

Assistant VC for Finance-Treasurer

The Treasurer's Office is focused on the management and financing of the University's balance sheet with the goal of delivering financial flexibility characterized by strong governance.

Our office strives to manage the cash flows in and out of the university in the most efficient and secure environment.

Services we provide:

Account and Billing Counseling

eBill and Paper Billing

Excess Aid Refunding

Faculty/Staff Discount

Cashier's Window

Online Payments / Payment Plan Options

flywire

Collections

Perkins Loans

Third Party Billing

Foreign National Tax Compliance

1042-S Tax Forms

1098-T Tax Forms (Tuition Statement)

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CONTACT THE CASHIERS

Phone: 870-972-3847

Fax: 870-972-3450

Room: 2146

Student Union

Postal Address:

P.O. Box 2640

State University, AR 72467

payment@astate.edu

Office Hours

Monday-Friday 8:00am-4:30pm

FAQs

How do I consent to receive my 1098T Online?

Students who consent to receiving their 1098T online do not have to worry about their billing address or the form being lost in the mail. They are also able to print the form multiple times after it is uploaded.

Log into Pack Portal. Click on the following links:

- Click on the myBill button in the myBill widget in your Dashboard
- My Account
- Agreements
- Paperless 1098T
- Change
- Accept Consent

Why Do I Get a 1098T Tax Form?

The 1098T Tax Form is used by eligible educational institutions to report information about their students to the Internal Revenue Service (IRS) as required by the Taxpayer Relief Act of 1997. This form is intended to assist students in the preparation of federal income tax returns. An accountant, intern, or Internal Revenue Service can best advise students in the utilization of this form when preparing tax documents.

[Where Can I find the 1098T Tax Form?](#)

Log into Pack Portal. Click on the following links:

- Click on the myBill button in the myBill widget in your Dashboard
- eStatements Tab
- 1098T Tax Statement Section

[How do I view my bill online?](#)

Students may view their bill and print with the official ASU letterhead.

- Login to Pack Portal
- Click on myBill
- Click on View Statements

[How do I set up direct deposit?](#)

Students may set up and change their direct deposit information online for excess financial aid and other student related refunds.

- Login to Pack Portal
- Click on myBill
- Select the Refunds tab

[Do you offer an Online Installment Plan?](#)

Students have the option to pay their account in installments with a required \$40.00 fee.

- Login to Pack Portal
- Click on myBill
- Select the Payment Plans tab or Enroll in Payment Plan

Students enrolled in programs with A-State Online Services ARE NOT ELIGIBLE for Installment Plans.

[What address is my bill and refund check sent to?](#)

Student account refunds and important information are mailed to the billing address on file. Please ensure that a correct billing address has been established so that all documents are received.

Log into Pack Portal. Click on the following links:

- Banner Self -Service 9 - Student
- Personal Information
- Update Addresses and Phones
 - To update an existing billing address, click on the blue "Current" link.
 - To create a new billing address, click on "Type of Address" at the bottom of the page, select Billing and click Submit.
 - Enter address and click submit.

To remove a "bad address" hold, please e-mail sasbillpayment@AState.edu after completion. Request that your hold be lifted including your name and ID number.

[How do I add an Authorized User to myBill?](#)

Students can give others (parents, employers, etc.) the ability to access their account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user an individual may view your account information and make payments on your behalf.

- Login to Pack Portal

- Click on myBill
- Click on Authorized Users
- Click on Add Authorized User tab

[I want to appeal my tuition charges. What do I do next?](#)

The Appeal process is for students charged Arkansas State tuition and mandatory fees for a course that they did not attend or dropped after the refund period due to extenuating circumstances. For your appeal to be reviewed by the Appeals Committee, please complete the [appeal form](#) to get started.

