



# Finance What's Up?

Fall 2024

# WELCOME

**MAUREEN PASAG, SENIOR AVP, FINANCE & BUSINESS SERVICES**



## Fall 2024 What's Up?

- All participants are muted
- Please use Q&A window to ask questions
- Session will be recorded

- [Student Payment Policy](#)
- Accounting Services Team Update
- New Drone Approval Process
- Updated Independent Contractor vs. Employee Process
- How to Process an Independent Contractor Payment
- Chancellor's Office Audit
- Gift Card Purchasing Guide
- Instant Card Program
- P2P Metrics
- Disbursement Details

# ACCOUNTING SERVICES - TEAM UPDATE

STEPHANIE REITZ, SENIOR DIRECTOR - ACCOUNTING SERVICES

**Maureen Pasag**  
Senior Associate Vice President  
Finance and Business Services

Jenney Iglesias  
Admin Serv Coord II

**Stephanie Reitz**  
Senior Director  
Accounting Services

**Ann Bui**  
Associate Director  
Accounting Operations

**Vacant**  
Assistant Director  
Tax & Special Funds

**Ivy Romero**  
Lead  
Accountant III

**Neely Ibrahim**  
Lead  
Accountant III

**Debbie Vongamath**  
Accountant II

**Li Wang**  
Accountant II

**Nhi Nguyen**  
Enterprise Accountant

**Vacant**  
Accountant II

**Bilal Mudda**  
Accountant II

**Daisy Phan**  
Fixed Asset Accountant

**Brandon Lee**  
Accountant I

**MaiLinh Truong**  
Accountant I

**Gaby Aguilar**  
Accountant I

## Accounting Services

- List of team members
- Primary responsibilities
- Contact information



# **SMALL UNMANNED AIRCRAFT SYSTEMS**

## ***“DRONES”***

**KAREN VOGLER, UNIVERSITY RISK MANAGER, BUSINESS  
SERVICES**



- Drones at SJSU
  - Purpose of Formalizing the Process
- Compliance
- Challenges with the Creating the Process
- Drone Process Map
- Before you Fly
  - The SJSU Drone Guide [soon to be published]
- Safety & Privacy
- Wrap-up

- Solicit stakeholder input
  - Establish current and proposed usage
- Formalize rules and guidelines
- Establish consistency
- Set standards
- Be in compliance:
  - With CSU/SJSU's Time, Place, and Manner Policy
  - With the FAA's rules for buying and flying drones

## Consequences for Breaking the FAA's Part 107 Rules:

★ A drone pilot could be fined as much as **\$75,000\*** for violating the FAA's rules.

★ The FAA could also **suspend** or **revoke** the remote pilot's certificate.



Form 51A UNITED STATES OF AMERICA  
DEPARTMENT OF COMMERCE  
BUREAU OF AIR COMMERCE

**PILOT'S LICENSE** No. 7982

This Certifies, That **FRANCIS T. COURTNEY**  
is licensed to pilot registered aircraft of the United States as a **TRANSPORT**  
pilot. The privileges and restrictions for this class of license are set forth on the reverse side hereof.

This license is not valid unless accompanied by pilot's identification card.  
Transport and limited commercial pilot's certificate is authorized to transport persons for hire only in licensed, heavier-than-air aircraft, within the classes and types as endorsed below.

PILOTING AUTHORIZED

2A - LAND-SEA  
3B - LAND-SEA

Limited commercial pilot's operating base  
Unless sooner suspended or revoked, this license expires **FEBRUARY 28**, 19 **37**

*F. T. Courtney*  
(Pilot's signature)

*S. J. Williams*  
Department of Commerce Inspector.

11-11363

\*Yes, that's Seventy-Five THOUSAND Dollars!

- No set process
- Multiple authorities
- Understanding FAA rules

## Highlights of Step 1:

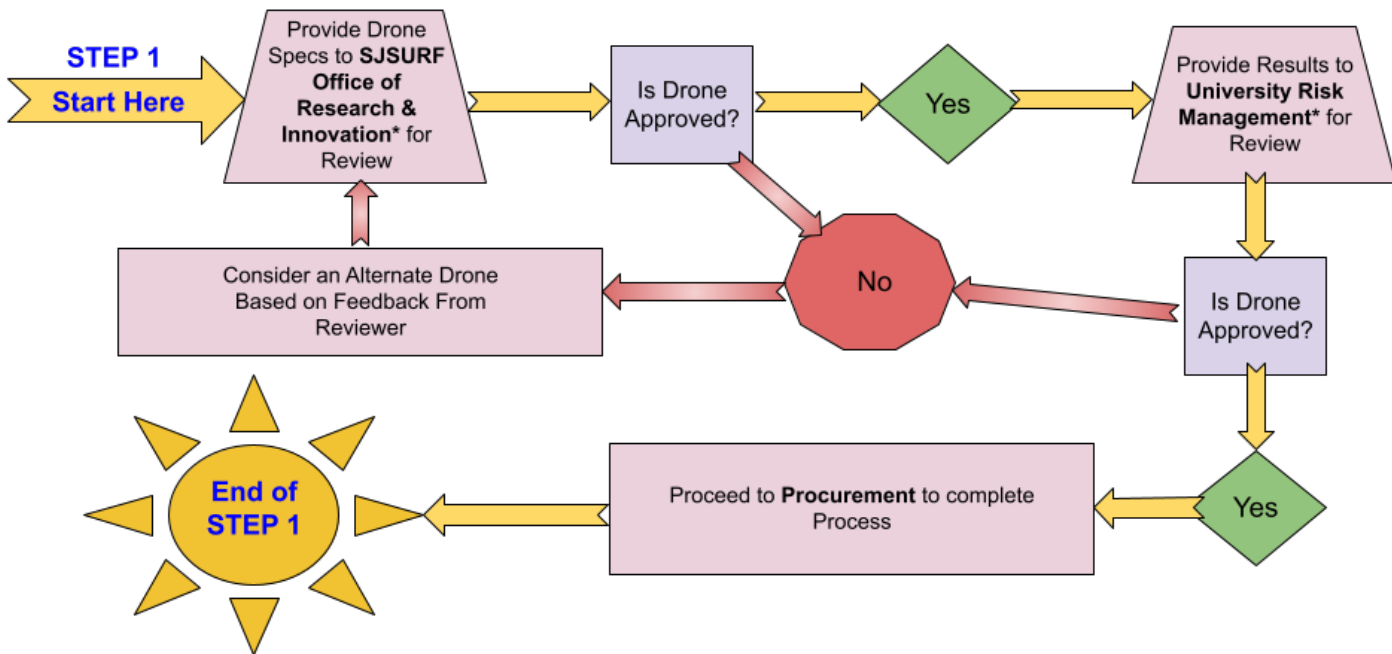
- Selection
- Approvals
- Purchasing



So, You Want to Buy and Fly a Drone?



*This 2-STEP Process Map will show you how...*



**Congratulations! You Can Move on to STEP 2**

**\*CONTACT INFORMATION**

SJSURF Office of Research & Innovation: [researchcompliance@sjsu.edu](mailto:researchcompliance@sjsu.edu)  
 University Risk Management: [risk-management-group@sjsu.edu](mailto:risk-management-group@sjsu.edu)

## Highlights of Step 2:

- Registration
- Drone weight requirements
- Remote Pilot Certificate
  - Aeronautical testing
  - Application



