**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

Appointee Name (If Applicable)

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

<table>
<thead>
<tr>
<th>Country</th>
<th>CC</th>
<th>#</th>
<th>Country</th>
<th>CC</th>
<th>#</th>
<th>Country</th>
<th>CC</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armenia</td>
<td>AM</td>
<td></td>
<td>Finland</td>
<td>FI</td>
<td></td>
<td>Latvia</td>
<td>LG</td>
<td></td>
</tr>
<tr>
<td>Australia</td>
<td>AS</td>
<td></td>
<td>France</td>
<td>FR</td>
<td></td>
<td>Lithuania</td>
<td>LH</td>
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<tr>
<td>Austria</td>
<td>AU</td>
<td></td>
<td>Georgia</td>
<td>GG</td>
<td></td>
<td>Luxembourg</td>
<td>LU</td>
<td></td>
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<tr>
<td>Azerbaijan</td>
<td>AJ</td>
<td></td>
<td>Germany</td>
<td>GM</td>
<td></td>
<td>Mexico</td>
<td>MX</td>
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<td>Bangladesh</td>
<td>BG</td>
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<td>Greece</td>
<td>GR</td>
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<td>Moldova</td>
<td>MD</td>
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<tr>
<td>Barbados</td>
<td>BB</td>
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<td>Hungary</td>
<td>HU</td>
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<td>Morocco</td>
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<td>Belarus</td>
<td>BO</td>
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<td>Iceland</td>
<td>IC</td>
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<td>Netherlands</td>
<td>NL</td>
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<tr>
<td>Belgium</td>
<td>BE</td>
<td></td>
<td>India</td>
<td>IN</td>
<td></td>
<td>New Zealand</td>
<td>NZ</td>
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<tr>
<td>Bermuda</td>
<td>BD</td>
<td></td>
<td>Indonesia</td>
<td>ID</td>
<td></td>
<td>Norway</td>
<td>NO</td>
<td></td>
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<td>Bulgaria</td>
<td>BU</td>
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<td>Ireland</td>
<td>EI</td>
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<td>Pakistan</td>
<td>PK</td>
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<td>Canada</td>
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<td>Israel</td>
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<td>Philippines</td>
<td>RP</td>
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<td>China</td>
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<td>Italy</td>
<td>IT</td>
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<td>Poland</td>
<td>PL</td>
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<tr>
<td>Cyprus</td>
<td>CY</td>
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<td>Jamaica</td>
<td>JM</td>
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<td>Portugal</td>
<td>PO</td>
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<td>Czech Republic</td>
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<td>Japan</td>
<td>JA</td>
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<td>Romania</td>
<td>RO</td>
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<td>Denmark</td>
<td>DA</td>
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<td>Kazakhstan</td>
<td>KZ</td>
<td></td>
<td>Russia</td>
<td>RS</td>
<td></td>
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<tr>
<td>Egypt</td>
<td>EG</td>
<td></td>
<td>Korea, South</td>
<td>KS</td>
<td></td>
<td>Slovak Republic</td>
<td>LO</td>
<td></td>
</tr>
<tr>
<td>Estonia</td>
<td>EN</td>
<td></td>
<td>Kyrgyzstan</td>
<td>KG</td>
<td></td>
<td>Slovenia</td>
<td>SI</td>
<td></td>
</tr>
</tbody>
</table>

Column A - Total  Column B - Total  Column C - Total  Column D - Total

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).

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.
**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:**

<table>
<thead>
<tr>
<th>“Add Charges To” GEMS Combo Code:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number if applicable:</td>
<td>0</td>
</tr>
<tr>
<td>Preparer’s Name:</td>
<td>Ext.</td>
</tr>
<tr>
<td>Authorized Name:</td>
<td>Ext.</td>
</tr>
<tr>
<td>Authorized Signature:</td>
<td></td>
</tr>
<tr>
<td>Employee Name:</td>
<td>0</td>
</tr>
<tr>
<td>Pay Period Range (First Pay Period End Date - Last Pay Period End Date)</td>
<td>1/0/1900 to 1/0/1900</td>
</tr>
<tr>
<td>Total Gross Earnings To Be Transferred:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**DELETE CHARGES FROM:**