[If I have other questions, who should I contact?](#)

Registration, Residency Status, VA	Registrar	870-972-2031
International Student Questions	International Programs	870-972-2329
Housing and Meal Plans	University Housing	870-972-2042
Loans, Scholarship, Pell Grants	Financial Aid	870-972-2310
Parking Decals, Parking Tickets	Parking Services	870-972-2945
Library Fines	Library	870-972-3077

Treasurer Office Forms

Frequently used forms are in the attachments.

Billing and Authorized Users

BILLING & AUTHORIZED USERS

University policy states that tuition and fees are due and payable no later than the 11th class day of the term (5th day of class for summer term).

TYPES OF BILLS

E-BILL

Tuition billing statements (e-bills) are made available online in myBill every Friday during the term. Notifications are sent to the student's email address and to any authorized user on file each week when the bill is uploaded. Each bill can be printed and is on the University letterhead.

It is the student's responsibility to view bills and to monitor their student account.

PAPER BILL

Paper bills are only sent once at the end of the term to the address on file. This is the final bill sent to students for the term and marks the 60 day period before the account is sent to collections.

AUTHORIZED USERS

WHAT IS AN AUTHORIZED USER?

An authorized user is someone the student gives access to myBill. An authorized user can:

- View bills
- View tax forms
- Make payments
- Enroll in payment plans
- View student account activity (charges and payments)

The student is the only person that can setup, give access, and remove authorized users. It is the student's responsibility to ensure the information is correct and up to date.

Release of Information

In order for the Treasurer's Office to discuss account information with anyone other than the student, the student must sign a [Release of Confidential Student Financial Record Information](#) form. The form must be completed within our office or signed by a Notary.

International Tax & FAQs Related to Foreign National Taxes

INTERNATIONAL TAX

ALL Foreign Students, Faculty, Staff, Researchers, and Visitors to the Arkansas State University Campus are required to provide information on their status and make an appointment with the Treasurer's Office - Foreign National Tax Compliance to determine their U.S. tax status and to complete required forms necessary to authorize payments, such as payroll, scholarships/fellowship, honoraria or travel reimbursements.

Failure to provide requested information may result in withholding of additional taxes, delay in payment of wages and compensation, or rejection of payment requests.

CONTACT INTERNATIONAL TAX

Phone: 870-972-2285

Room: 2153

Student Union - Treasurer's Office

Postal Address:

Treasurer's Office

PO Box 2640

State University, AR 72467

FAQS

These are frequently asked questions related to foreign national taxes. If you do not see the answer to your specific question, please contact sasbillpayment@astate.edu.

[What is a W-2 form?](#)

Form W-2 is for taxable wages of U.S. citizens, resident aliens, and nonresident aliens. All employees who receive taxable wages from Arkansas State University will receive a W-2 form. The Payroll department issues them at the end of January of the following year.

[How Do I Consent To Receive My W-2 Online?](#)

If you received taxable wage income as an employee of the University, you should receive a W-2 form.

If you want to **receive your W-2 electronically** you have to give your consent:

1. Log into Pack Portal
2. Click on Self-Service Banner and select the following menu links
3. Employee
4. Tax Forms
5. Electronic W-2 Consent
6. Select Box and Submit

If you consent to receive your W-2 online you will not receive a paper form in the mail.

To **view and print** your W-2 select the following menu links:

1. Log into Pack Portal
2. Click on Self-Service Banner and select the following menu links
3. Employee
4. Tax Forms
5. W-2 Wage and Tax Statement
6. Select the Tax Year
7. Click Printable W-2
8. Enter PIN

If you don't agree to receive your W-2 online you will receive the W-2 form in the mail around January 31st.

If you have any questions regarding the W-2 form please contact the Payroll department.

[What is a 1042-S form?](#)

The 1042-S form is a tax document issued to all foreign nationals who claimed a tax treaty exemption or received taxable scholarship/fellowship payments, honorarium, or prizes. They are issued from the Treasurer's Office (Foreign National Tax Compliance).