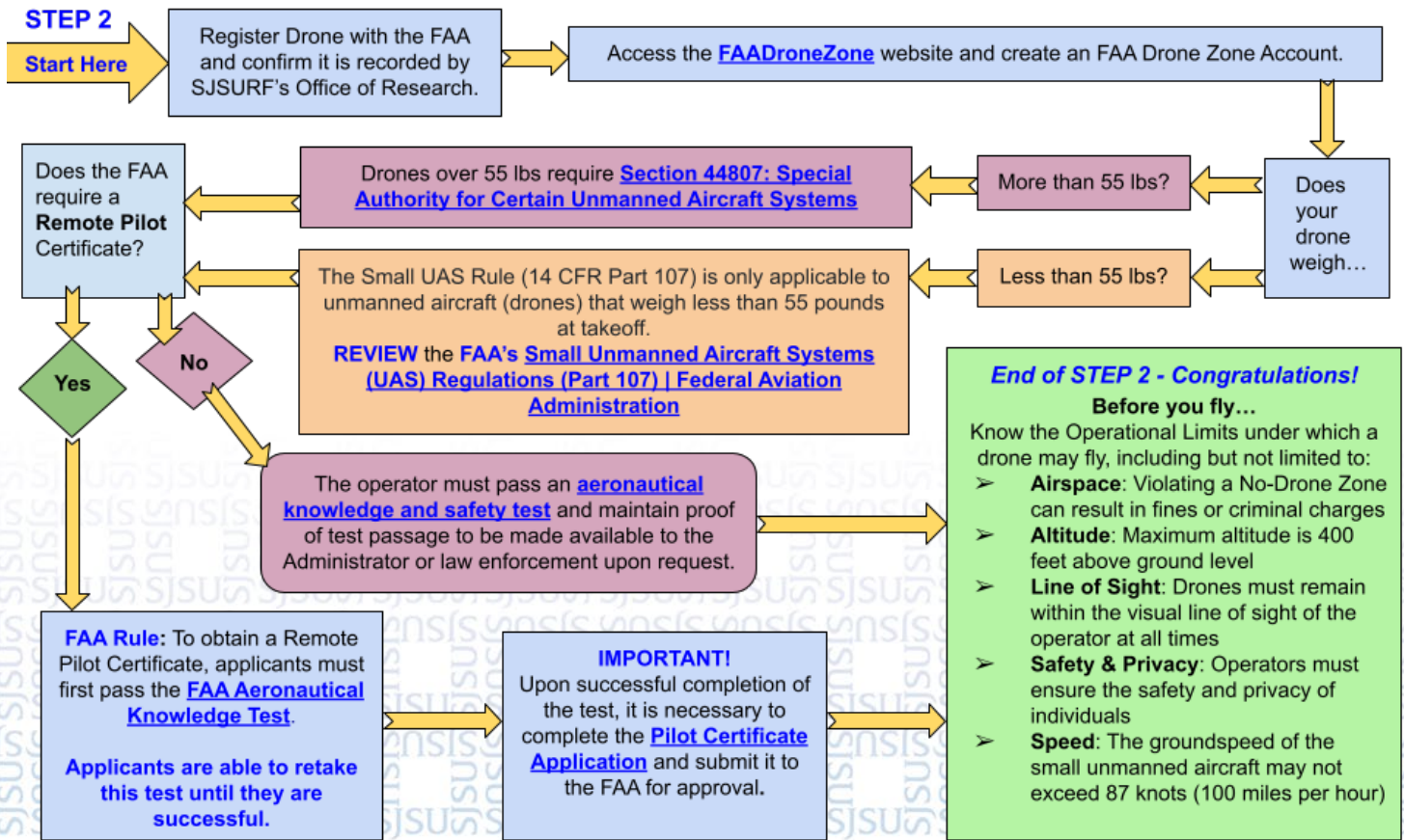
## Federal Aviation Administration FAADroneZone



Now...  
How do you Fly Your  
Approved Drone Legally  
and Safely?\*



\*Drone Operations are Governed by the [FAA's Small Unmanned Aircraft Systems \(UAS\) Regulations \(Part 107\)](#) | [Federal Aviation Administration](#)





## Know the Operational Limits

**End of STEP 2 - Congratulations!**  
**Before you fly...**  
 Know the Operational Limits under which a drone may fly, including but not limited to:

- Y **Airspace:** Violating a No-Drone Zone can result in fines or criminal charges
- Y **Altitude:** Maximum altitude is 400 feet above ground level
- Y **Line of Sight:** Drones must remain within the visual line of sight of the operator at all times
- Y **Safety & Privacy:** Operators must ensure the safety and privacy of individuals
- Y **Speed:** The groundspeed of the small unmanned aircraft may not exceed 87 knots (100 miles per hour)

- **Airspace:** Operations in controlled airspace require FAA authorization. *Violating a No-Drone Zone can result in fines or criminal charges.*

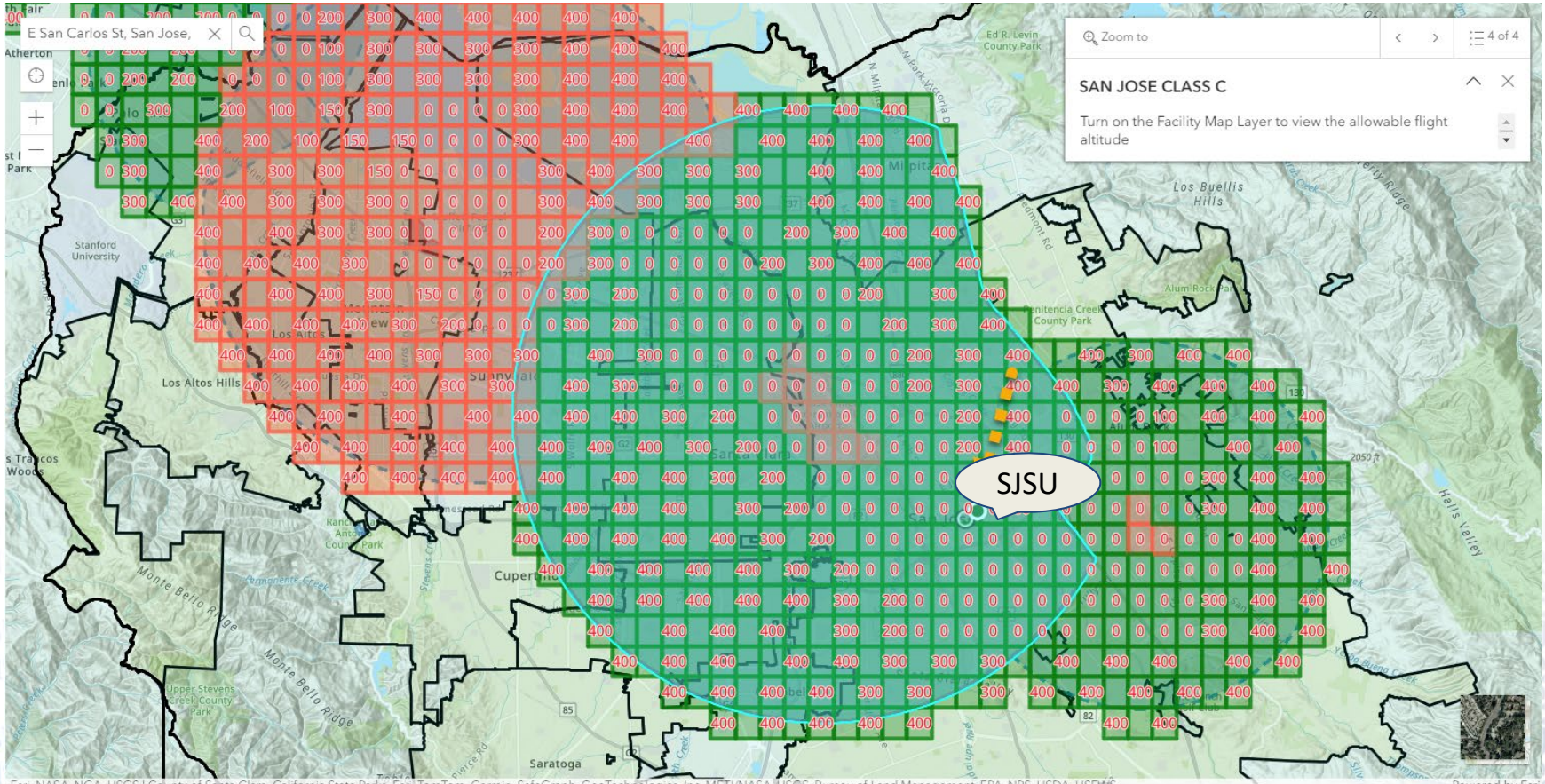
**FAA Rule:** Class B, C, D, or E airspace requires a special waiver from the FAA.

