FY2015 Student Service Fee Request Guidelines

1. Student Service Fee revenue available for base allocation to your units for FY2015 is expected to be limited, therefore, please do not submit requests which include funds in excess of your unit’s approved FY2014 base budget allocation. Base augmentations requests may be submitted under separate cover per provisions listed under the FY2015 Augmentation Requests section.

2. SFAC requests that you report the total balance from all FY2013 Fund 3 sources which was forwarded to fund equity in September 2013 (see Student Service Fee Request Form, page #1).

3. Please be sure to list base budget, budget augmentation, and one-time requests separately as noted on page #1 of the Student Service Fee Request Form. All funding sources should be included as revenue.

4. Please budget FY2014 full-time benefits-eligible employee insurance rates, as follows: $503.14 for employee only coverage, $696.00 for employee and children coverage, $791.16 for employee and spouse coverage, and $984.02 for employee and family coverage. Part-time benefits-eligible employees should be budgeted as follows: $251.57 for employee only coverage, $348.00 for employee and children coverage, $395.58 for employee and spouse coverage, and $492.01 for employee and family coverage. Contributions for FY2015 are yet to be determined, please use FY2014 contributions for your FY2015 request.

5. We expect utility rates to remain relatively constant. The University has a fixed rate contract in place for electricity, but the gas rate has yet to be established; therefore, there may be minor increases or decreases in the rates for FY2015. Since the exact impact is unknown, please calculate the rates for FY2015 at the same level used in your FY2014 calculations.

6. The amount of the Finance and Administration Division auxiliary administrative charge assessed in FY2014 is anticipated to be 6.0% of actual expenditures. Please use 6.0% for your FY2015 calculations as well.

7. Longevity is anticipated to remain constant ($20 per month per each two years of longevity).

8. FICA should be calculated at 6.20% of an employee’s gross salary up to $110,100 per person. An additional contribution of 1.45% for Medicare taxes should be calculated on total gross salaries (no maximum wage limit).

9. Unemployment should be calculated at 0.55% of an employee’s gross salary, including wages.

10. Teacher retirement should be calculated at 6.0% of each employee’s salary and optional retirement (ORP) should be calculated at 8.5% of each employee’s salary for those who were enrolled in ORP prior to September 1, 1995. ORP should be calculated at 6% for those employees enrolled after September 1, 1995.

11. Minimum wage should be calculated at $7.25 per hour.

12. Worker’s compensation insurance should be budgeted at 0.45% of an employee’s annual salary.

13. All expenses regardless of funding should be included.
FY2014 One-Time Allocation Requests

Requests for one-time FY2014 allocations should include a rationale or justification for the allocation and a detailed line-item budget (including administrative charge). One-time allocation requests should be submitted separately from your unit’s FY2015 Student Service Fee request; however, the total amount requested should be listed under “SSF Request for 2013-2014” on the Student Service Fee Request Form (spreadsheet).

FY2015 Augmentation Requests

If you believe that an augmentation to your requested FY2015 base budget is a critical requirement, please enter the amount requested in the appropriate blank on page #1 of the SFAC Request Form and submit a separate request itemizing and justifying the requested augmentation. Augmentations for FY2015 may be one-time and/or base requests (see page #1 of the SFAC Budget Request Form). Please indicate on your separate request whether you are requesting a “one-time” or a “base augmentation” for FY2015.

Requests From Academic/College Based Units

In general, academic/college based units are not eligible for Student Service Fee funding. Historically, requests originating in academic/college-based units have been required to receive clearance from the Vice Chancellor/Vice President for Student Affairs and Enrollment Services prior to SFAC consideration. Pursuant to these instructions, requests originating in academic/college-based units must be submitted to the Vice Chancellor/Vice President for Student Affairs and Enrollment Services in care of the Dean of Students at wmunson@uh.edu by 5:00 p.m., Monday, October 21, 2013. The Vice Chancellor/Vice President for Student Affairs and Enrollment Services will review academic/college-based requests in relation to the statutory definition of “student service.”

SFAC Request Submission

To receive SFAC consideration, please submit electronic copies of your completed FY2015 SFAC Student Service Fee Request Form, separate FY2015 augmentation request(s), and separate FY2014 one-time allocation request to Chair, Student Fees Advisory Committee, % Dean of Students Office, at wmunson@uh.edu, by 1:00 p.m., Monday, October 28, 2013. Because of the inordinate number of late and amended requests submitted to SFAC in 2012, only requests submitted by the deadline will be guaranteed full consideration. Electronic documents should be submitted in PDF format in accordance with the PDF Conversion Process Instructions provided with the SFAC request packet. Please be sure to include your name, title, and phone number on the completed SFAC Budget Request Form. SFAC submissions may not exceed 25 pages in length. Additional information may be distributed to members of the committee under separate cover in care of the Dean of Students Office, or you may distribute the information to the members at the time of your unit’s scheduled presentation.

SFAC Spreadsheet/Budget request Training

Because the SFAC Spreadsheet/Budget Request Form has been revised to facilitate easier reporting and report consistency, it is highly recommended that a representative from each requesting unit attend the spreadsheet training session scheduled for 2pm, Monday, October 7, 2013 in the Bayou City Room of the University Center. Space is limited, so please limit participation to one representative from each requesting unit.

9/2013