

**FLORIDA INTERNATIONAL UNIVERSITY
2018 COMPLIANCE CALENDAR***

By Areas

31-MARCH	Academic Calendar Years 2018-2019 and 2019-2020	Academic Affairs / Student Affairs	Submission of the upcoming year's academic calendar to the BOG.	BOG Data Request System
28-FEBRUARY (Certification – Every 10 years) Note: SACS Accreditation process completed in 2010 – Next Accreditation is due in 2021	Southern Association of Colleges and Schools (SACS) Accreditations/Filings	Academic Affairs- Accreditation	By February – four to six weeks prior to onsite peer review by Commission of Colleges (COC) - To SACS Onsite Reaffirmation Committee Submit Quality Enhancement Plan – to address pending compliance issues raised from off-site peer review.	SACSCOC - Principles of Accreditation: Foundations of Quality Enhancement SACSCOC Policy Statement – Reaffirmation of Accreditation and Subsequent Reports
31-JULY (Annual Report)	Annual Report for all J-1 Sponsors for the Exchange Visitor Program	Academic Affairs-Study Abroad	The university is responsible for the effective administration of its Exchange Visitor Programs, including applicable records and reporting obligations. Annual Report to U.S. Department of State filed on an academic, calendar, or fiscal year, as stipulated on the program's designation or re-designation letter. The annual reporting cycle is also listed on the Program Information screen. Due date: Academic Year ends June 30th – report due July 31 st	Mutual Educational and Cultural Exchange Act of 1961, Pub. L. 87-256 75 Stat. 527 22 U.S.C. § 2451 et seq. 8 U.S.C. § 1372 22 CFR § 62.15
31-JULY (Annual Remittance)	Southern Association of Colleges and Schools	Academic Planning and Accountability	Operational costs of the SACS Commission on Colleges (SACSCOC) is met by annual institutional dues.	SACSCOC Policy Statement – Dues,

	<i>(SACS) Accreditation Annual Dues</i>		All member and candidate institutions must pay dues and fees in accordance with those authorized by SACSCOC and approved by the College Delegate Assembly and the Commission's Board of Trustees.	Fees, and Expenses – Revised June 2012
31-JULY (Annual Profile)	<i>Southern Association of Colleges and Schools (SACS) Accreditation Financial Profile and Indicators</i>	Academic Planning and Accountability	For accreditation, the university must provide financial profile and indicators to SACSCOC. Financial Profile section is based on Integrated Postsecondary Education Data System (IPEDS) Financial Survey. Financial Indicators section is based on audited financial statements. Must be signed by Chief Executive Office and Chief Financial Officer of the university.	SACSCOC Resource Manual for Accreditation: Foundations for Quality Enhancement
02-FEBRUARY	<i>NSF Higher Education R&D Survey Data Request</i>	Analysis and Information Management	Survey submitted to BOG.	BOG Data Request System
18-JULY (Annual Report)	<i>Limited Access Monitoring Report</i>	Analysis and Information Management	Report to be submitted to the BOG.	BOG Data Request System
15-SEPTEMBER	<i>2017 Schedule of Expenditures of Federal Awards (SEFA) Submission</i>	Analysis and Information Management	For 2016 the submission of university Schedule of Expenditures of Federal Awards (SEFA) will be a separate data request from the Year End Financial Reporting.	BOG Data Request System
01-JULY (Annual Report)	<i>National Collegiate Athletics Association (NCAA) Graduate Success Rate Report</i>	Analysis and Information Management / Athletics	The university must submit copy of Integrated Post-Secondary Education Data System Graduation Rate Survey (IPEDS – GRS-1) as per federal regulations for IPEDS reporting.	NCAA Division I Manual § 3.2.4, § 18.4.2.2, § 23.01.3

01-SEPTEMBER	<i>Performance-based Funding Metric 10 Board of Trustee Choice</i>	Analysis and Information Management / Board of Trustees / Office of the Provost	At the January 26, 2017 Budget and Finance Committee meeting, discussion centered on the review of Metric 10 which will take place at the October 3 Committee workshop. The Committee is requesting that each university provide related information on 3 chosen metrics.	BOG Data Request System
29-JUNE	<i>2017-18 University Tuition and Fees for New Students (Cost of Attendance)</i>	Analysis and Information Management / Enrollment Services	2017-18 Tuition and Fees for New Students Report to be submitted to the BOG.	BOG Data Request System
30-JUNE	<i>Johnson Academic Progress/2017-18 Applicant Need</i>	Analysis and Information Management / Enrollment Services	2017-18 Academic Progress Reports and 2017-18 Applicants information to be submitted to BOG.	BOG Data Request System
23-JUNE	<i>UBOT Approval of Preliminary Operating Budget</i>	Analysis and Information Management / Finance & Administration	Budget to be submitted to BOG for an act making Appropriations and supplemental appropriations to pay salaries and other expenses capital outlay - buildings, and other improvements, and for other specified purposes of the various agencies of State government; providing effective dates.	BOG Data Request System
23-JUNE	<i>Presidential Salary & Other Compensation Survey</i>	Analysis and Information Management / Finance & Administration	The Presidential Salary and Other Compensation Survey consists of an Excel survey reporting presidential compensation in terms of the president's contract salary for the fiscal year.	BOG Data Request System
31-JANUARY	<i>Program Participation Agreements and IPEDS</i>	Analysis and Information Management / Financial Aid-Enrollment Services	As part of the program participation agreements signed in connection with financial aid, an institution must complete surveys conducted	20 U.S.C. § 1094(a)(17) 34 C.F.R. § 100.6