Not everyone receives a 1042-S. It depends on your tax status and your income. The following situations describe when a 1042-S would be issued.

Wages or Salary as an Employee	You will receive a Form 1042-S if you received wages or salary on which you claimed a treaty exemption.
Scholarship or Fellowship	You will receive a Form 1042-S if you received a scholarship or fellowship, AND taxes were deducted and/or you claimed a tax treaty exemption. Please note that if you received tuition, required fees or a book allowance applied to your student account, you will not receive any tax reporting form.
Prize, Award or Honorarium Payment	You will receive a Form 1042-S if you received income from prizes, awards, or honorarium payments.

If you qualify for a form 1042-S and did not receive one, please contact sasbillpayment@astate.edu

[Since I already had taxes withheld from my pay checks, do I need to file a tax return?](#)

Yes. The U.S. tax system is a "pay as you go" plan. Therefore, taxes are withheld from your pay checks as you earn them (based on withholding documents you give to the employer). You file a federal income tax return after the end of the calendar year to reconcile your withholdings with your actual tax liability.

[I am a foreign national student. Am I exempt from taxes?](#)

No, international students are not exempt from U.S. taxes. A tax treaty between the U.S. and an international student's country of tax residency may reduce the U.S. taxes owed. The visa type determines what taxes you must pay. Social Security tax and Medicare tax are employment taxes, also known as FICA, and are withheld only on wage payments.

Students who hold F-1 or J-1 classifications are exempt from FICA tax withholding for the first five calendar years they are in the U.S. Professors and researchers who hold J-1 classification are exempt from FICA tax withholding for the first two calendar years they are in the U.S.

Individuals in an H-1B, O-1, J-2 and H-2 must pay FICA.

A tax treaty is an agreement entered between the U.S. and a foreign country that is intended to reduce or eliminate double taxation. These treaty exemptions are usually only valid for a limited time period and/or for a specific dollar amount. Compensation earned beyond either limit is subject to federal income tax. The U.S. currently maintains income tax treaties with over 60 countries.

[What is a "tax return"? Why do I need to complete one by April 15th?](#)

The phrase "tax return" does not mean that you are filing documents to get your tax withholding money returned. Filing a tax return is the act of returning a report form to the U.S. Government (IRS) that notes the amount of U.S. source income you received during the previous calendar year (i.e. 1/1/2024-12/31/2024), what taxes were withheld in this income, and what amount you should have had tax withholding deductions on.

When completing and filing the tax return(s) you may find out that you paid too much tax on your 2024 income. In general, for tax purposes this is called "tax refund" and may be refunded to you.

When completing and filing the tax return(s) you may find out that you did not pay enough taxes on your 2024 income. In general, for tax purposes this is called "tax liability" and you will owe money to the IRS. You will pay interest on any tax not paid by April 15.

Per the IRS, Nonresident Alien (NRA) international students cannot electronically file (E-FILE) their tax returns online using any online service, including the IRS Free File service. Nonresident returns cannot be faxed in. They must complete and mail paper forms 1040NR, 1040NR_EZ, and 8843 to the IRS.

IRS forms 1040, 1040A, 1040EZ cannot be filed by NRS's. Failure to file a tax return, or filing it incorrectly can and may result in severe penalties, fines, and interest on unpaid taxes, along with jeopardize future permanent residency application approvals.

No special mailing is needed. Just put the tax return in an appropriate size envelope and add the required first-class postage. Federal and state tax returns must be postmarked by the due dates or failure to file penalties may be assessed.

[How Do I Get Help Preparing My Tax Return?](#)

Arkansas State's Treasurer's Office has many resources available to help you. One of those resources is **Glacier Tax Prep** (GTP). This online tool provides easy-to-use federal tax preparation software along with an extensive (and easily searchable) online library that will help you file your taxes and understand the often confusing rules surrounding taxes for foreign nationals.

