



Financial Affairs Collaboration Team (FACT)

June 14, 2023

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

Minutes

Announcements

- Kristine Barraza provided the department updates.
 - New hired – Andreina Dominguez, Assistant to the Associate Vice President, Finance and Administrative Services.
 - Administration and Finance Summer Picnic on July 11th, please reserve with Christina Rivera or QR code.

Moving and Relocation Policy

- Sharon Johnson (Executive Director of HR) introduced herself.
 - Oversee the operations of HR, such as the Classification and Compensation, TA, Benefits, Payroll, Customer Service and Student Appointments.
- Reviewed the Relocation Policy.

Relocation Policy

Last Reviewed: September 27, 2017

- Recommendation: Replace language stating HR2018-07 with, “CSU Internal Procedures Governing Payment or Reimbursement for Moving and Relocation Expenses,” effective 09/04/2022 by the Chancellor’s Office.
- Key Policy Elements:
 - Provide relocation bonus to assist with anticipated moving expenses, when necessary, to new employees when authorized by the President or the appropriate Vice President
 - Provide positions available for a relocation bonus: Administrators II, III, and IV groups
 - Provide the maximum allowed relocation assistance for each position group and the maximum threshold amounts for relocation costs



Relocation Policy

■ Significant Policy Updates

- List maximum threshold amounts because of the variance that occurs when employees relocate from different geographical areas, the costs for relocation will differ.
- List criteria for recruitment bonus:
 - Taxable income
 - One-time payments issued after the employee has started their position
 - Receipts are not required
 - Amount of the approved recruitment bonus will be included in the Employment Offer letter
 - Payment will be made to the employee through payroll and is subject to tax withholding



- Michelle Fuller asked for the process for new faculty hires.
 - Sharon Johnson will confirm and gather the information.
- Sharon reviewed the policy relocation amounts.

Maximum allowed relocation assistance	
Administrator Level	Maximum Allowed
IV	\$10,000.00
III	7,500.00
II	2,500.00
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Because of the variance that occurs when employees relocate from different geographical areas, the costs for relocation will differ.

Threshold Amounts	Distance
Up to 75% of the Max Allowed	Moving Distance 50 to 100 Miles
Up to 100% of the Max Allowed	Moving Distance over 100 Miles
Over \$10,000.00	Requires President Approval



Payment will be made to the employee through payroll and is subject to tax withholding.

Should an employee for whom relocation assistance is provided not be employed for a period of at least two years, the employee must repay CSUSB. Repayment Schedule:

- 100% if employed for less than six months.
- 75% if employed for at least six months, but less than 12 months.
- 50% if employed for at least 12 months, but less than 18 months.
- 25% if employed for at least 18 months, but less than 24 months.

Payroll Services will notify Accounting Services to issue a bill to the separated employee when the employee fails to satisfy the terms of the relocation bonus policy.

Example: An employee was approved for a \$10,000 relocation bonus. After taxes, the net amount received was \$8,237; therefore, the employee was taxed \$1,763. If the employee leaves after 18 months, 25% of the relocation bonus would be due back to the university. [\$8,237 x 25% = \$2,059 to be repaid]

Unexpected Exceptions

Employees whose discontinuance of university employment resulted from death, disability, or similar unexpected cause beyond the employee's control. As determined by the appointing authority, are exempt from this repayment policy.

Not all new appointees or current CSU employees will be eligible for a Relocation Bonus. The decision by an appointing authority to offer a Relocation Bonus is discretionary and contingent upon the availability of funds. For specific information on special circumstances not addressed in this document, please refer to the CSU Internal Procedures Governing Payment or Reimbursement for Moving and Relocation Expenses Policy.

- Sharon Johnson reminded everyone that the changes mentioned only apply to Administrators II, III and IV.
- Updated Relocation Policy will be updated on the website once the President signs on it.
- Iwona-Maria Contreras requested if Sharon Johnson can be part of the FACT meetings as a representative of HR to provide constant updates.
- Jay Wood requested for the process of the travel reimbursement for relocations be clarified as it was informed to him that HR will be handling it; his department has been assisting on this, however, since sometimes they receive questions regarding the policy, they are unable to answer any questions as they are not the owners of the policy.
- Sharon Johnson will clarify and inform Jay Wood.

Accounting Updates

- Kristine Barraza informed that they have been holding year-end/weekly meetings to keep on task for the department currently finalizing state closed.
 - Informed that Michelle Bulaon is the controller for the auxiliary side; was unable to attend today meeting.
 - Several deadlines have already passed such as submitting request for charge backs and transfer of expense.



Accounts Payable & Travel Updates

- Jay Wood informed that information on Enterprise to Rent-a-Car has been removed from facilities website as they are no longer managing and has now been added to the landing page on Concur.
 - It was found that all information with account information, how to book and account codes was posted publicly on the facilities website.
 - Guide will be uploaded to Concur and will instruct how to book etc.
- Mona Sinha demonstrated where to find the Enterprise link in Concur.

CSUSB Business Travel Only:

Direct Billing Number: 814911

Before you begin booking a rental car, you will need to create and obtain approval on a [travel request in Concur](#). The request ID number is required to book your rental.

When traveling on CSUSB business, you may book directly in Concur, or you may use the link below. The CSU business account rates are automatically embedded in the link below, however you will need to enter the CSUSB direct billing number above in order for the fee to be billed directly to the University. Otherwise, you will need to prepay the rental using your Corporate Card or pay out of pocket with your own personal credit card.

Note: Direct billing by "walk in" (visiting an Enterprise branch) will not be accepted. You must make your reservation online using the link below.

The following will be required to book and pick up a rental car for business use:

- CSUSB Coyote Identification Badge
- California Driver's License
- Concur Travel Request ID Number
- Direct Billing Number (above)

To book online, please use this link:

<https://elink.enterprise.com/en/21/11/csu-san-bernardino.html> [elink.enterprise.com]

- Mona Sinha informed that Concur will be down between June 21st – July 2nd; will not be approving any expense reports or cash advances.
 - Last day to approve is June 20th for cash advances and expense reports.

Budget Updates

- Homaira Masoud informed that they are currently working on year end and preparing to set up for next fiscal year.
- Will be presenting final budget to the Cabinet on July 20th; once approved from the Cabinet will be informing the group.

ITS Updates

- No Updates.



Procurement Updates

- Angelica Jara provided updates.
 - No longer processing more requisitions until the new fiscal year.
 - The procurement website is currently being worked on and will provide all information needed for end-users by next month.
 - Weekly procurement meetings are held every Tuesday at 9am for any department that has any related procurement questions.
 - Currently working on rolling out and moving all learning side agreements, revenue and non-revenue contracts into CFS as a requisition; more information coming up.

Student Financial Services Updates

- No Updates.

Support Services Updates

- Brandon Hernandez informed that currently there is no paper; campus will need to use Staples Advantage or Amazon to order.