			as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal postsecondary institution data collection effort, as designated by the Secretary, in a timely manner and to the satisfaction of the Secretary. Filing the required IPEDS forms also fulfills certain reporting requirements under Titles VI and VII and the ADA.	29 C.F.R. §§ 1602.48-50
13-OCTOBER	<i>Annual Textbook and Instructional Materials Affordability Report</i>	Analysis and Information Management / Office of the Provost	House Bill 7019 was passed with an amendment to Section 1004.085 regarding textbook and instructional materials affordability which requires each university to submit an annual report to the Chancellor of the State University System.	BOG Data Request System
APRIL (Annually)	<i>Annual IPEDS Finance, Fall Enrollment and Graduation Rates Report</i>	Analysis and Information Management/ Academic Affairs	Program Participation Agreements – Survey Responses: The university must complete annual surveys in order to be initially and continually eligible to participate in federal assistance programs. Program surveys are part of the program participation agreements signed in connection with financial aid.	20 U.S.C. § 1094(a)(17)
01-MARCH (•March 1-attestation form is available for download in Program Hub.	NCAA Board of Governors Policy on Campus Sexual Violence Attestation Form	Athletics	In August 2017, the NCAA Board of Governors adopted an Association-wide policy, recommended by the NCAA Commission to Combat Campus Sexual Violence, to reinforce previous Association	BOG Data Request System

<ul style="list-style-type: none"> • May 15-deadline for uploading completed attestation form in Program Hub.) 			efforts in addressing campus sexual violence. In its inaugural year, the deadline for attesting to this policy is approaching.	
01-MAY	<i>NCAA Division I Concussion Safety Protocol</i>	Athletics	All Division I institutions may participate in the Concussion Protocol Review Process. The schools in the five Autonomy conferences (the ACC, Big 12, Big Ten, SEC and Pac-12) are required to participate (Constitution 3.2.4.18.1 – Concussion Safety Protocol). All other Division I institutions, as well as Divisions II and III institutions who sponsor a Division I sport, may choose to opt in to the legislation.	NCAA Sports Science Institute
15-JANUARY	<i>Athletics National Collegiate Athletic Association (NCAA) Revenues and Expenses Report</i>	Athletics Compliance	A report of revenues and expenses for the athletic department as well as other general information must be submitted to the NCAA.	NCAA Rules
28-FEBRUARY	<i>National Collegiate Athletic Association (NCAA) National Letter of Intent Verification</i>	Athletics Compliance	The university must verify that prospective student-athletes have received NCAA National Letter of Intent before making a written offer of athletically related financial aid to prospective student-athletes.	NCAA Division I Manual § 13.9
JULY (July/August - Annual Certification)	<i>National Collegiate Athletic Association (NCAA) Certification of Transfer Eligibility</i>	Athletics Compliance	The university must provide annual certification of student-athlete transfer eligibility to compete and receive financial aid. The university must not permit student-athlete to	NCAA Division I Manual § 14.5 & 14.10

			represent it in intercollegiate athletics competition unless s/he meets all applicable eligibility requirements. Certification is required prior to allowing student-athlete to represent the university in intercollegiate competition. Mid-year transfers are reported in December / January.	
15-JANUARY	<i>University President Agreed-Upon Procedures Report</i>	Athletics Compliance / University President	A report to the President by an independent public accountant of athletic department revenues and expenses must be submitted to the NCAA.	NCAA Rules
01-JULY (Annual Report)	<i>NCAA Academic Enhancement Fund Usage Report</i>	Athletics Department / Athletics Compliance	The university must provide a report explaining usage of NCAA monies to the NCAA.	NCAA Board of Directors' Requirement
APRIL (Annual Vote)	<i>National Collegiate Athletic Association (NCAA) Legislative Review Institution Vote</i>	Athletics Director	Conference tally sheet on institutional votes; vote in April would be a second vote.	NCAA Division I Manual – Article 5
MAY (or June)	<i>National Collegiate Athletic Association (NCAA) Annual Certification/Test to Recruit Off-Campus</i>	Athletics Director / Athletics Compliance	Only coaches who have been certified may contact or evaluate prospective student-athletes off campus. Annual Certification NCAA Division I Manual § 11.5 Certification is conducted annually by a conference official or university faculty athletics representative certifying to acceptable knowledge of NCAA recruiting rules and regulations by all coaches. All coaches must pass a standardized	NCAA Division I Manual § 11.5

			national test developed by the NCAA national office.	
01-AUGUST (Annual Report)	NCAA Sports Sponsorship Institutional Demographics Report	Athletics Director / Athletics Compliance	NCAA report outlining number of sports sponsored and race and demographic information of staff.	NCAA Division I Manual § 18.4.2
15-AUGUST Annual Report	NCAA Division I Institutions Sports Report	Athletics Director / Athletics Compliance	Report generated for each sport compiling number of contests and participants. Logged into Compliance Assistant and completed after each sport season and added to Sports Sponsorship Report.	NCAA Division I Manual §§ 2.8 and 2.14
AUGUST (Annual Request)	National Collegiate Athletic Association (NCAA) Administrative Review Subcommittee Waivers	Athletics Director / Athletics Compliance	The university may seek waivers from NCAA rules and regulations. Types of situations include but are not limited to: <ul style="list-style-type: none"> - Institutional Limitation on Official Visits due to Extraordinary Personnel Losses - One-Year Residence Requirement for Transfer Student-Athletes under limited conditions Financial Aid Limitation Waiver for Institutions for Extraordinary Personnel Losses	NCAA Division I Manual § 13.6.2.6.6; § 14.8.2; § 15.5.12
AUGUST (Annual Certification)	NCAA Certification of Transfer Eligibility (July/August)	Athletics Director / Athletics Compliance	This is an annual certification of student-athlete transfer eligibility to represent the university in intercollegiate athletic competition and to receive financial aid. To NCAA prior to allowing student-athlete to represent the university	NCAA Division I Manual §§ 14.5 and 14.10