With GTP you can:

- Prepare Either Your 1040NR or 1040NR-EZ
- Access Previous Tax Returns (If you have used the software before)
- Determine Your Tax Residency Status (resident/nonresident or dual status)
- Find Out About Tax Treaty Benefits
- Get Answers to Frequently Asked Questions and Understand the Various Tax Laws, Regulations and Forms

Your tax filing requirements will often be different from the requirements of U.S citizens due to tax treaties, immigration rules, and other exemptions. These complexities make it important to understand how you are taxed so that you can properly complete a return during tax season (which is made much easier with the online preparation software).

GTP is free to Arkansas State University students and employees. You have to meet 3 requirements to be able to use this software:

1. Must be an Employee of ASU-Jonesboro (Sodexo is not part of ASU)
2. Received a Scholarship from ASU
3. Completed the Tax Compliance Process with the Tax Compliance Office in 2024

You will complete your tax return online through GTP. You will access GTP through your Glacier account. The software will not e-file your tax return, you have to **print all appropriate forms and mail it to the IRS.**

GTP only allows you to file your Federal Tax Return. You are responsible to file the Arkansas Tax Return. For information on what forms to use to file the Arkansas Tax Return please visit the following websites:

[Arkansas Department of Finance and Administration](#)

[Where Can I Get Answers to my Tax Questions?](#)

You can get answers to your tax questions from the International Revenue Service (IRS). The IRS has established an Interactive Tax Assistant Tool on their website to answer tax questions quickly. You can find that link [here](#). They also have a FAQ page for International Individual Tax Payers and you can find that page [here](#).

You may also call the IRS at (267) 941-1000 with international questions. However, the IRS does not answer questions about income taxes.

If you have tax issues, you will have to contact a tax professional. If you contact a tax accountant or tax lawyer only for information or advice, you should not expect for them to provide it to you for free. Many tax professionals may not even provide fee-based advice related to your return without preparing the return.

[I would like to apply for a tax treaty. What do I need to do?](#)

You will need the following documents to apply for a treaty:

1. Social Security Card
2. valid Passport
3. I-94
4. I-20

You can find more information about [tax treaties](#) on the IRS website or [IRS Publication 901 - U.S. Tax Treaties](#).

Please contact sasbillpayment@astate.edu to get started.

[I Want To Work On Campus. How Do I Get Started?](#)

As a foreign student, you will need to apply for an SSN when you have a job or job offer.

You may apply for an SSN by submitting a completed and signed Form SS-5 in person at a local SSA office. SSA will not take your application until you have been in the United States at least 10 days, in order to allow time for your immigration information and employment eligibility to be entered in to immigration service database.

Tax Season Information

You Worked on Campus in 2024

If you worked on campus in 2024 you will receive a form **W-2**. You will either receive a W-2 on paper in the mail or online (if consented) W-2 forms were mailed out by January 31, 2025.

If you selected to receive the W-2 online go to:

1. Log into [Pack Portal](#)
2. Click on Self-Service Banner
3. Select the following menu links:
 1. Employee
 2. Tax Forms
 3. W-2 Wage and Tax Statements
 4. Select Tax Year 2024
 5. You will need your PIN to print the form

You Received Treaty Benefits and/or Taxable Scholarship and/or Prize/Awards in 2024

You will receive a **1042-S** form if you received one of the following in 2024:

- wages exempt under tax treaty
- non-qualified scholarship
- prize/ award

The form 1042-S will be published online before February 15, 2025.

If you get both forms, W-2 and a 1042-S, you will need **both** forms to file your tax return.

Arkansas State University provides access to a foreign national tax filing software at no cost to international students. The software will become available by the middle of February. All tax returns are due by April 15, 2025.

You Have Not Received Any Type of Income in 2024

You need to file **Form 8843** if you are a nonresident alien under an F-1, F-2, J-1 or J-2 status by June 15, 2024. You can find more information on our website. <http://www.astate.edu/a/treasurers-office/foreign-tax-compliance/filing-taxes/index.dot>

For International Students, will a 1098-T Form Be Sent?

