

Questions & Answers

What is the difference between Payroll and Auxiliary Payroll?

The Payroll department for campus processes state employee payroll. Auxiliary Payroll processes payroll for approximately 900 auxiliary employees employed by University Enterprises Corporation (UEC), Santos Manuel Student Union (SMSU), and Associated Students, Inc. (ASI). Auxiliary employees are paid twice monthly.

Does Auxiliary Financial Services still go by UEC or Foundation?

Auxiliary Financial Services (AFS) has never been a part of UEC or Foundation. Auxiliary Financial Services is a state department under the Finance & Administrative Services area in the Administration and Finance Division. AFS provides services to the four campus auxiliaries, and all salaries and benefits of the department employees are reimbursed by the auxiliaries through the cost recovery process.

What are the 4 auxiliaries?

The 4 auxiliaries are University Enterprises Corporation (UEC), CSUSB Philanthropic Foundation, Associated Students, Inc. (ASI), and the Santos Manuel Student Union (SMSU).

What is the difference between state and auxiliary accounts?

In terms of funding sources, State Funds include the Operating Fund (Appropriations, Student Fees, and Cost Recovery), Lottery Funds, Enterprise Funds (Housing, Parking, Health, and Extended Learning) and Miscellaneous Trust Funds.

Auxiliary Funds include Associated Students Inc. (ASI), Santos Manuel Student Union (SMSU), University Enterprises Corporation (UEC), and Philanthropic Foundation. Auxiliaries receive no state funding. Each auxiliary is self-supporting. ASI and SMSU are funded by student fees, miscellaneous revenue sources (i.e. rental of space in the Student Union), and investment income. UEC is funded by commissions received from its commercial operation partners (Sodexo, Follett, Pepsi Co. and vending), investment income, and indirect costs recovered from the administration of research grants and contracts. The Philanthropic Foundation's sources of revenue are donations, investment income, and gift administration fees. Restrictions on the use of funds is determined by the source of the revenue.

What are the differences between all the offices? General Accounting, SFS, Auxiliary, etc.?

Each Department's website briefly describes what their offices do. Please refer to the links below for more information on Finance & Administrative Services departments.

<https://www.csusb.edu/accounting>

<https://www.csusb.edu/accounts-payable>

<https://www.csusb.edu/accounting/reporting-and-tax>

<https://www.csusb.edu/student-financial-services>

<https://www.csusb.edu/afs>

<https://www.csusb.edu/budget>

<https://www.csusb.edu/procurement>

<https://www.csusb.edu/fin-admin-services/support-services>

Where can I find a listing of who I should call when I have a specific question for auxiliary accounting (i.e. who handles what?)

Please refer to the Auxiliary Financial Services [webpage](#).

Are requisitions processed the same for state and auxiliary accounts?

Although the initial part of the process is the same for state funds and auxiliary, requisitions/purchase orders using state funds are processed separately in CFS (Common Financial System). For auxiliary funds, requisitions are entered through PeopleSoft, budget checked, and sent to Auxiliary Financial Services (AFS) for converting to a purchase order. AFS uses the supplier indicated on the requisition. After dispatching to a purchase order, AFS will submit to the supplier and a copy will go to the requestor.

Who is funding the conference?

This conference was hosted by Finance and Administrative Services.

When will we know about next year's budget? Is it possible we might have cuts?

Preliminary information on the 2018/19 budget can be found on the University Budget Office [website](#) under University Budget Advisory Council Meeting Materials.

For Accounts Payable is there a list of the staff members and the vendors they handle? If yes how do we access it?

The list of AP staff members, along with their assigned vendors, may be found by clicking on the “Contact Us” link on the homepage of the Accounts Payable [website](#).

Will Dr. Sheil's Power Point be emailed out to us?

This presentation along with other presentations from the conference will be made available on the FAS [website](#).

Are there plans for the over 10k Equipment Approval form to use DocuSign instead of the current wet signature process?

Some areas are already using DocuSign to process the Purchase Approval over \$10,000 form. If your department has a DocuSign account, this form may be submitted to Procurement & Contracts through DocuSign.

What are prevailing wage rates?

According to the Department of Industrial Relations [website](#), "all workers employed on public works projects must be paid the prevailing wage determined by the Director of the Department of Industrial Relations, according to the type of work and location of the project. The prevailing wage rates are usually based on rates specified in collective bargaining agreements." The rates vary, depending on the trade, location, and classification of the worker (apprentice through journey person).

Can I find a reference list of acronyms on the CSUSB website?

This reference list is not currently available; consideration will be given to creating this list.

Will all the presentations for the breakout sessions be shared with attendees?

The presentations from the conference will be shared on the FAS [website](#); a notification will be sent to the conference attendee listserv.

How long do transfer of expenses take to process?

TOEs are processed weekly, therefore 5 business days is the longest processing time.

Can a list of campus approved vendors be provided?

Procurement and Contracts does not have an "approved" vendor list. Please contact [Procurement and Contracts](#) for information on suggested vendors, who have submitted all required documents in order to provide goods or services to the University.