**Resource:** [FAA Airspace 101 - Rules of the Sky](#)

- **Altitude:** Maximum altitude is 400 feet above ground level

**Resource:** [Drone Altitude Restrictions - CA](#)

## Know the Operational Limits - Airspace



From NASA, NOAA, USGS, County of Santa Clara, California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, IFRS, Bureau of Land Management, EPA, NPS, USFS, USFWS

Powered by Esri

## Understand the SJSU Drone Guide

- **Title:**

Small Unmanned Aircraft System [aka Drone] Guidelines

- **Table of Contents:**

1. DRONE PROCESS MAP.....	2
2. AUTHORIZATION AND APPROVAL.....	2
3. DRONE REGISTRATION.....	2
4. PILOT TRAINING AND CERTIFICATION.....	2
5. OPERATIONAL LIMITS.....	3
6. SAFETY AND PRIVACY.....	4
7. INCIDENT REPORTING.....	4
8. ADDITIONAL RESOURCES.....	5
9. FAQs.....	5
CONCLUSION.....	7

- All operators must ensure the safety and privacy of individuals.
- The drone must not contain any exposed rotating parts that would lacerate human skin upon impact with a human being.

...You cannot fly your drone over anyone, anywhere, anytime.

- Summary
- The future of drones at SJSU

**Thank you!**

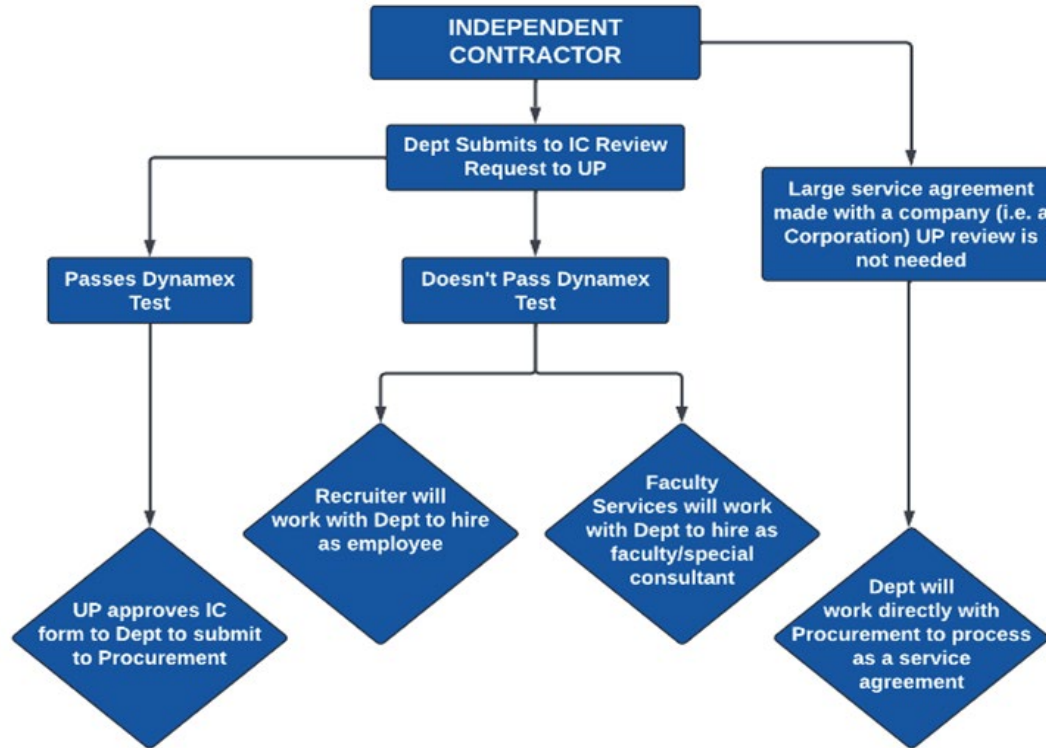
# **INDEPENDENT CONTRACTOR FORM**

**CRYSTAL MERCADO, MANAGER, FACULTY SERVICES  
OPERATIONS**

**TONY GARCIA, MANAGER, RECRUITMENT & RETENTION**

**UNIVERSITY PERSONNEL**

- Independent Contractor [IC] [website](#)
- Independent Contractor [IC] [form](#) available via DocuSign
- [AB 2257](#)
- Highlights of characteristics:
  - Work performed is of a specialized nature, where knowledge, experience or abilities are not available via a normal hiring process
  - Services performed by an IC cannot displace the work of a bargaining unit employee
  - IC can be an individual, sole proprietorship, incorporated entity, or established firm/business
  - Individual cannot be current or recently separated employee at SJSU or other state agency



- If form is not approved for an IC, individual must be hired as an employee
- Recommend allotting at least one week or more for the form to be completed
- Work should not begin until the form has been approved by UP



**PROPOSED INDEPENDENT CONTRACTOR (IC) INFORMATION** – (supplied by Requestor)

Proposed Start Date:  Proposed End Date:

Is this an:  Individual OR  Business?

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Is the work Administrative or Academic related?

Is this individual/contact a current student?  Yes  No  Unknown

Is this individual/contact employed with, or has ever been employed with, SJSU?

**DESCRIPTION OF SERVICES/JUSTIFICATION** – (supplied by Requestor)

Please provide details outlining the proposed services for each section in the fields provided. You may attach additional documents if needed.

Describe in detail exactly what services you require:

**What:**

- Include all technical details when applicable
- Is there any type of tangible product that will need to be delivered (such as computer disks, reports, etc.)?
- Is there some product or data you will need to provide the vendor?
- Provide a step-by-step explanation of the work the vendor will be required to do
- Specifications should be clear, exact and detailed


**QUESTIONNAIRE** – (supplied by Requestor)

The following questionnaire is to be completed by the Requestor and will be used by University Personnel to determine if the work can be conducted by an Independent Contractor.

What type of work will this individual be performing?  Guest Artist  
 Guest Lecturer  
 Other

YES	NO	
<input type="radio"/>	<input type="radio"/>	Is the individual free from the employer's control and direction? This means that the hiring entity must not be able to control or direct what the individual does, either by contract or in actual practice.
<input type="radio"/>	<input type="radio"/>	Will the individual do work similar to work of existing employees? For example, SJSU cannot hire a faculty in counseling to work as an independent contractor for the purposes of conflict resolution or hire an independent contractor to perform IT services that are already being performed by campus staff.
<input type="radio"/>	<input type="radio"/>	Does the individual/business offer/advertise services to the public or other potential customers, i.e., are they independently established in an occupation, profession or business, are incorporated or licensed?

I hereby declare that the information provided in this document is true and correct.

Crystal Mercado  9/6/2024  
 Requestor Name Signature/Decline Date

DocuSign Envelope ID: 6936D785-CEBC-4A08-9077-5052F29066D6

**SJSU** | UNIVERSITY PERSONNEL **INDEPENDENT CONTRACTOR REQUEST**

**INSTRUCTIONS:** This form is used to request the determination of a potential Independent Contractor. The department initiates this form, identifying the type of work and providing information about the proposed Independent Contractor. The Appropriate Administrator must sign this form, which will then be sent to the proposed Independent Contractor for completion.

If University Personnel authorizes the individual to be paid as an Independent Contractor, the department should submit a copy of this form to the Finance department and complete any required steps. If individuals are approved to be paid as Independent Contractors, they will be asked for work authorization documentation and may be required to complete a background check.

If University Personnel does not authorize the individual to be paid as an Independent Contractor, the department will need to work with the UP Recruiting team to hire the individual as an SJSU employee in an appropriate classification.

**This request is APPROVED.**

**PROPOSED INDEPENDENT CONTRACTOR (IC) INFORMATION** – (supplied by Requestor)

Proposed Start Date: 07/17/2024 Proposed End Date: 07/17/2024

Is this an:  Individual OR  Business?