			in intercollegiate competition. Certification is that student-athlete meets all applicable eligibility requirements.	
AUGUST (Or July - Annual Certification)	NCAA Annual Academic Certification to Compete, Practice and Receive Athletically Related Aid	Athletics Director / Athletics Compliance	The university must certify that student-athletes are eligible to compete, practice and receive athletically related aid. To NCAA prior to permitting the student-athlete to represent the university in intercollegiate athletic competition.	NCAA Division I Manual § 14.01.1
AUGUST (Annual Certification)	NCAA Annual Certification of On-Campus Recruiting Rules	Athletics Director / Athletics Compliance	- Conducted in annual department start-up meeting certifying knowledge of rules and regulations that apply to on-campus recruiting.	NCAA Division I Manual § 13.6
AUGUST (Annual Sign Off)	NCAA Buckley Waiver Form	Athletics Director / Athletics Compliance	Prior to first day of practice for each team, there is an annual sign-off by student-athletes that provides department access to student-athlete health information. Student-athlete consents to university disclosure of student-athlete injury / illness and participation information to NCAA. Must be administered individually to each student-athlete and signed authorization / consent form must be kept on file by the athletics director.	NCAA Division I Manual § 14.1.5 Family Education Rights and Privacy Act (FERPA): 20 U.S.C. § 1232g 34 CFR Part 99
AUGUST	NCAA Initial Eligibility Waiver	Athletics Director / Athletics Compliance	Request submitted by the university seeking a waiver of relief from at	NCAA Division I Manual § 14.3.1.5

(Ongoing – as needed)			least one element or aspect of initial eligibility requirements to NCAA. Request must include objective evidence that demonstrates circumstances which warrant a waiver of normal application of NCAA bylaws and regulations.	
AUGUST (Ongoing – as needed)	<i>NCAA Continuing Eligibility Waivers</i>	Athletics Director / Athletics Compliance	Request submitted by university seeking a waiver of relief from at least one element or aspect of continuing eligibility requirements to NCAA. Request must include objective evidence that demonstrates circumstances which warrant a waiver of normal application of NCAA bylaws and regulations.	NCAA Division I Manual § 14.8
AUGUST (Annual Consent Form)	<i>NCAA Drug Consent Form</i>	Athletics Director / Athletics Compliance	Student-athlete must sign drug consent form in which the student consents to be tested for the use of drugs prohibited by NCAA legislation. Consent form must: <ul style="list-style-type: none"> o Be administered individually to each student-athlete o Provide a list of all banned drug classes with notice that list may change during academic year o Be kept on file and available for examination by authorized NCAA representative. 	NCAA Division I Manual § 14.1.4
AUGUST (Annual Certification)	<i>NCAA International Student-Athlete Eligibility Form</i>	Athletics Director / Athletics Compliance	Prior to first day of practice for each team, the university must submit annual certification of eligibility of	NCAA Division I Manual § 14.1.5

			<p>international student-athletes to compete and receive financial aid.</p> <ul style="list-style-type: none"> -Signed by international student-athletes prior to participating in competition -Kept on file with other eligibility documents -Available for inspection by authorized NCAA representative. 	
AUGUST (Annual Listing)	NCAA Squad List	Athletics Director / Athletics Compliance	<p>Prior to first day of competition for each team, the university must provide a list of certified participants (student-athletes) in each sport sponsored by university. Include status of each member of the squad Must be available for inspection by authorized member of another member institution and by authorized NCAA representative. Signed by Athletic Director and Head Coach of each sport.</p>	NCAA Division I Manual § 14.10.2
AUGUST Annual Report	Student Assistance Fund (formerly the Special Assistance Fund and Student-Athlete Opportunity Fund) Report	Athletics Director / Athletics Compliance	<p>In August of each year, the Conference USA office will forward each institution the Student Assistance Funds allotted to it by the NCAA. Must have process for:</p> <ul style="list-style-type: none"> o Approving requests (per NCAA approval policies) o Distributing funds o Collecting the appropriate documentation (e.g., receipts) <p>End of Year Report by end each academic year (August) to the Conference USA office with</p>	Conference USA Compliance

			description of how funds were utilized during the preceding year.	
JUNE (Annual Report)	<i>NCAA Official Visits Records Report</i>	Athletics Director / Athletics Compliance	This report is a compilation of official recruiting visits, financed in whole or in part by the university that occurred in the previous fiscal year. The university must also have departmental procedures related to official visits that apply to: <ul style="list-style-type: none"> o Prospective student-athletes o Student hosts o Coaches and other athletics administrators 	NCAA Division I Manual § 13.6
Early-SEPTEMBER	<i>Annual Benefits Open Enrollment</i>	Benefits Administration- HR	Notice to all benefits eligible faculty and staff of Annual Benefits Open Enrollment period during the months of October & November.	HR Annual Benefits Open Enrollment period
31-JANUARY	<i>Internal Revenue Code (IRC) – 403(b) Universal Availability Notice</i>	Benefits-HR	403(b) retirement plans (tax sheltered annuity) permit employees to contribute on a tax deferred basis a portion of their wages into a retirement account. The contributions and earnings on those contributions are tax deferred until employee takes distribution of the funds. Employers must provide an Annual notice to employees of right to participate in 403(b) Plan.	Section 403(b) of the Internal Revenue Code; 26 U.S.C. § 403(b)
01-APRIL	<i>Minimum Distributions from Tax-Qualified Retirement Plans</i>	Benefits-HR	Distributions will not need to be made until April 1 of the year following the later of the year the employee attains age 70½, or the year the employee retires. Five-percent owners and IRA holders are	Small Business Job Protection Act Public Law No. 104-188 110 Stat. 1755