International Students who have a Social Security number listed in our system will receive a form 1098-T. International students who are considered nonresidents for tax purposes file the 1040NR and are not eligible to use the 1098T form. The form will be mailed to your BILLING address. Please contact sasbillpayment@astate.edu if you have any questions. For other questions on this tax credit, please refer to IRS publication 970. <http://www.irs.gov/pub/irs-pdf/p970.pdf>

Late Fees

LATE FEES

Late fees are assessed to any unpaid balance not enrolled in a payment plan after the 11th class day in fall and spring terms, 5th class day in the summer and winter.

AVOID LATE FEES

1. Pay account balance in full
2. Enroll in a payment plan
3. Notify the Treasurer's Office of additional third party funding or expected additional financial aid (after the initial disbursement)

IMPORTANT INFORMATION

- Late fees are not removed once posted.
- Balances must be paid or enrolled in a payment plan prior to the late fee day.
- Payments made or received on the day of the late fee are charged.
- Checks must be received prior to the day of the late fee.
- Students receiving third party funding or additional aid (after the initial disbursement) must contact the Treasurer's Office prior to the day of the late fee to avoid being charged.
 - Example: If the late fee posts on September 13th, the balance must be paid, payment must be received, or we must be notified of additional funding on September 12th or prior.

Payment Options

PAYMENT OPTIONS

University Policy states that tuition is due and payable no later than the **11th class day of the term (5th day of class for summer term)**. For information on billing and how to view your balance, visit the [Billing & Authorized Users](#) section.

Students with remaining balances after financial aid or students not receiving financial aid must use one of the following payment options:

1. PAY ONLINE (MYBILL)

Online payments are an easy and convenient way of making payments! Payments can be made 24/7 (unless noted maintenance time).

Credit or Debit Card

Domestic credit/debit card transactions are assessed a 3.00% service fee.

International card transactions are assessed a 4.25% service fee.

Web Check

Enter the routing and account number from your check. Web check payments are not assessed a service fee.

1. Login to Pack Portal
2. Click on myBill
3. Make Payment

OR

Go to [myBill](#)

2. PAYMENT PLAN

Students can setup online payment plans through [myBill](#). For more information, visit our [Payment Plan Information](#) page.

3. MAIL PAYMENT TO THE TREASURER'S OFFICE

When mailing in payments, the student's name and ID number must be included on the check to ensure the payment is applied to the correct student account.

Mail To: Treasurer's Office PO Box 2640, State University, AR 72467

4. INTERNATIONAL WIRES

Flywire offers an innovative and streamlined way to make international wires for tuition payments.

5. BANK WIRE

We accept payments in your local currency or US \$ through Convera. Select Bank Wire as the payment method when making a payment in [myBill](#).

6. PAYROLL DEDUCTION

Payroll deductions are available for benefited employees. The payroll deduction form is completed online and then approved by the Treasurer's Office and Payroll. Complete the form online: [Payroll Deduction Form](#)

Any unpaid charges will remain the liability of the debtor and will be remitted to a collection agency if not paid in full. The debtor will bear all collection costs and attorney's fees associated with this debt.

Students are responsible for dropping/withdrawing from all classes they are not attending.

Late fees will be assessed for outstanding or past due balances monthly.

Perkins Loan Payment Options

DEFERMENT OPTIONS

Student Deferment

Deferments can be granted one semester at a time while you are enrolled as a regular student for at least a half-time course load. Acceptance requires a written request by the borrower and certification of your enrollment status by the registrar's office at your school. Complete the student deferment form and present it to the Treasurer's Office.

Unemployment Deferment

[Unemployment Deferment Form](#)

To apply for this deferment, the individual MUST BE/HAVE BEEN searching for, but unable to find full-time employment (at least three consecutive months at 30 hours a week). You must complete a request for unemployment deferment form and attach a copy of registration with an employment office or a list of at least three places of employment you have approached within the past three months. The list must include the name of the firm, address, phone number, and contact person.