Theodore Szpakowski  
Proposed IC First Name Proposed IC Last Name

szpath01@gettysburg.edu  
Proposed IC Email

DocuSign Envelope ID: 85C24F35-C24E-4DB5-A830-88DCBD029D0F

**SJSU** | UNIVERSITY PERSONNEL **INDEPENDENT CONTRACTOR REQUEST**

**INSTRUCTIONS:** This form is used to request the determination of a potential Independent Contractor. The department initiates this form, identifying the type of work and providing information about the proposed Independent Contractor. The Appropriate Administrator must sign this form, which will then be sent to the proposed Independent Contractor for completion.

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If University Personnel does not authorize the individual to be paid as an Independent Contractor, the department will need to work with the UP Recruiting team to hire the individual as an SJSU employee in an appropriate classification.

**This request is NOT APPROVED.**

**For STAFF:** Check in with your Recruiter for further assistance.

**Paste this url to a browser to search for your Recruiter:**

<https://www.sjsu.edu/up/resources/additional-resources/your-up-rep.php>

**For FACULTY:** Email [up-facultyservices@sjsu.edu](mailto:up-facultyservices@sjsu.edu)

**PROPOSED INDEPENDENT CONTRACTOR (IC) INFORMATION** – (supplied by Requestor)

Proposed Start Date: 09/06/2024 Proposed End Date: 09/09/2024

Is this an:  Individual OR  Business?

Julio Santana  
Proposed IC First Name Proposed IC Last Name

jsantana@hotmail.com  
Proposed IC Email

- If a form is approved by UP, departments must work with Finance to continue the next step of the IC process
  - Finance requires copy of approved form to issue payment

# **BUSINESS SERVICES - TEAM UPDATE**

**SARA BONAKDAR**

**SENIOR DIRECTOR, BUSINESS SERVICES**

# **PAYMENT SERVICES**

**KIM GAMBLIN, ASSOCIATE DIRECTOR, PAYMENTS**

**SARA TIPTON-PEREZ, PAYMENT ANALYST LEAD, PAYMENTS**

- Independent Contractors vs Employee
- Chancellor's Office Audit
- Gift Card Purchasing Guide
- Instant Card Program
- P2P Metrics



# Independent Contractor vs Employee

## Onboarding Independent Contractors [IC]



- Onboarding an IC starts after receiving an approved Independent Contractor Request form
- ICs not already in FTS require a PaymentWorks invitation



## Payment Methods for Independent Contractors [IC]

IC payments are for services so payment methods are limited to the following:

- **Requisition**
- **Direct Payment**



**Question:** When could you pay an IC without an approved Independent Contractor Request form?

**Answer:** Unfortunately, there aren't exceptions. All invoices and payments to an IC requires an approved form.

# Chancellor's Office Audit

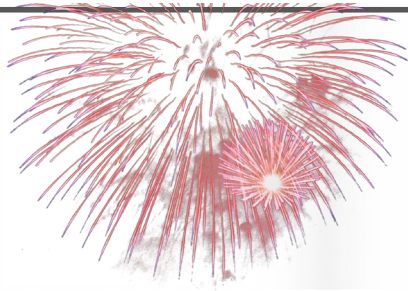
The objectives of the audit were to ascertain the effectiveness of operational, administrative, and financial controls related to executive travel and hospitality and to ensure compliance with relevant federal and state regulations, Trustee policy, Office of the Chancellor [CO] directives, and university and auxiliary procedures.



In our recent Audit for Executive Travel and Hospitality which transpired between June - August, we had very favorable feedback regarding our executive's transactions and the current processes in place.

Thanks to everyone across our campus who assisted with submitting these travel and employee reimbursements. A special shout out to the staff and executives for a job well done.

## For Both Travel & Hospitality



# Zero Findings!!!



This is great news! We must continue to be vigilant of the policies and guides so we can continue to be successful moving forward.



# **NEW!! Gift Card Purchasing Guide**



## Purpose

The purpose of this guide is to assist those involved with permissible gift card purchases for university activities, including research, surveys, and other relevant business, in accordance with [CSU PolicyStat 13790907](#) and the [SJSU Hospitality Guide](#). We are excited to implement our new Tango software program for managing gift card disbursements.



Thank you to everyone involved with collaborating on this guide! We love working with our campus partners!

## Tango Gift Card Program

- Prepaid Virtual Card
  - Delivered via email
  - Over 200+ reward options to choose from
    - Example rewards:
      - Amazon, Chewy, Fandango, Five Guys, Lowe's, Petco, Starbucks, Target

## Things to Consider:

1. [Hospitality Guide](#)
2. Funding Source
3. Taxable or Not
4. Allowable or Not
5. How to Purchase?

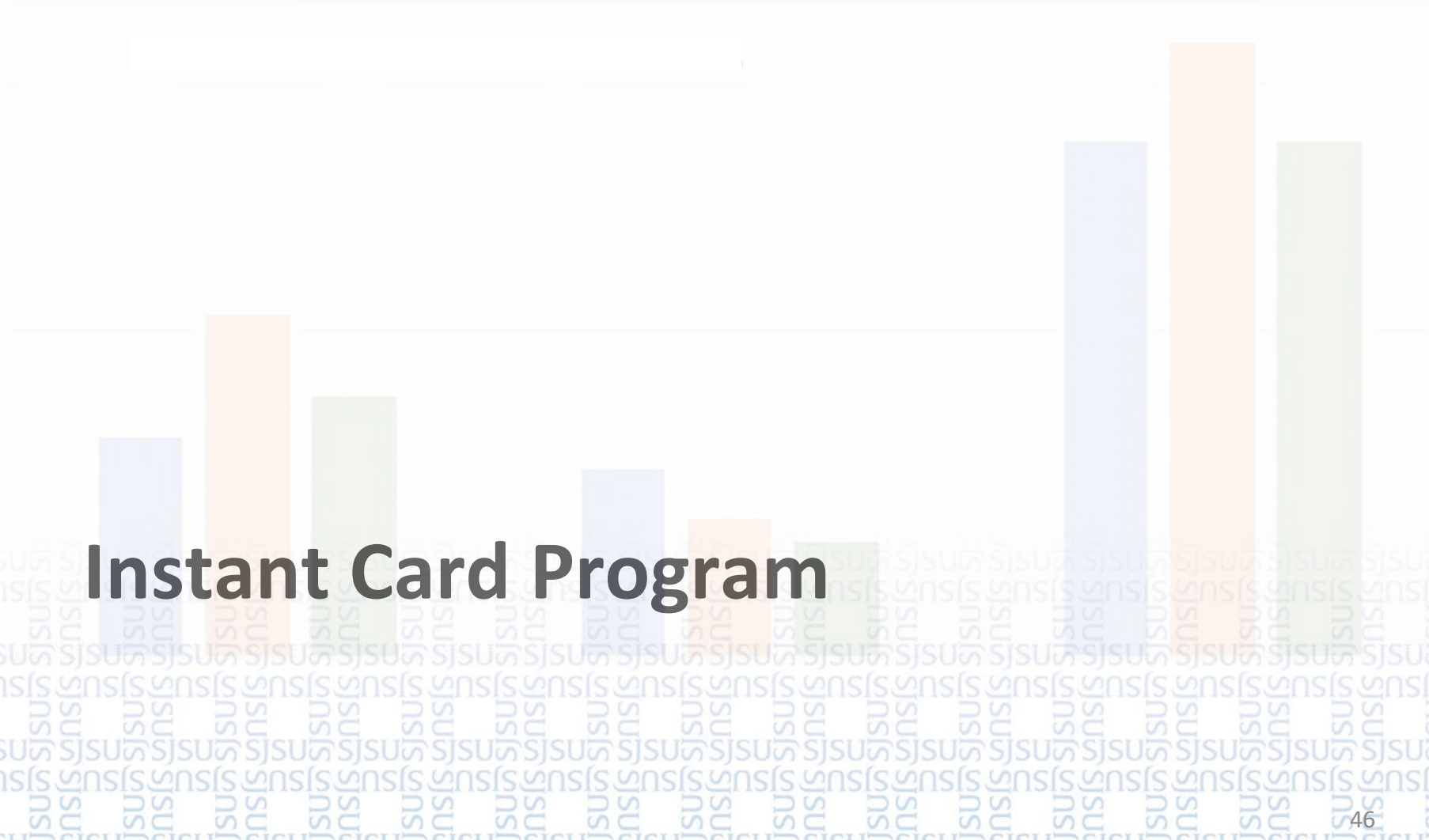
## Allowed for:

- Research Studies
- Surveys
- UP Service Awards

## Not Allowed for...

- Compensation for Employee Wages
- Employee Stipends
- Gifts of a Personal Nature
- Student Prize/Awards\*
- In Place of Reimbursement

\*Refer to [Student Payments Guide](#)



# Instant Card Program

## Instant Card

### Used for:

- Software
  - Auto-renewals
- Student Per Diem
- Team Travel
- Travel Advance \*
- Exceptions/Emergency

\*[pending more testing]

### How to Request:

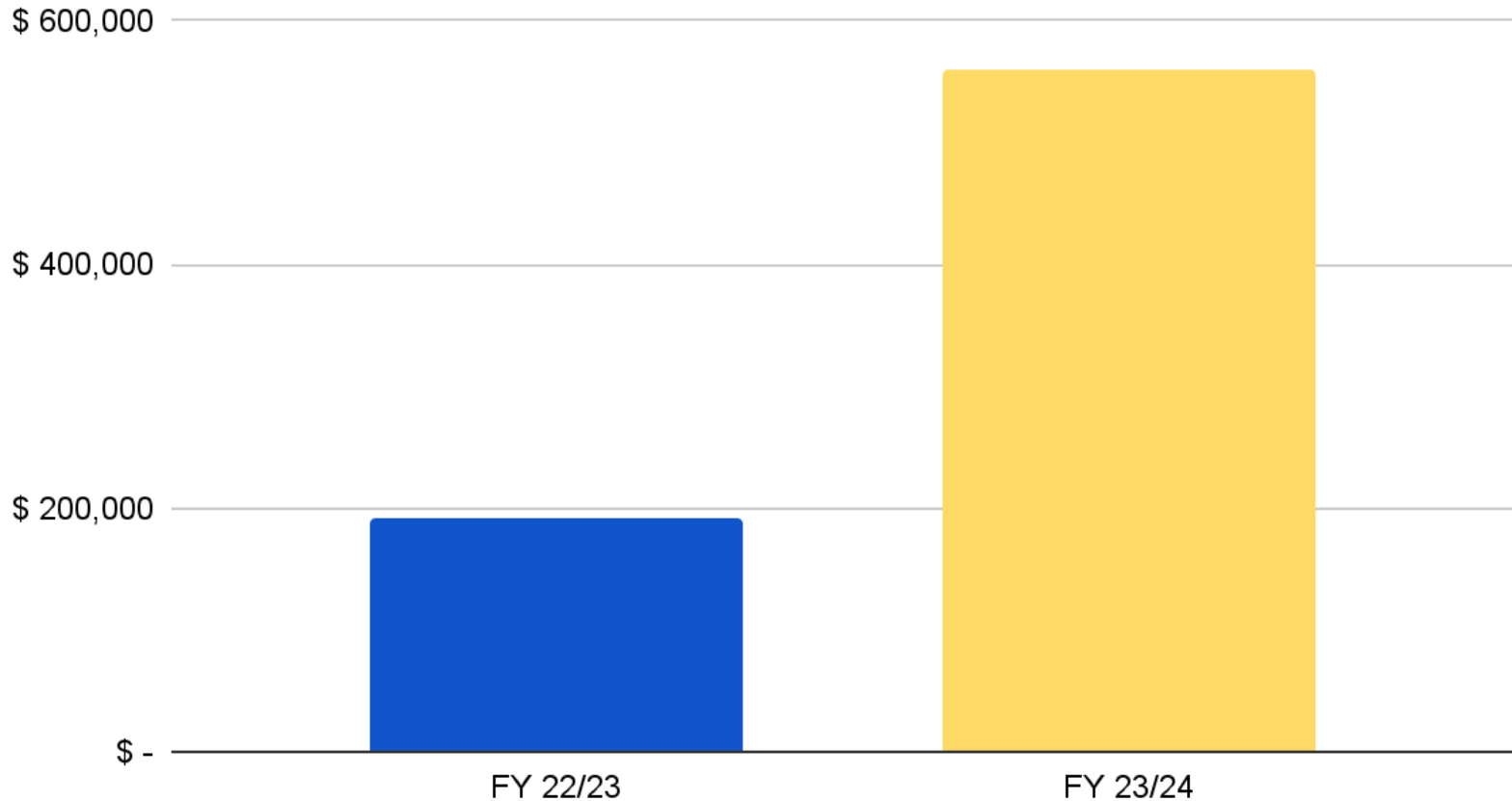
- Via a Requisition
  - Thru C&PS invitation only
- Via Travel Authorization\*
  - Via Payment Services invitation only

- A virtual credit card assigned to an individual.
- This program is efficient and has zero fraud presently.
- It requires the individual to download the US Bank Instant Card App\*, for both Android and IOS.
- Funds that are not used do not get charged to your department, only actual paid transactions do.
- No chance of auto-renewals for any subscriptions or software purchases.
- By invitation only.

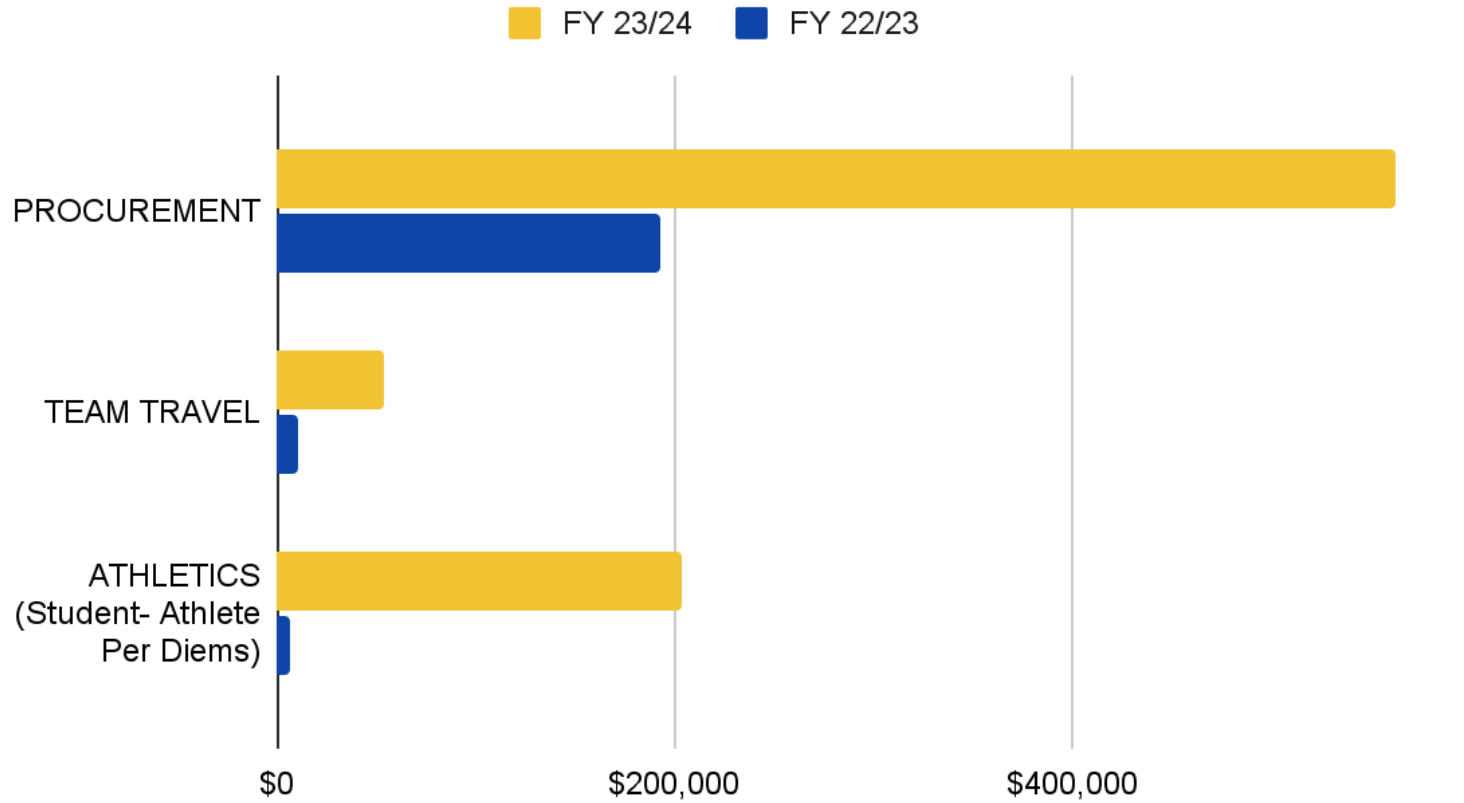
\*App can be deleted after use, no cell phone #'s are shared