			still subject to the minimum distribution rule, that is, they will need to start receiving distributions by April 1 of the year following attaining age 70½ even if they are still working.	
31-JULY (Between 2013 and 2019 (for plan years ending on or after 10/1/12 and before 10/1/19))	<i>Patient Protection and Affordable Care Act Requirements</i>	Benefits-HR	<ul style="list-style-type: none"> The university must file IRS Form 720 and pay applicable PCOR (Patient Centered Outcome Research Institute) fees for any covered self-insured plans, at the applicable rate (\$1.00 per covered life for 2012, \$2.00 for 2013, adjusted for health inflation thereafter). 	Public Law No. 111-148
31-JULY	<i>Employee Retirement and Income Security Act (ERISA) / Form 5500</i>	Benefits-HR	The administrator of an employee benefit plan must file a form 5500 within 210 days after the close of the plan year.	29 USC § 1024 29 CFR § 2520.104a-5 29 CFR § 2520.104b-10
23-MAY	<i>2016 - 2017 Accountability Plans</i>	Board of Trustees	Previously, the Board requested an annual Accountability Report and a n annual University Work Plan report, per Board of Governors regulations 1.001 and 2.002. This data request combines these two historical requests into one new request for an annual Accountability Plan that provides both actual historical data and prospective goals. The layout for the new Accountability Plan is largely	BOG Data Request System

			based on the 2017 Work Plan format and is closely aligned with the Board's 2025 System Strategic Plan.	
01-APRIL	<i>Teacher Education Program Accountability Reporting</i>	College of Education- Department of Teaching and Learning	Teacher Education Reporting Requirements – Accountability for Programs that Prepare Teachers: Each institution of higher education that conducts a teacher preparation program leading to state certification or licensure and that enrolls students receiving federal assistance under the Higher Education Act.	20 U.S.C. § 1027(f) HEOA Public Law No. 110-315
17-SEPTEMBER	<i>Constitution Day</i>	College of Law	Students Constitution Day - programs concerning the US Constitution must be offered to remain eligible for federal financial aid funds. Note: if 9/17 falls on a weekend, the programs may be provided either the week before or the week after. (HEOA)	Constitution Day (HEOA)
13-FEBRUARY	<i>AAUP Faculty Compensation Survey (COPY)</i>	Compensation-HR / Office of the Provost / Faculty Senate	A copy of the AAUP Faculty Compensation Survey to be submitted to the Board of Governors.	BOG Data Request System
31-JANUARY	<i>Florida Commission on Ethics Financial Disclosure</i>	Employee & Labor Relations-HR	Financial Disclosure Report - business managers and/or purchasing agents having the power to make any purchase exceeding the threshold amount provided for in s. 287.017, F.S., for category one (\$20,000), finance and accounting directors, personnel officers, or	Florida Commission on Ethics

			grants coordinators for any state agency.	
30-SEPTEMBER	<i>Outside Activity/Conflict of Interest Reporting (Staff & Faculty)</i>	Employee & Labor Relations-HR / Office of Research & Economic Development / Office of University Compliance & Integrity / Office of the General Counsel	Annually, all benefits-eligible faculty and staff are required to submit an Outside Activity/Conflict of Interest (OA/COI) Report to comply with federal and state regulations to disclose outside activities, including activities related to research.	Conflict of Interest Policy 1710.075 Conflict of Interest in Research Policy 2370.005
15-JANUARY	<i>Controlled Substances Act Annual Report</i>	Environmental Health & Safety	Qualifying entities must submit to the Attorney General an annual report of controlled substances in stock and quarterly reports of acquisition and distribution of controlled substances.	21 U.S.C. §§ 801-889 21 C.F.R. § 1300
01-FEBRUARY	<i>Occupational Safety and Health Act of 1970 (OSHA) Report</i>	Environmental Health & Safety	Employers with 11 or more employees must post, from February 1 to April 30 , a summary of the total number of job-related injuries and illnesses that occurred in the prior calendar year. The form is to be displayed wherever notices to employees are usually posted.	29 U.S.C. § 654 29 CFR 1904.32
01-MARCH	<i>Emergency Planning and Community Right to Know Act (EPCRA) Notification</i>	Environmental Health & Safety	By March 1st of each year, the owner or operator of any facility which is required to have available a material safety data sheet for a hazardous chemical under OSHA shall prepare and submit an emergency and hazardous chemical inventory format the appropriate local emergency planning committee; the state emergency	42 U.S.C. § 11001 – 11050 40 C.F.R. § 370

			response commission; and the fire department with jurisdiction over the facility. Hazardous chemical training must be conducted annually. Facilities must report the storage, use, and release of certain hazardous chemicals bi-annually.	
01-OCTOBER	<i>Students, Employees and the US Department of Education Annual Fire Safety Report</i>	Environmental Health & Safety – Emergency Management	A report containing fire safety policies and procedures as well as fire statistics for the previous three years for on-campus housing facilities must be made available to students and employees.	HEOA, Clery Act, Campus Sex Crimes Act
OCTOBER (Varies in Month)	<i>Students and Employees Emergency Response and Evacuation Procedures</i>	Environmental Health & Safety / University Police Department	Annual notification to employees and students regarding emergency response and evacuation procedures. Emergency response and evacuation procedures must be tested annually.	Emergency Planning and Community Right-To-Know Act (EPCRA)
28-OCTOBER	<i>Above-ground Storage Tank (AST) Report of Financial Responsibility Certification</i>	Environmental Health and Safety- Emergency Management / Risk Management & Insurance	The University must maintain documentation regarding the financial resources to pay for the costs of containment and cleanup in the event of a discharge of oil from a regulated AST.	Florida Department of Environmental Protection US Environmental Protection Agency (EPA)
APRIL (Also, January, July & October)	<i>Office of Federal Affairs Federal Lobbying Disclosure Reports</i>	External Affairs / Office of the General Counsel	No later than 20 days after the end of the quarterly period beginning on the first day of January, April, July, and October of each year in which a registrant is registered under section 4, or on the first business day after such 20th day if the 20th day is not a business day,	2 U.S.C. 1604

