



# How Student Business Services Serves CI

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RACHEL M. LINARES

BURSAR, STUDENT BUSINESS SERVICES



# SBS Basics

Sage Hall, Enrollment  
Center

Office Hours:

Monday – Friday

8:30am – 5:00pm

Office closures are posted in  
the window and online.



805-437-8810

[sbs@csuci.edu](mailto:sbs@csuci.edu)

[studentaccounting@csuci.edu](mailto:studentaccounting@csuci.edu)



# Services Provided

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- Student payments & 1098-T forms
- Disenrollment
- Department deposits
- ID card services
- Financial Aid & Reimbursement checks
- Pay warrants
- Collections



# Student Payments

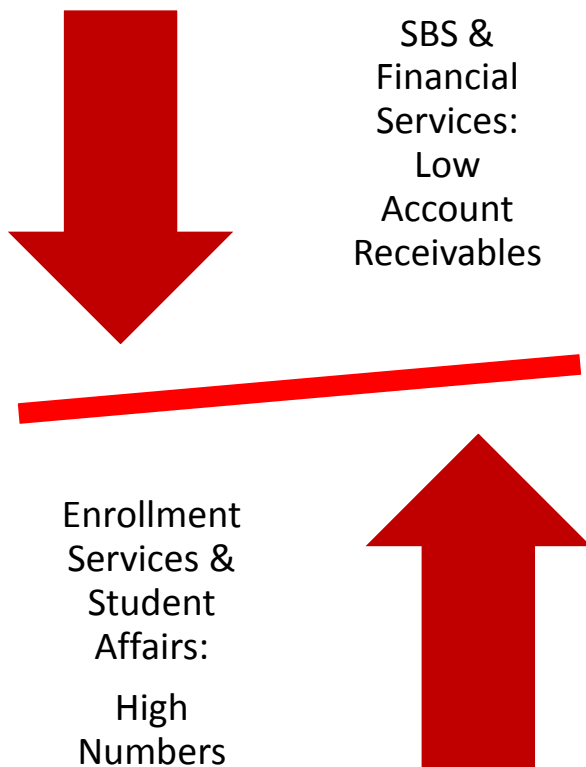
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- 1 payment deadline, Tuesday before classes start
- Offer payment plans for tuition and housing
  - August, September & October
  - January, February, March (April)
- In-person, Online and Mailed payments
  - Cashier's Office
  - MyCI (CashNet)
- 1098-T Forms



# Disenrollment

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- What is disenrollment?
- Why would a student be disenrolled?
- When does it occur?
- Why is it important?



# Fall Disenrollment Dates

		<b><u>August 23<sup>rd</sup></u></b>  First Payment Deadline Disenrollment for non-payment				<b><u>August 27<sup>th</sup></u></b>  First Day of Classes
1 <sup>st</sup> week of class		<b><u>August 30<sup>th</sup></u></b>  Disenrollment for non-payment				
2 <sup>nd</sup> week of class		<b><u>September 6<sup>th</sup></u></b>  Disenrollment for non-payment				
3 <sup>rd</sup> week of class		<b><u>September 13<sup>th</sup></u></b>  Disenrollment for non-payment				
4 <sup>th</sup> week of class	<b><u>September 19<sup>th</sup></u></b>  Disenrollment for non-payment				<b><u>September 23<sup>rd</sup></u></b>  Last day to add a class	



# Department Deposits

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- Department Deposits cashiered through CashNet
- Request for Department Deposit must accompany all deposits
- Receipts will be emailed to the address listed on the form
- Account numbers can only start with a 5XXXXX
- Departments submitting multiple requests for deposit should consider requesting access to create their own department deposits in CashNet
- Deadline for 15-16FY Deposits – Monday, June 27<sup>th</sup>



## Student Business Services

Sage Hall  
(805) 437-8810

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Prepared By: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Receipt To: \_\_\_\_\_

### Business Unit Information

<input type="checkbox"/> AR_FDN (Foundation AR Invoices)	<input type="checkbox"/> FDN-CK (Foundation Check Donations)
<input type="checkbox"/> AR_OTHER (Other AR)	<input type="checkbox"/> LIBRARY MEMBERSHIP
<input type="checkbox"/> AR_SALADV (Employee AR-Salary Advance)	<input type="checkbox"/> LIBRARY FINES
<input type="checkbox"/> REVOLVING CLAIMS FUNDS	<input type="checkbox"/> MISC-ASI (Miscellaneous Payments CIASI)
<input type="checkbox"/> ELMCLEARING (ELM Clearing)	<input type="checkbox"/> MISC-CMP (Miscellaneous Payment CICMP)
<input type="checkbox"/> FDN-C (Foundation Cash Donations)	<input type="checkbox"/> MISC-CSA (Miscellaneous Payment CICSA)
<input type="checkbox"/> EMarket:	<input type="checkbox"/> MISC-UGC (Miscellaneous Payment CIUGC)
	<input type="checkbox"/> Other: _____

### Cash Denominations/Check Totals

Paper Currency	Quantity	Total	Check/Description	Amount
\$50				
\$20				
\$10				
\$5				
\$2				
\$1				
Coins	Quantity	Total		
\$1.00				
.50				
.25				
.10				
.05				
.01				

Cash Total: \_\_\_\_\_

Check Total: \_\_\_\_\_

Cash/Check Total: \_\_\_\_\_

**Accounting String** (Requestor's responsibility to verify this information. All corrections must be made by the requestor using the JET process.)