## Requisitions Spend Requests in Dollars



## Spend per Category



## Standard Turnaround Time [FY23/24]

- Expectations are less than 7 business days

Type	Average Days to Disburse	Transactions
Procurement	< 1 day	229 Requisitions
Travel/Team Travel	*Release Date	29 Travel Requests
Athletics	*Release Date	141 Requests

\*Most Per Diem disbursements have a designated date of release.

FY23/24 Cost Savings with this program \$226,000

# P2P Metrics



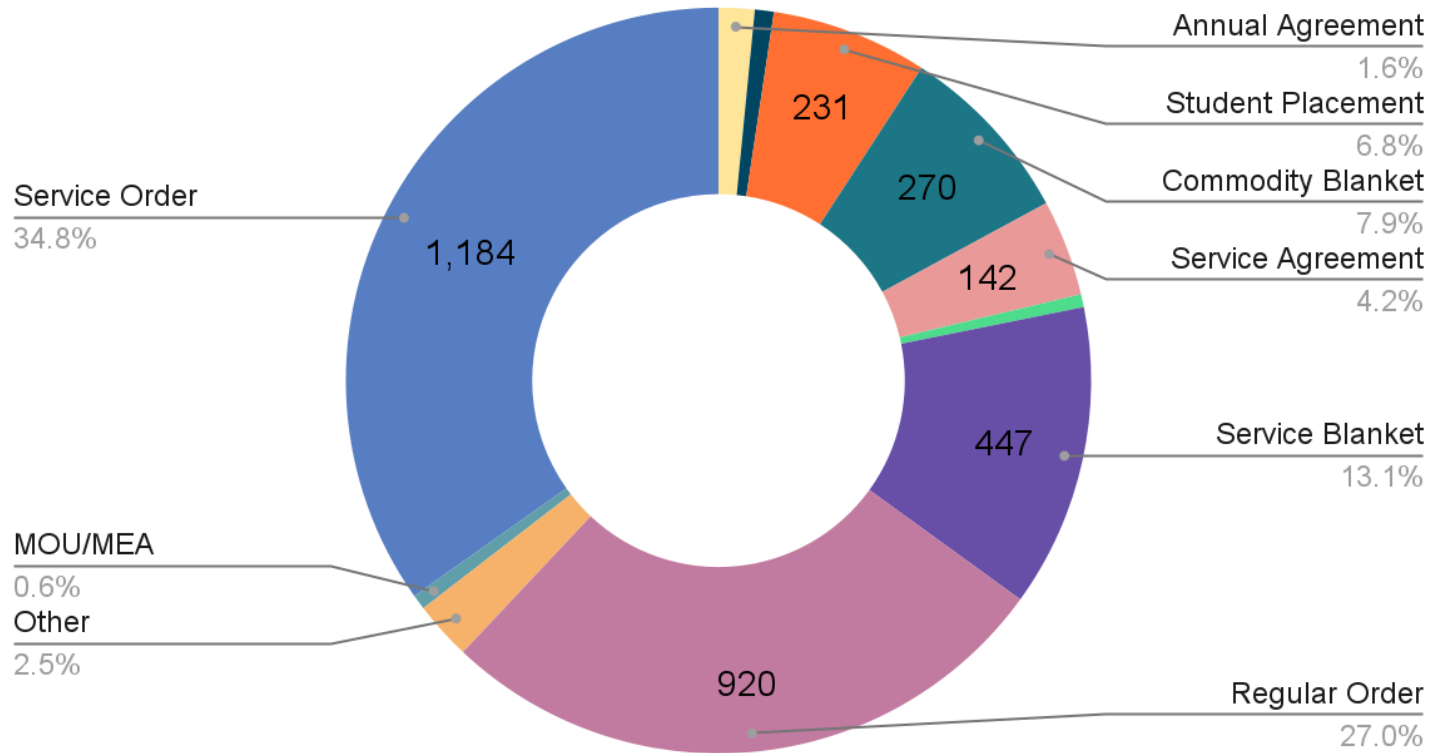
- Procurement
- TRIA
- Payments



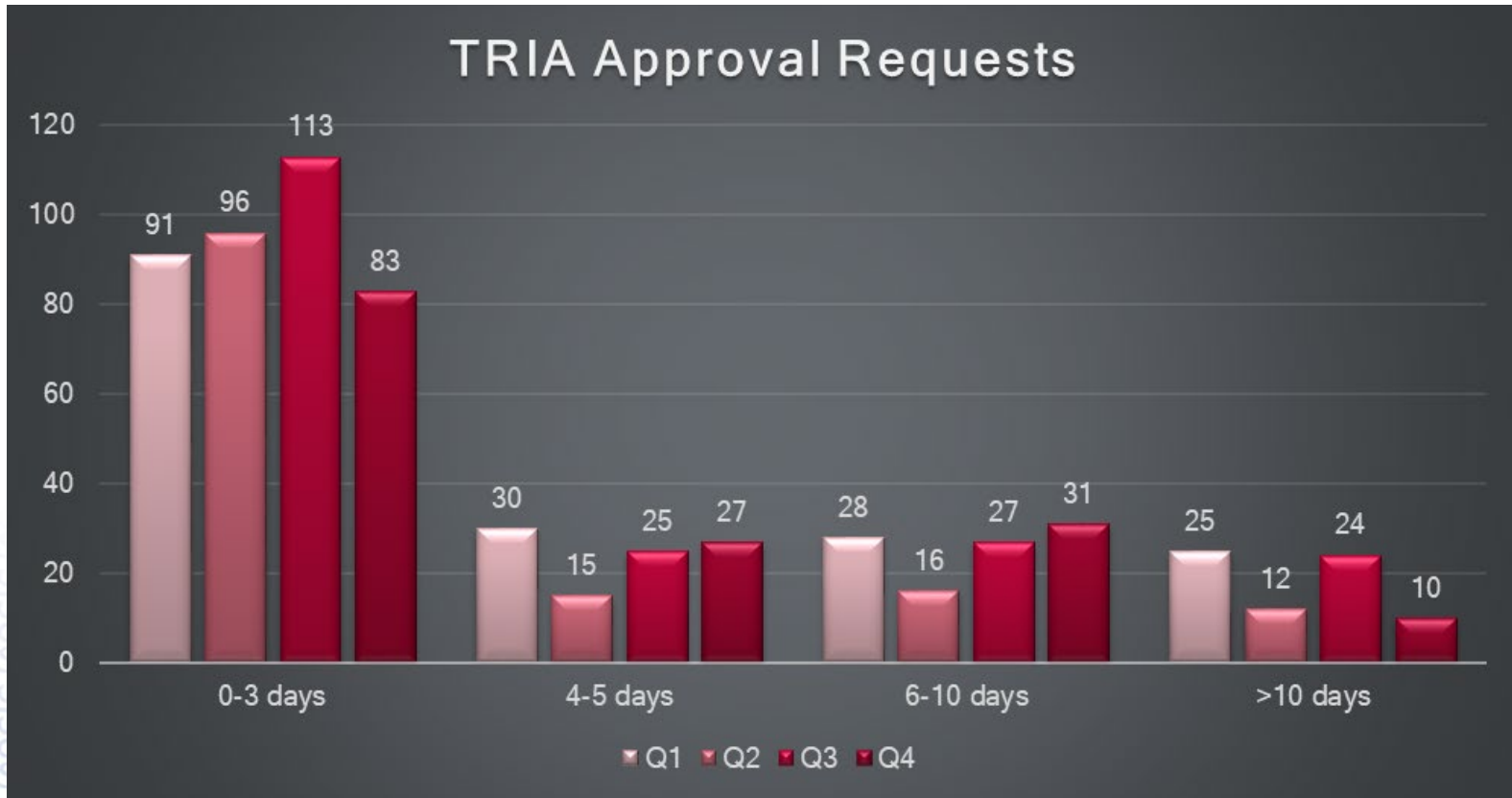
FY 23/24 PO's processed = 3,402 of 4,145 Reqs submitted