			each registrant shall file a report with the Secretary of the Senate and the Clerk of the House of Representatives on its lobbying activities during such quarterly period. The report must contain an estimated amount of money spent lobbying and the bill(s) and issues that were lobbied on when efforts were made to influence legislation or executive decision.	
MARCH (Monthly)	Grease Disposal Inspections	Facilities Maintenance	Food service establishments must have grease interceptors in place in order to keep grease and oils from getting into Publicly Owned Treatment Works (POTW). Grease interceptors must be cleaned, maintained, and repaired regularly. The university must ensure: That records of inspection, maintenance and repairs are maintained; Dates and manner of activity performed; Retain records for three years; Available for inspection.	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)
24-JANUARY	Fund Balance Update - as of December 2017	Finance & Administration	The BOG has been asked by House staff to provide an update on university fund balances. Attached are the fund balance reports submitted in August and October – please use the December tab for updates as of December 31, 2017.	BOG Data Request System
31-JANUARY	2016-17 Consolidated Financial Statement	Finance & Administration	The Board of Governors is required to prepare a consolidated financial schedule for the System as part of	

			its annual bond disclosure requirements for the system bonds which have been issued to fund university capital projects.	
13-FEBRUARY	<i>2nd Q: Shared Initiatives University Savings Report</i>	Finance & Administration	Starting with the 4th Quarter, Fiscal Year 2016-17, the university Shared Savings Reports will be a recurring quarterly item submitted through the Data Request System. The deadline for this report has already been established as 45 days after the end of each quarter	BOG Data Request System
22-FEBRUARY	<i>Unfunded Mandates Funded from Carryforward</i>	Finance & Administration	Representative Rodrigues has asked for a list of unfunded mandates that have been funded from your E&G carryforward funds over the last 5 years (FY 2013/14 through the current FYI 2017/18). This information may be extremely helpful in explaining some of the uses of your carryforward as the legislature heads into budget conference in the next week or so.	BOG Data Request System
31-MARCH	<i>CITF Increases, Increases to Certain Existing Fees and New Fees</i>	Finance & Administration	University requests to increase certain existing fees or implement new fees will be due March 31, 2015. The Board's Budget & Finance Committee will consider these requests, along with requests for any tuition differential increases, during the June, 2016 meeting.	Form 1099-MISC, Miscellaneous Income - IRS
15-APRIL	<i>Federal Tax and FICA Tax Remittance</i>	Finance & Administration	An employer, that is a monthly depositor, must deposit	26 CFR § 31.6302-1

(Monthly Remittance)			employment taxes accumulated with respect to payments made during a calendar month.	
30-APRIL	<i>Census Of Governments – Survey of Government Employment State Institutions of Higher Education Report</i>	Finance & Administration	The university responds to U.S. Department of Commerce surveys to collect data that includes, but not be limited to, data on taxes and tax valuations, governmental receipts, expenditures, indebtedness, and employees of state and local governments.	13 U.S.C. § 182
15-MAY	<i>3rd Q: Shared Initiatives University Savings Report</i>	Finance & Administration	Starting with the 4th Quarter, Fiscal Year 2016-17, the university Shared Savings Reports will be a recurring quarterly item submitted through the Data Request System. The deadline for this report has already been established as 45 days after the end of each quarter.	BOG Data Request System
15-AUGUST (Monthly Remittance)	<i>Federal Tax and FICA Tax Remittance</i>	Finance & Administration	An employer, that is a monthly depositor, must deposit employment taxes accumulated with respect to payments made during a calendar month.	26 CFR § 31.6302-1
14-AUGUST	<i>4TH Q: Shared Initiatives University Savings Report</i>	Finance & Administration	Starting with the 4th Quarter, Fiscal Year 2016-17, the university Shared Savings Reports will be a recurring quarterly item submitted through the Data Request System. The deadline for this report has already been established as 45 days after the end of each quarter.	BOG Data Request System
15-SEPTEMBER	<i>NPDSS Certification</i>	Finance & Administration	Board of Governors regulations and Florida Statutes require the	BOG Data Request System

			<p>submission of certain documents from Direct Support Organizations, Health Services Support Organizations, Faculty Practice Plans, Self-Insurance Programs, and Captive Insurance Companies. Additionally, the Board of Governors receives submissions related to Intercollegiate Athletics and Collegiate License Plate programs.</p>	
22-SEPTEMBER	<i>SUS Year-End Financial Reporting – Universities and Component Units</i>	Finance & Administration	<p>Under the direction of the Department of Financial Services (DFS), the Florida Board of Governors is responsible for coordinating the financial reporting requirements of the State University System. This reporting effort will assist DFS in preparing the State’s Comprehensive Annual Financial Report (CAFR) and the Schedule of Expenditures of Federal Awards (SEFA).</p>	BOG Data Request System
10-JULY	<i>2018-2019 Legislative Budget Request (LBR) for Operations (Univ-Unique Initiatives & Other LBR)</i>	Finance & Administration / Analysis and Information Management	<p>On March 29, 2017, the Board of Governors (Board) approved the 2018-2019 LBR guidelines for the operating and fixed capital outlay budget sections of the State University System (SUS). The Board will meet on August 31st to approve the initial LBR for both sections with an estimated submission date to the Governor and Legislature of around September 15th.</p>	BOG Data Request System