Economic Hardship Deferment

[Economic Hardship Deferment Form](#)

Contact the Treasurer's Office for more information about the economic hardship deferment.

Forbearance

[Mandatory Forbearance Form](#) or [General Forbearance Form](#)

Interest continues to accrue during the forbearance deferment.

There are several other deferment options available to those who borrowed prior to 7/1/93. Contact the Treasurer's Office for more information at (870) 972-2285.

CANCELLATION OPTIONS

Teacher Cancellation

To qualify, the individual must meet one of the qualifications:

- Teaching full-time in a public or non-profit elementary or secondary school that is eligible for cancellation as determined by the Commissioner of Education and which is listed in the Federal Register (low income, Chapter 1 funding) for that year.
- Teaching special education full-time in a public or non-profit elementary or secondary school system.
- Full-time teacher of mathematics, science, foreign languages, bilingual education, or other shortage fields as determined by the state's education agency.
- Full-time teacher in an elementary or secondary school operated by the Bureau of Indian Affairs or operated on Indian reservations by an Indian tribal group under contract with BIA.

Also, borrowers may receive 15% cancellation per year for employment as a full-time, salaried, education staff member in the Federal Head Start program.

Nursing Cancellation

To qualify, the individual must have been employed full-time as a licensed practical nurse, a registered nurse, or other individual who is licensed by an appropriate state agency to provide nursing services.

Medical Technician

To qualify, the individual must have been employed full-time as an allied health professional, working in a field such as therapy, dental hygiene, medical technology, or nutrition. You must assist, facilitate, or complement the work of physicians or other specialists in the health care system. You must be certified, registered, or licensed by the state agency within the state where you provide this service.

Employee Of Child or Family Service Agency

To qualify, the individual must have been employed full-time in a public or private non-profit child or family service agency. You must provide or supervise the provision of services to high-risk children and their families. High risk children are under the age of 21, are at risk of or have been abused or neglected, have serious emotional, mental, or behavioral disturbances, reside in placement outside the home, or are involved in the juvenile justice system.

Qualified Professional Provider Of Early Intervention Service

To qualify, the individual must have been employed full-time as a provider in a public or other non-profit program under public supervision. The agency must be in compliance with Section 676 (b) (a) of the Individual with Disabilities Education Act. Duties must comply with Section 672 (2) of the same act.

Law Enforcement

To qualify, the individual must have been employed full-time in a local, state, or federal agency whose activities pertain to crime prevention. Primary responsibility is crime prevention, control, reduction or enforcement of criminal law. Activities include police efforts, criminal court jurisdiction, corrections, probation, or parole authorities. Agencies and positions whose primary responsibilities are civil, regulatory, administrative, or support are not eligible.

Cancellation rates for the above named benefits are 15% for the 1st and 2nd year, 20% for the 3rd and 4th year, and 30% for the 5th year.

Peace Corps/Vista

To qualify, the individual must have served full-time for one complete year with Peace Corps or Domestic Volunteer Service Act of 1973 (Vista or Action). Cancellation rates are 15% for 1st and 2nd year, and 20% for 3rd and 4th year, for a maximum cancellation benefit of 70% of original loan.

Military

To qualify, the individual must have served active duty for twelve consecutive months in US Army, Navy, Air Force, Marine Corps or Coast Guard. In addition, borrowers with loans made after 6/30/72 must have been receiving combat pay and must have served in an area of hostility. Cancellation rates are 12.5% per year for 4 years maximum. The maximum cancellation benefit is 50% of original loan.

To receive any one of the above listed cancellation benefits

Complete a request for postponement/deferment form at the BEGINNING of the benefit year. After one full year of service, complete a request for partial cancellation for service/employment. For information concerning any cancellation benefit not listed here, please contact the Treasurer's Office at (870) 972-2285.