Business Unit	Account	Fund	Department	Program	Project	Class	Amount

Department  
Information

Currency  
Information

Check  
Information

Accounting String





# ID Card Services

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## → Use of card:

- Access workspaces
- Library card
- Dining cash
- Bus Pass
- Entry to Fitness Center & Gym

## → To Obtain an ID card:

- In-person request at Student Business Services
  - Bring another form of identification
  - Be picture ready 😊



# Financial Aid and Reimbursement Checks

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- Financial Aid refunds
  - Paper check
  - Direct Deposit
  - “Reimburse” previous out-of-pocket payments
- Reimbursement Checks
  - Receive email from Accounts Payable
  - Checks mailed if not picked up within 5 business days



# Pay Warrants

- Faculty and Staff – last day/first day of the month
- Students, Hourly/Intermittent, EU Instructors and Overtime – middle of the month
- Pay warrants released to Warrant Officer at 3pm on Pay Day

APRIL 2016						
Apr 1 - Apr 30 = 21 Days						
S	M	Tu	W	Th	F	S
					1 dd	2
3	4	5 tl	6 AM	7 TL	8	9
10	11	12	13	14	15 ✓ I	16
17	18	19	20	21 ☒	22	23
24	25	26	27	28	29 ○	30

MAY 2016						
May 1 - May 31 = 22 Days						
S	M	Tu	W	Th	F	S
1 dd	2	3	4	5 tl	6 AM	7 TL
8	9 dd	10	11	12	13 I	14
15	16 ✓	17	18	19	20 ☒	21
22	23	24	25	26	27	28
29	30 30	31 31				

JUNE 2016						
Jun 1 - Jun 30 = 22 Days						
S	M	Tu	W	Th	F	S
			1 dd	2	3	4
5 tl	6 AM	7 TL	8	9	10	11
12	13	14	15 ✓ I	16	17	18
19	20	21 ☒	22	23	24	25
26	27	28	29	30 30		



# Collections

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- Student AR and non-student AR
- In-house Collections activities
- ConServe Collections Agency



# Help us get the word out

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- Direct Deposit
- Online payments
- Proration & Refund Policies
- 1098-T Changes
- Student Financial Literacy



# Resources:

## Student Business Services (SBS)

Student Business Services provides a range of services to the campus community. These include receipt of all student and departmental payments, ID card services; distribute Financial Aid & payroll checks, collections, third party billing, fee waivers, housing and tuition installment payment plans and student account analysis and fee verifications.



### IN THIS SECTION...

[Forms & Tutorials](#)[Students](#)[Payments & Refunds](#)[Fees & Due Dates](#)[About Us](#)

## Contact Information

### Office Hours

We will be closed on November 27-29th for the Thanksgiving recess.

*Monday to Friday:*

8:30 a.m. to 5:00 p.m.

*Thursdays:*

Closed from 3:00 p.m. to 4:00 p.m.

## News

*Fall 2014 Tuition Payments* can be paid by cash or check at the cashier's window or by credit card or e-check on myCI. [More Payment Information...](#)

*Direct Deposit* is now available for student refunds. [Learn more...](#)

## → SBS website

→ Tuition & Fee Information

→ Tutorials (video & PDF)

→ Payment Deadlines

## → Social Media:

→ Facebook: "Ci Student Business Services"

→ Twitter: CI\_SBS



# The SBS Team

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Rachel Linares  
Bursar



Letitia Poteet  
Vault Teller



Christine Patton  
Cashier



Leticia Romero  
Student Account  
Specialist



Cheryl Peckham  
Lead Cashier



Leah Torres  
Collections Specialist



California State  
University

Division Of  
**FINANCE &  
ADMINISTRATION**

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C H A N N E L  
I S L A N D S

# Questions?





Channel Islands

CALIFORNIA STATE UNIVERSITY

# **Signature Delegation and Authority Process**

Presented by:

**Courtney Ellis** | Staff Resources Analyst | Division of Student Affairs

# Reason for Change

## Old Process:

- Required every delegate's signature to be collected annually
- Required President's signature for every delegate
- Time consuming and labor intensive
- Two documents to capture delegations
- Inconsistent
- Out of compliance during time that signatures are being collected (if not completed in advance)
- Total signatures collected annually ~177

# Summary of Changes

- No end date unless specified
- Initiate changes on an as needed basis
- President only signs for direct reports
- Reduce number of steps from 24 to 13
- Reduce time spent by 43% which equates to a savings of \$12, 630 or 442 hours annually
- One new form replaces the two forms
  - New form hyperlinks to commonly used forms
- Divisions communicate changes to applicable campus departments

# Process

- Office of the President sends annual memo (April)
- Divisions review current delegations (May)
  - Divisions complete Signature Authority Form if necessary
  - Divisions route form for signature within division
    - President's direct reports route to OTP for President's signature
  - Divisions email copy to applicable campus departments
  - Divisions retail copy (hard or electronic) for reference
  - Divisions send original to OTP

# Signature Authority Form

Signature Authority Form

# Future Considerations

- Form and process on CI website
- List serve for departments who have responsibility for verifying delegations

# Questions?

Questions, concerns, and suggestions regarding the Signature Delegation and Authority process and form can be directed to Angie Stamos in the Office of the President