17-JULY	<i>2018-2019 Legislative Budget Request (LBR) for Operations (Shared System Resources)</i>	Finance & Administration / Analysis and Information Management	On March 29, 2017, the Board of Governors (Board) approved the 2018-2019 LBR guidelines for the operating and fixed capital outlay budget sections of the State University System (SUS). The Board will meet on August 31st to approve the initial LBR for both sections with an estimated submission date to the Governor and Legislature of around September 15th.	BOG Data Request System
31-OCTOBER	<i>SUS GAAP Financials (for State of Florida Auditor General)</i>	Finance & Administration / Analysis and Information Management	Each university is required to submit to the BOG the most current financial statements and other supporting documents (audited or unaudited) prepared in conformity with generally accepted accounting principles (GAAP) by the 31st day of October.	BOG Data Request System BOG Regulation 9.009(4)
03-OCTOBER	<i>Increases to Fees and New Fees Under Consideration</i>	Finance & Administration / Enrollment Services	Universities are to notify the BOG of increases to existing fees that are capped in statute and new fees that are under consideration and would require Board of Trustees and Board of Governors approval.	BOG Data Request System BOG Regulation 7.003
13-FEBRUARY	<i>Construction Cost Database Update</i>	Finance & Administration / Facilities Maintenance	As required by Section 1013.64(6)(d)1, F.S., the construction cost database must be updated yearly. The Data Collection Form is to be completed by each university for all construction projects greater than \$2,000,000 in construction cost that	BOG Data Request System 1013.64, F.S.

			have been COMPLETED between January 1 and December 31.	
23-FEBRUARY	<i>Auxiliary Facilities</i>	Finance & Administration / Facilities Maintenance	Universities shall prepare an Income and Expenditure Statement, in a format provided by the Board of Governors, for each auxiliary bond issue (or series issue as amended) containing these bond covenants.	BOG Data Request System
AUGUST (Quarterly)	<i>Social Security Number Verification Report</i>	Finance & Administration / Human Resources-Records	To avoid penalty for reporting incorrect SSN on W-2 file/forms (\$50 per bad SSN), the university transmits data file, electronically, to the Social Security Administration (SSA).	26 U.S.C. § 6721
01-AUGUST	<i>2018-2019 Legislative Budget Request (LBR) for Operating and Fixed Capital Outlay</i>	Finance & Administration / Office of Planning & Institutional Research	The focus of the Operating LBR will be continued support and resources for the following initiatives: operations and maintenance for new and existing buildings, annual fire safety inspections, initiatives from task force reports, studies or strategic plans, shared system issues, and campus health, safety and security. For system resource requests, such as annualization issues and operations and maintenance needs, the Board Office will review and determine the amounts to be requested.	BOG Data Request System
21-AUGUST	<i>University Operating Budget Support Data</i>	Finance & Administration / Office of Planning & Institutional Research	Data to be submitted by templates to the BOG.	BOG Data Request System

<p>29-AUGUST</p>	<p><i>Disclosure of Gifts from Foreign Governments and Persons</i></p>	<p>Finance & Administration / Office of Planning & Institutional Research</p>	<p>Pursuant to Regulation 9.012 each University Board of Trustees on behalf of any direct support organization shall disclose the amount, terms, restrictions, and requirements made a part of any gift given to a university or direct support organization by a foreign government or foreign person that exceeds \$100,000 during each fiscal year. Report to be submitted to the BOG.</p>	<p>BOG Data Request System</p> <p>BOG Regulation 9.012</p>
<p>15-APRIL (Federal Cash Transaction Report) 30-APRIL (Financial Status Report)</p>	<p><i>Quarterly Financial Status Reports [Office of Management and Budget (OMB) Circular A-110 Report]</i></p>	<p>Finance & Administration / Office of Research & Economic Development</p>	<p>Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations: This Circular sets forth standards for obtaining consistency and uniformity among federal agencies in the administration of grants to and agreements with institutions of higher education, hospitals and other non-profit organizations.</p>	<p>OMB Circular A-110</p> <p>2 CFR Part 215</p>
<p>15-JULY (Federal Cash Transaction Report) 30-JULY (Financial Status Report)</p>	<p><i>Quarterly Financial Status Reports [Office of Management and Budget (OMB) Circular A-110 Report]</i></p>	<p>Finance & Administration / Office of Research & Economic Development</p>	<p>Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations: This Circular sets forth standards for obtaining consistency and uniformity among federal agencies in the administration of grants to and agreements with institutions of</p>	<p>OMB Circular A-110</p> <p>2 CFR Part 215</p>

			higher education, hospitals and other non-profit organizations.	
22-SEPTEMBER	<i>Schedule of Expenditures of Federal Awards Report (SEFA)</i>	Finance & Administration / Office of Research & Economic Development	A report of all financial expenditures, non-cash benefits, and/or loan disbursements in support of federal awards to the Florida Department of Financial Services.	SEFA - Florida's Department of Financial Services
20-JUNE	<i>University Auxiliary Facilities Bonds - Annual Reporting Compliance</i>	Finance & Administration / Office of the Treasurer	Board of Governors Regulation 9.008 specifies annual reporting requirements for certain auxiliary revenue bonds from which proceeds were used to construct state university campus facilities. Universities fulfill this requirement by submitting a University Board of Trustees-approved operating budget for these bond issues each year during February through the SUS Data Request submission process.	BOG Data Request System
JULY (Quarterly)	<i>Social Security Number Verification Report</i>	Finance & Administration / Records-HR	To avoid penalty for reporting incorrect SSN on W-2 file/forms (\$50 per bad SSN), the university transmits data file, electronically, to the Social Security Administration (SSA).	26 U.S.C. § 6721
DECEMBER (Quarterly)	<i>Social Security Number Verification Report</i>	Finance & Administration / Records-HR	To avoid penalty for reporting incorrect SSN on W-2 file/forms (\$50 per bad SSN), the university transmits data file, electronically, to the Social Security Administration (SSA).	26 U.S.C. § 6721