Sponsored Programs Accounting

Sponsored Programs Accounting (SPA) works collaboratively with Principal Investigators, Research and Technology Transfer (RTT), other University units, and sponsors.

Sponsored Programs primarily handles financial post-award activities, and is part of Finance.

Sponsored Programs Accounting Responsibilities

Creation and distribution of Internal Award Notice (IAN);

Setup award and budget in Banner;

Assist with questions regarding eligibility, allowable costs, and other administrative elements of sponsor guidelines;

Review and approve charges on projects to verify that costs are reasonable, and transactions represent an appropriate allocation of costs in accordance with university and sponsor policies, and state and federal laws and regulations; Records indirect cost charges to grants monthly, Process budget revisions and cost transfers; Submits invoices and financial reports to sponsors; Process electronic drawdown of federal funds;

Oversee the Effort certification process; Acts as the primary contact point for external audits related to granting issues; Notifies Principal Investigator (PI)/Department regarding budget variances, match variances, nearing closeouts etc.; Serves as a liaison between the PI and sponsor on financial matters; Closeout of awards.

For questions, contact Chrissy Vines, Sponsored Programs Accounting (spa@astate.edu, 870-972-2400).

Room: Suite 620

Dean B. Ellis Library

Postal Address:

P.O. Box 1260

State University, AR 72467

Effort Certification

EFFORT CERTIFICATION

Arkansas State University-Jonesboro participates in effort certification each semester. The following roles are utilized in the online module:

- Certifier: the person who certifies the effort report. In most cases, a full-time employee should certify his/her own time. The principal investigator/project director (hereafter referred to as PI) of the project is responsible for certifying for part-time staff and students.
- Alternate certifier: a person other than the employee that is allowed to certify the effort report. The PI can certify any employee effort tied to his/her project. The department chair and/or dean may be additional alternate certifiers. This individual must have suitable means of verification for the employee's reported time.

Email notifications will be sent when the records are available for review and will be sent on a daily basis to the certifiers until the records are locked. A reminder email will be sent to the alternate certifier at the end of the second, third, and fourth weeks after the period is open if the employee has not certified. The deans will receive email notifications after the third and fourth weeks with an attached spreadsheet of employees who have not certified within their colleges. Lastly, the FYI reviewers (Dr. Travis Marsico and Dr. Calvin White) will receive an email notification after the fourth week with an attached spreadsheet of all employees who have not certified. Certifiers have the option to request a labor redistribution.

Salary and expenses may be transferred to the department when the employee fails to certify. More information is provided in the Procedural Document.

[View the Procedural Document here >>](#)

Labor Redistribution

When the effort report does not accurately reflect the work performed over the course of the semester, a labor redistribution request may be submitted. A variance of up to 5% is allowable.

The following procedures must be followed:

- The certifier or their delegate must complete the labor redistribution form and click on Submit.
- Enter the PI (if the certifier is not the PI), chair, and dean email addresses in the CC field.
- Once the PI, chair, and dean respond with their approval, SPA will forward the request to the budget office.
- SPA will notify the certifier when the updated report is available.

[Complete the Labor Redistribution Form here >>](#)

(form functions not supported by Google Chrome)

***Please only use this form during the certification periods (February, June, and September).**

Operational Guidelines

Sponsored Programs Accounting

SPA Forms

[Advance Fund Request Form](#)

[Advance Fund Request Form Instructions](#)

[Cost Share Form](#)

[Cost Share Form Instructions](#)

[Expense Transfer Form](#)

[Expense Transfer Form Instructions](#)

[F&A Agreement for Grants Before 07/01/2016](#)

[F&A Agreement for Grants After 06/30/2016](#)

[Internal Award Notice](#)

[Justification for Charging Administrative Costs Form](#)

[Restricted Funds Signatures](#)

[Student Support Payment Request](#)

[Tuition Remission Form](#)