request is returned to the Department Approver.
  - Reassign: The request is reassigned to the specified RFM Approver.

Please process the tuition payment requested

I have verified that the project is active in FAST; budget exists for the payment of tuition and fees requested, and the project end date has not been reached.

To approve the request, select **'Approve'**.

To deny this request, select **'Deny'**. *(**Please add a reason for denial**).*

* Submission Decision

◉ Approve ○ Deny (**Please add a reason for denial**) ○ Return to Approver ○ Reassign to Another RFM Approver

Submitted To:	RFM
RFM Approver Re-assignment	
Reassigned To:	RFM
Email:	NMORANCI@USF.EDU
Submission Comments:	Comments!

Click **'Complete'** , to complete this step. This will end the workflow. Please make sure to print a copy for your records.

Click **'Save and close'**, to save your work and return to your worklist.

Click **'Cancel'** to return to your worklist without saving.

[Complete] [Save & Close] [Cancel]

Processing a Third Party Payment Request - University Controller Office

Activity UCO Processing.

- Once UCO has processed your request. The Third party payment Tuition request workflow is returned to the requestor via Banner Workflow.

Activity: Billing Invoice

Billing Invoice

- Once UCO has processed your request. The Third party payment Tuition request workflow will be assigned to you.
- The activity is called “Billing Invoice”
- Print and file a copy. Click File→ Print in web browser.
- Click complete. This will end the request, removing it from the requestor work list.

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