31-MARCH	<i>Continuing Disclosure Obligation - Securities and Exchange Commission</i>	Finance & Administration / University Treasurer	By the end of January each year, the audited financial statement for the preceding fiscal year along with specific financial and statistical data agreed to in each bond issue must be provided to the MSRB (Municipal Securities Rulemaking Board).	BOG Data Request System
31-JANUARY	<i>NPSAS (National Postsecondary Student Aid Survey)</i>	Financial Aid-Enrollment Services	The National Postsecondary Student Aid Survey (NPSAS) examines the characteristics of students in postsecondary education, with special focus on how they finance their education. Institutions are required to give the Department of Education information on students selected to be participants in the NPSAS survey. Institutions are asked to provide enrollment lists that include the names of all students enrolled at a certain date, date of birth, social security number, education level, major and contact information. NPSAS is not an annual survey, but occurs on a quadrennial cycle.	HEA, Title 1-C, Sec. 132 (k) NCES (National Center for Education Statistics)
05-FEBRUARY	<i>Spring Johnson Enrollment Verification</i>	Financial Aid-Enrollment Services	List of students who received award to be submitted to BOG.	BOG Data Request System
17-FEBRUARY	<i>2017-2018 First Generation Matching Grant Eligibility</i>	Financial Aid-Enrollment Services	Form to be filled out and report submitted to the BOG.	BOG Data Request System
28-FEBRUARY	<i>Student Financial Aid Compliance Report</i>	Financial Aid-Enrollment Services	As a part of the Board of Governors' staff efforts to monitor compliance with Board regulation 7.001 (14)(b)	BOG Data Request System

			and statutory requirements, as stated in 1009.24(16)(a) and 1009.24(7), and other requirements stipulated in proviso, FIU must complete and submit the Student Financial Aid Compliance Report template by December 1st. BOG	
30-SEPTEMBER	<i>Financial Operations Report and Application to Participate (FISAP)</i>	Financial Aid-Enrollment Services	A report of all Perkins, Federal Work Study, and Federal Supplemental Educational Opportunity Grant funds from the previous fiscal year and to apply for funds for the next fiscal year. (HEOA)	Financial Operations Report and Application to Participate (FISAP)
NOVEMBER (Varies in Month of November)	<i>Financial Aid Code of Conduct</i>	Financial Aid-Enrollment Services	Notice to employees who have responsibility for federal education loans of the University's Financial Aid Code of Conduct. (HEOA)	Financial Aid Code of Conduct
DECEMBER (Six months after the end of the institution's fiscal year)	<i>Federal Student Aid Audit</i>	Financial Aid-Enrollment Services	An institution must, at least annually, have an independent audit or conduct a compliance audit of its administration of those programs as well as an audit of the institution's general purpose financial statements. Audits must be completed with the standards established by the U.S. General Accounting Office's Government Auditing Standards and must include all Title IV, HEA program transactions that have occurred	HEA Sec. 487 (c) 34 CFR 668.23 FSA Handbook Volume 2, Chapter 4 eZ-Audit

			since the period covered by the institution's last compliance audit.	
27-NOVEMBER	<i>Helios Annual Financial Report</i>	FIU Foundation	Fill out form and upload data to ftp site.	BOG Data Request System
31-JANUARY	<i>Office of Federal Affairs Federal Lobbying Disclosure Reports</i>	Governmental Relations	No later than 20 days after the end of the quarterly period beginning on the first day of January, April, July, and October of each year in which a registrant is registered under section 4, or on the first business day after such 20th day if the 20th day is not a business day, each registrant shall file a report with the Secretary of the Senate and the Clerk of the House of Representatives on its lobbying activities during such quarterly period.	2 U.S.C. 1604
JULY (Annual Disclosure)	<i>Legal Requirements Relating to Social Security Number (SSN)</i>	Human Resources / Enrollment Services / Finance & Administration / University Departments and Units that store and use SSNs	The university must provide annual disclosure on the acquisition and use of SSN to campus community. May only request disclosure of SSN if notify the individual from whom request is made; whether is mandatory; Statutory or regulatory authority under which disclosure is required / requested; and Uses to which the SSN will be put.	Federal Privacy Act of 1974, Pub. L. 93-579 88 Stat. 1896 5 U.S.C. § 552a F.S. 119.071(5)(a)(2)
02-SEPTEMBER (Due July 1 st , but if not postmarked by September 2 nd , fines are imposed.)	<i>Statement of Financial Interests</i>	Human Resources / Office of University Compliance & Integrity	Reporting individuals are required by law to file a disclosure of his/her financial interests on an annual basis with the Florida Commission on Ethics pursuant to the requirements of Section 112.3145,	Section 112.3145, Florida Statutes Florida Commission on Ethics

			Florida Statutes. Reporting individuals at the University are: purchasing agents (persons with signature authority for contracts, regardless of their title) having the power to make any purchases exceeding the threshold for Category One purchases (currently \$ 20,000), finance and accounting directors, business managers, personnel officials, grant coordinators, legal counsel, the president, vice presidents and deans of the university and members of the board of trustees.	
Early-SEPTEMBER	Report of J-1 Visitors	International Student and Scholar Services	A report to the US Department of State generated from the Student and Exchange Visitor Information System (SEVIS) of the University's visitor exchange program.	Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996, Public Law 104-208 (as amended)
30-SEPTEMBER	2016 Florida Equity Report	Office of Equal Opportunity Programs & Diversity-HR	The annual Florida Equity Report from each state public university must include information on the institution's progress in implementing strategic initiatives and performance related to equity and access as they pertain to academic services, programs, and student enrollment; equity in athletics; and employment as	BOG Data Request System BOG Regulation 2.003