<table>
<thead>
<tr>
<th>Delete Charges From GEMS Combo Code:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number if applicable:</td>
<td>0</td>
</tr>
<tr>
<td>Preparer’s Name:</td>
<td>Ext.</td>
</tr>
<tr>
<td>Authorized Name:</td>
<td>Ext.</td>
</tr>
<tr>
<td>Authorized Signature:</td>
<td></td>
</tr>
<tr>
<td>Employee Name:</td>
<td>0</td>
</tr>
<tr>
<td>Pay Period Range (First Pay Period End Date - Last Pay Period End Date)</td>
<td>1/0/1900 to 1/0/1900</td>
</tr>
</tbody>
</table>

**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.

---

**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.

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

---

**FOR PAYROLL AND RESEARCH FINANCIAL MANAGEMENT USE ONLY**

<table>
<thead>
<tr>
<th>Gross</th>
<th>Ref</th>
<th>FICA</th>
<th>FRMAHR</th>
<th>Life</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals Transferred</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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

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

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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.
Cost Transfer Justification Form page will not change.

<table>
<thead>
<tr>
<th>Cost Transfer Justification Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>Add charges to:</td>
</tr>
<tr>
<td>Delete charges from:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>EmpId</th>
<th>Rcd#</th>
<th>From Pay Period</th>
<th>To Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>01/00/00</td>
<td>01/00/00</td>
</tr>
</tbody>
</table>

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

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.

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 Output
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

<table>
<thead>
<tr>
<th>Employee:</th>
<th>Total Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl Rcd:</td>
<td>$ -</td>
</tr>
<tr>
<td>From Pay Period:</td>
<td>$ -</td>
</tr>
<tr>
<td>To Pay Period:</td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add to:</th>
<th>Del to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Period End</th>
<th>Pay Run</th>
<th>Acct</th>
<th>Sep Chk #</th>
<th>Off Cyc</th>
<th>Acct Prd</th>
<th>Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/0/1990</td>
<td>1/0/1990</td>
<td>1/0/1990</td>
<td>1/0/1990</td>
<td>1/0/1990</td>
<td>0.00</td>
<td>CALC ALL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Past To Here in B14</th>
<th>Pay Run</th>
<th>Acct</th>
<th>Sep Chk #</th>
<th>Off Cyc</th>
<th>Acct Prd</th>
<th>Amount Before</th>
<th>Read Note</th>
<th>Amt to move to the new CC</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Distribution</th>
<th>RET Dist</th>
<th>Sal Plan</th>
<th>Chk Status</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Code</th>
<th>Code 2</th>
<th>Code 3</th>
<th>Seq#</th>
<th>DataDate</th>
<th>Reversed</th>
<th>Sal Plan</th>
<th>Chk Status</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Code</th>
<th>Code 2</th>
<th>Code 3</th>
<th>Seq#</th>
<th>DataDate</th>
<th>Reversed</th>
<th>Sal Plan</th>
<th>Chk Status</th>
</tr>
</thead>
</table>
Prompts for New Query

```plaintext
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

<table>
<thead>
<tr>
<th>Pay Per End</th>
<th>Pay Prd</th>
<th>Acct</th>
<th>Sep Check Nbr</th>
<th>Off Cyc</th>
<th>Acct Prd</th>
<th>U Dist Amount</th>
<th>Read Note</th>
<th>ERN Amt to Move</th>
<th>U Dist Source</th>
<th>U Dist Code2</th>
<th>U Dist Code</th>
</tr>
</thead>
</table>
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.
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

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>Department</th>
<th>Format</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment Scoping Worksheet</td>
<td>Form to clearly define vacancy requirements and challenges</td>
<td>Recruitment</td>
<td>DOC</td>
<td>na</td>
</tr>
<tr>
<td>Reprimand - Oral</td>
<td>Reprimand - Oral (Template - staff employee)</td>
<td>Employee Relations</td>
<td>DOC</td>
<td>Contact</td>
</tr>
<tr>
<td>Reprimand - Written (sample)</td>
<td>Written Reprimand Sample - staff employee</td>
<td>Employee Relations</td>
<td>DOC</td>
<td>Contact</td>
</tr>
<tr>
<td>Request for Pay for Performance</td>
<td>Request for Pay for Performance</td>
<td>Payroll</td>
<td>PDF</td>
<td>Contact</td>
</tr>
<tr>
<td>Request for Services</td>
<td>Use this link to make a request for your department, such as, Talent Development</td>
<td>Talent Management</td>
<td>Web</td>
<td>Contact</td>
</tr>
<tr>
<td>Request for Training</td>
<td>If you don’t see a class scheduled, use this link to make an individual request</td>
<td>Talent Management</td>
<td>Web</td>
<td>Contact</td>
</tr>
<tr>
<td>Request to Create GEMS Non-Employee Record</td>
<td>GEMS (Create Non-Employee Request)</td>
<td>Appointment</td>
<td>DOC</td>
<td>Contact</td>
</tr>
<tr>
<td>Request to establish new GEMS combination code</td>
<td>Request to establish new GEMS account codes</td>
<td>Payroll</td>
<td>XLS</td>
<td>Contact</td>
</tr>
<tr>
<td>Responsibilities Associated with Access to University Information</td>
<td>Statement employee signs agreeing to use university information appropriately</td>
<td>Appointments</td>
<td>DOC</td>
<td>Contact</td>
</tr>
<tr>
<td>RET (Retroactive Expenditure Transfer) - NEW</td>
<td>RET (Retroactive Expenditure Transfer) Form</td>
<td>Payroll</td>
<td>XLS</td>
<td>Contact</td>
</tr>
<tr>
<td>RET (Retroactive Expenditure Transfer) - Valid until 1/1/2016</td>
<td>RET (Retroactive Expenditure Transfer) Form - Valid until 1/1/2016</td>
<td>Payroll</td>
<td>XLS</td>
<td>Contact</td>
</tr>
</tbody>
</table>

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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
# Grant Tuition Payment Request

**USF Research Financial Management**

**Grant Tuition Payment Request**

**Date:** 08/19/15

**TO:** [Name]

**FROM:** (requester’s name)

**Research Financial Management**

[Department]

**ALN 147**

[Mail Stop]

**Select Term:** Spring

**Select Year:** 2015

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

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Student’s ID</th>
<th>Amount</th>
<th>Project</th>
<th>GL Unit</th>
<th>Oper Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Product</th>
<th>Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: John Doe</td>
<td>U12345678</td>
<td>0.00</td>
<td>9998-9998-99</td>
<td>USF01</td>
<td>TPA</td>
<td>20000</td>
<td>121300</td>
<td>000000</td>
<td>00000000</td>
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</tbody>
</table>

[Table continues with more rows for additional students]
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 bannerworkflowadmin@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: OASF3).

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
UCO Third Party Tuition Payment Request
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.
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![Worklist Image](image)

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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.
Find My GFA Query

* Transactions GFA’s have been updated:

```
^Search By

Query Name

Query Viewer

Search Results

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 is Transactions GFA:
**RFM Approver**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Net ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Kern</td>
<td>ericmkmkern</td>
</tr>
<tr>
<td>Karen Edwards</td>
<td>keedward</td>
</tr>
<tr>
<td>Anesia Kelly</td>
<td>anesiak</td>
</tr>
<tr>
<td>Sharlene Stevenson</td>
<td>sstevenson</td>
</tr>
<tr>
<td>April Rollins</td>
<td>arollins1</td>
</tr>
</tbody>
</table>
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- * Submission Decision
  - Approve
  - Deny (**Please add a reason for denial**) (not selected)
  - Return to Approver
  - Reassign to Another RFM Approver

Submitted To:  
RFM Approver Re-assignment
Reassigned To:  
Email:  
Submission 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]
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

UNIVERSITY OF SOUTH FLORIDA
Third Party Tuition Payment Request
User Manual

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- 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.
Third Party Tuition Payment Request

- Click on the Release icon, as shown below:

![Release icon](image)

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 WORKFLOW 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.

![My Processes](image)
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.]
  - If 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.
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”

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.
THIRD PARTY WORKFLOW 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 can 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”
  o 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.
  o Denied requests are returned to the Initiator. The Initiator must then terminate the request, or make any necessary adjustment and resubmit for approval.
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**).

<table>
<thead>
<tr>
<th>Submission Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
</tr>
</tbody>
</table>

Submitted To: RFM
RFM Approver Re-assignment
Reassigned To: RFM
Email: NMORANCI@USF.EDU
Submission 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
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.
OFFICE OF EXPORT CONTROLS

exportcontrol@usf.edu or 813-974-6368

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- Know BEFORE you TRAVEL: Explanations of how Export Controls apply to International Travel on behalf of the University.
- We’re here to help! We’ll come to your lab. We’ll provide onsite informational sessions.

Fundamental Research
Dual-Use (EAR)
Military (ITAR)
Classified Restricted

Least Restrictions
Most Restrictions

University Activities

Lowest Risk
Highest Risk

Public Domain
Educational Activities
International Travel
International Shipping