Average Turnaround time = 21 days

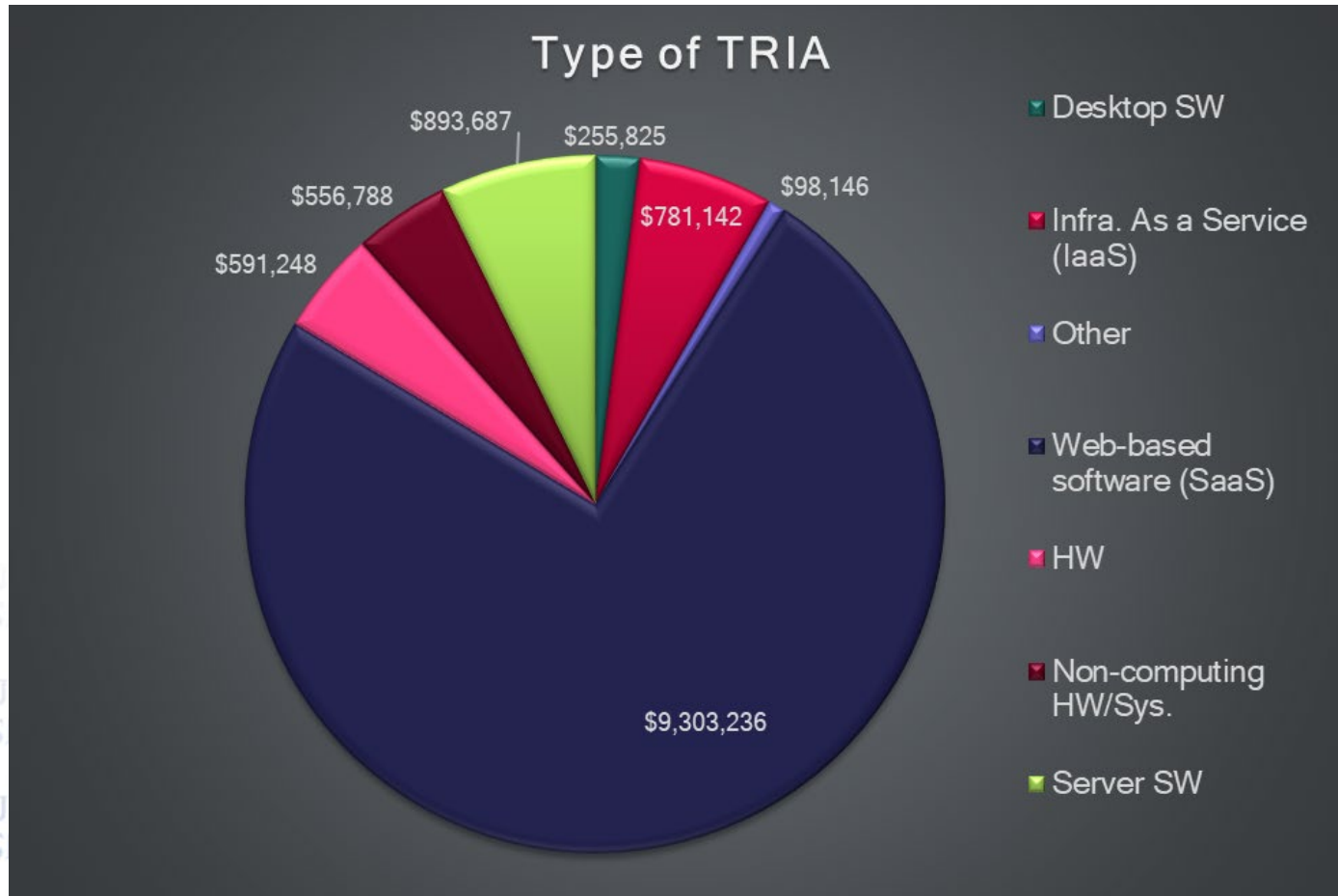
Volume by PO Type



58.65% are processed under 3 days



## Purchase Type = Web Based Software





## Vouchering Fun Facts

### Vouchering/Invoices

- The team processed a total of approx. \$233M in invoices
  - 47,904 vouchers processed
    - Includes [PO Invoices, Direct Pays, Emp Reimb, Travel Reimb, and other invoices]
  - 33448 Checks process, 7855 ACH processed
  - Average Turnaround Time for most invoices is 10 business days which is our standard level business expectations, we average between 8-12 days
    - Direct Pay
    - Travel Reimbursement/Employee Reimbursement

## ProCard Fun Facts

- Processed over \$14M in transactions on ProCard/GoCard
  - ProCard/GoCard = 374/218 cardholders
  - 4274 Statements submitted FY23/24
    - 189 Late Statements = 4.42%
  - 37,269 Transactions on ProCards/GoCards
    - 391 Restricted Purchases = 1.05 %
  - 147 Applications processed on average in 5 days
  - 394 Updates processed on average in 3 days

[ProCard Guide](#) & [Procure to Pay P2P Guide](#)

## PaymentWorks Fun Facts

- Total Vendors Onboarded in FY23/24 = 1303 Vendors
- Average PaymentWorks Processing Time = 7 days

### *VSDS Data:*

*American Native = 14      Asian = 41*

*Pacific Islander = 8      Black = 26*

*Other Minority = 28      White = 138*

## Direct Deposit Fun Facts

- Total Employees Direct Deposit Processed = 221
- Average Processing Time = 4 days

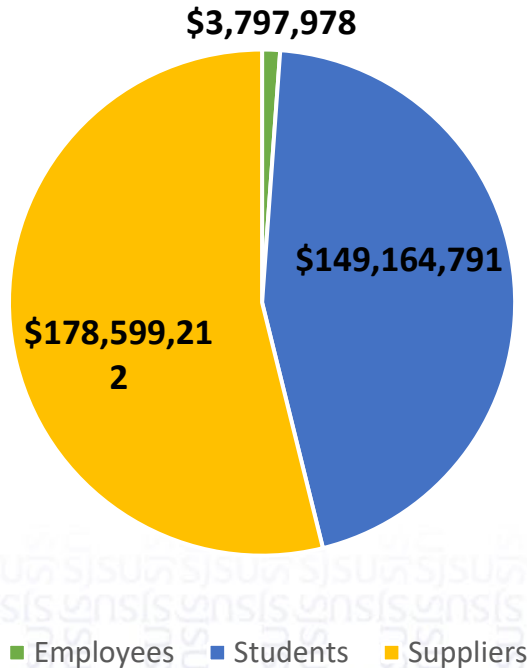
A word cloud featuring the words "THANK YOU" in the largest, most prominent font. Surrounding these central words are numerous other expressions of gratitude in various languages, including Spanish (GRACIAS, ARIGATO, SHUKURIA, JUSPAXAR), Arabic (SHUKRIA, BIYAN), Hindi (DANKSCHEEN), and others. The words are arranged in a roughly circular pattern, with some oriented vertically and others horizontally. The background is white, and the text is in a bold, black, sans-serif font.

GRACIAS  
ARIGATO  
SHUKURIA  
JUSPAXAR  
DANKSCHEEN  
TASHAKKUR ATU  
YAQHANYELAY  
SUKSAMA  
MEHRBANI  
GRAZIE  
PALDIES  
THANK  
YOU  
BIYAN  
SHUKRIA  
MERCY  
BOLZIN

# **DIGGING INTO DISBURSEMENTS**

**SHAUNA RIOS, SENIOR DIRECTOR, FINANCE SUPPORT &  
INNOVATION**

Payment Summary by Audience

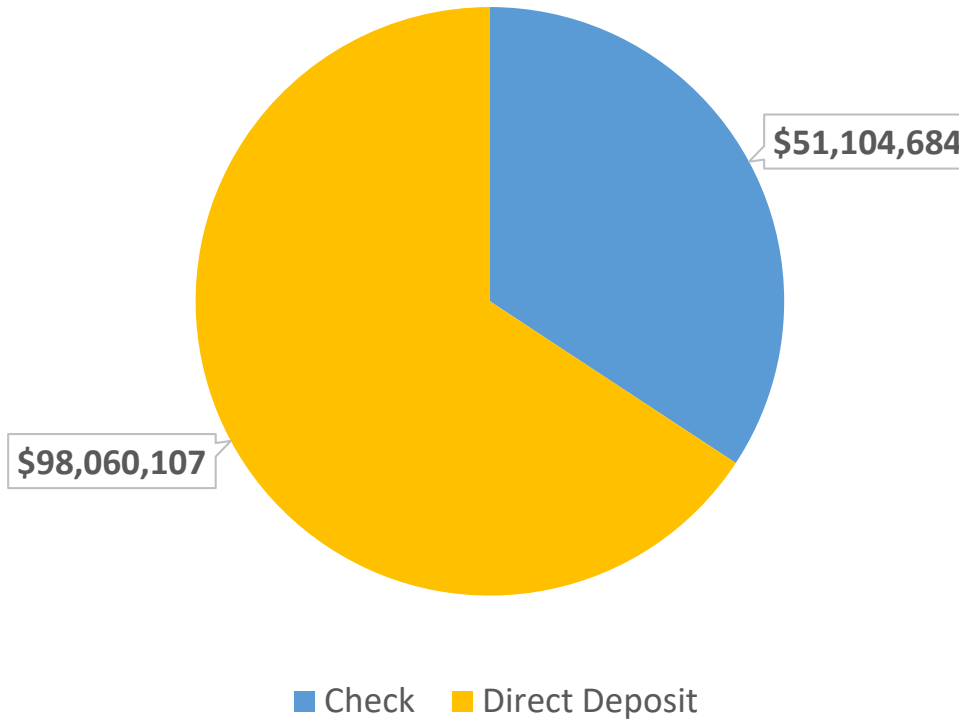


## \$331,561,981 Total

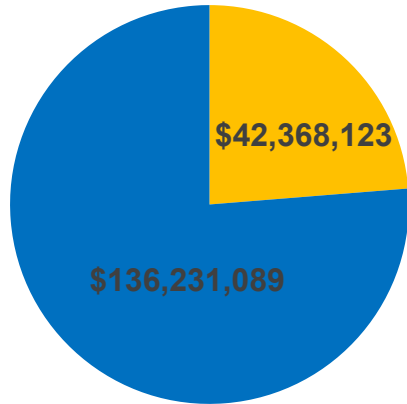
84,023 transactions

21,781 unique recipients

## \$ Amt of Student Disbursements

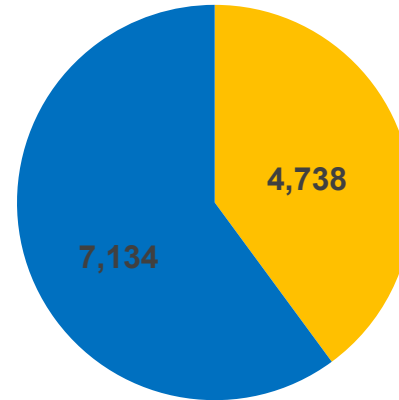


**Total \$ Amount**



■ Check ■ Electronic

**Transaction Count**

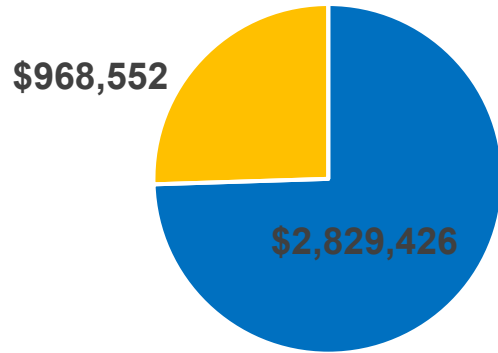


■ Check ■ Electronic

Method	Transaction Count	Total \$ Amount
Check	4,738	\$42,368,123
Electronic	7,134	\$136,231,089
<b>Grand Total</b>	<b>11,872</b>	<b>\$178,599,212</b>

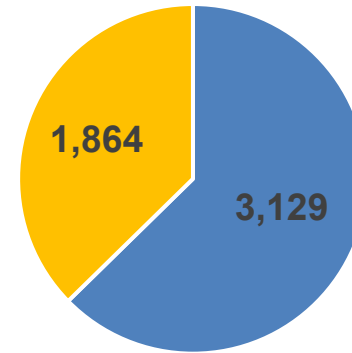


Total \$ Amount



■ Check ■ Electronic

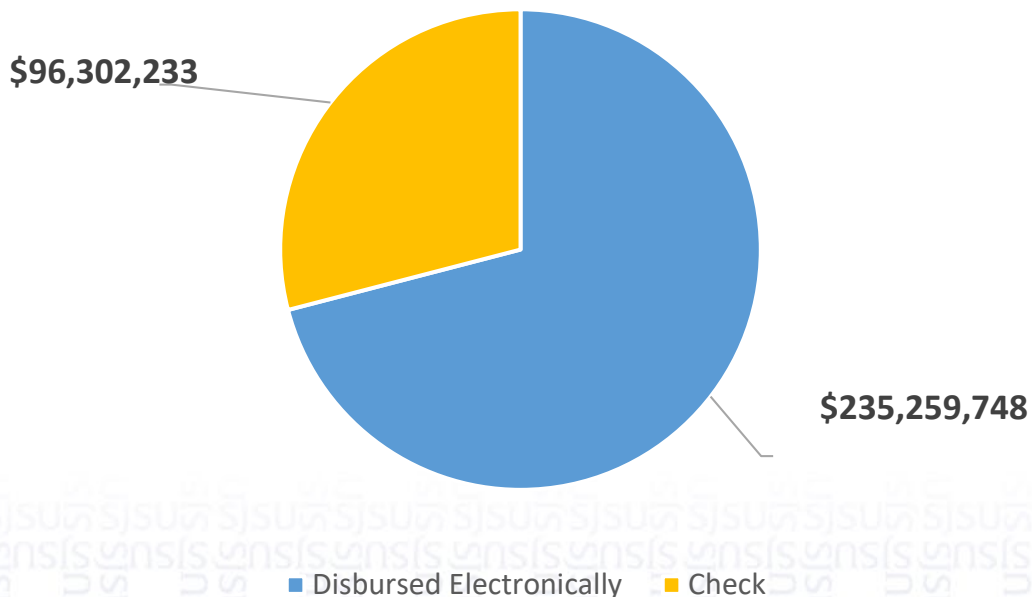
Transaction Count



■ Check ■ Electronic

Method	\$ Amount	Transactions	Distinct Payees
Check	\$ 2,829,426	3,129	1,418
Electronic	\$ 968,552	1,864	543
<b>Grand Total</b>	<b>\$ 3,797,978</b>	<b>4,993</b>	<b>1,961</b>

Disbursement Method



Nearly 30% of disbursements are via check

- Efficient
  - \$ in hand quicker
- Secure
- Cost Effective
  - AFP [2022 Payments Cost Benchmarking Survey](#), the median cost of issuing a paper check ranges from \$2.01 - \$4.00 versus ACH payments typically cost \$0.40.



- Employee Reimbursement Direct Deposit [DocuSign]
- Student – Electronic Refunds
- Suppliers – Enroll via PaymentWorks

# THANK YOU!