			required by Regulation 2.003 Equity and Access.	
13-OCTOBER	<i>2018 Florida Equity Report</i>	Office of Equal Opportunity Programs & Diversity-HR	The annual Florida Equity Report from each state public university must include information on the institution's progress in implementing strategic initiatives and performance related to equity and access as they pertain to academic services, programs, and student enrollment; equity in athletics; and employment as required by Regulation 2.003 Equity and Access.	BOG Data Request System BOG Regulation 2.003
30-SEPTEMBER	<i>Affirmative Action Plan (AAP)</i>	Office of Equal Opportunity & Diversity-HR / Office of the General Counsel	For federal contractors and subcontractors, affirmative action must be taken by covered employers to recruit and advance qualified minorities, women, persons with disabilities, and covered veterans. Affirmative actions include training programs, outreach efforts, and other positive steps. These procedures should be incorporated into written personnel policies. Employers with written affirmative action programs must implement them, keep them on file and update them annually.	Executive Order 11246
15-JANUARY	<i>Quarterly Financial Status Reports [Office of Management and Budget (OMB) Circular A-110 Report]</i>	Office of Research & Economic Development	Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations.	OMB Circular A-110; 2 CFR Part 215

			<p>Federal Cash Transaction Report to federal agency providing award - Use Form SF-272</p> <p>Financial Status Report to federal agency providing award - Use Form SF-269 or SF-269A</p>	
28-FEBRUARY	<i>PHS Annual Report on Possible Research Misconduct</i>	Office of Research & Economic Development	Institutions maintain their assurance by filing the Annual Report on Possible Research Misconduct (between January 1 and March 1 each year), submitting their policy for responding to allegations of research misconduct for review when requested by ORI, revising their policy when requested by ORI to bring the policy into compliance with the PHS regulation, and complying with the PHS regulation.	<p>42 C.F.R. 93</p> <p>PHS Policies on Research Misconduct</p>
28-FEBRUARY (Annual Report)	<i>National Science Foundation (NSF) Universal Resource Locator (URL) Reporting</i>	Office of Research & Economic Development	Higher education institutions that receive NSF research support and at least \$25,000,000 in total federal research grants in the most recently completed federal fiscal year must submit the URL that contains information on the institution's transfer of technology and commercialization of research results efforts to the NSF.	NSF Cooperative Agreement - Financial & Administrative Terms and Conditions (CA-FATC) § 22
24-OCTOBER	<i>Contracts & Grants Survey</i>	Office of Research & Economic Development	Fill out and submit Prepared Excel form to BOG.	BOG Data Request System
31-JANUARY	<i>Animal Welfare Act Report (by Licensees)</i>	Office of Research & Economic Development /	Each year, within 30 days prior to the expiration date of his or her license, a licensee shall file with the	9 CFR § 2.7

		Environmental Health & Safety	AC Regional Director an application for license renewal and annual report.	
JUNE (And December of each year – every six months To the Institutional Official of the research facility)	<i>Institutional Animal Care and Use Report</i>	Office of Research & Economic Development / Environmental Health & Safety	The University must prepare reports on its review and investigation of animal research facilities of the University. Report is to cover Bi-annual review of research facility’s program for humane care and use of animals and Inspection of research facility’s animal facility including animal study areas.	9 CFR § 2.31
JULY (And January of each year – every six months To the Institutional Official of the research facility)	<i>Institutional Animal Care and Use Report</i>	Office of Research & Economic Development / Environmental Health & Safety	The University must prepare reports on its review and investigation of animal research facilities of the University. Report is to cover Bi-annual review of research facility’s program for humane care and use of animals and Inspection of research facility’s animal facility including animal study areas.	9 CFR § 2.31
AUGUST (Annual Registration / Renewal)	<i>Controlled Substances Act – Annual Federal Registration Renewal</i>	Office of Research & Economic Development / Environmental Health & Safety / College of Medicine	For research activities regulated by both state and federal agencies, the more stringent rule must be followed. Renew federal registration after state renewal to demonstrate compliance to state and local laws. Use Drug Enforcement Agency (DEA) Form 225, New Application for Manufacturer, Distributor, Researcher, Analytical Laboratory,	21 CFR § 1301

			Importer, Exporter. Use DEA Form 225A, Renewal Application for Manufacturer, Distributor, Researcher, Analytical Laboratory, Importer, and Exporter. Registration based on research using items listed on Controlled Substances Schedules.	
DECEMBER (And June of each year – every six months To the Institutional Official of the research facility)	<i>Institutional Animal Care and Use Report</i>	Office of Research & Economic Development / Environmental Health & Safety	The University must prepare reports on its review and investigation of animal research facilities of the University. Report is to cover Bi-annual review of research facility’s program for humane care and use of animals and Inspection of research facility’s animal facility including animal study areas.	9 CFR § 2.31
31-MAY	<i>Red Flag annual data will be collected by the Office of University Compliance and Integrity. Aggregate data will be reported to the BoT during the June board meeting each year.</i>	Office of the Controller & University Compliance & Integrity	Federal Trade Commission's Red Flags Rule, which implements Section 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003	https://www.ftc.gov/
01-JULY (On or before July 1 of each year)	<i>Florida Bar Membership Dues</i>	Office of the General Counsel	Every person employed by the university to serve as a lawyer for the university shall be licensed to practice law in the State of Florida - Mandatory annual membership dues for FL State Bar is required for good standing with FL State Bar.	Florida Bar Rule 1-7.3 Membership Fees
30-OCTOBER	<i>Institutes & Centers Annual Report & Updates</i>	Office of the Provost	Each university Institute and Center with any activity during the July 1,	BOG Data Request System

			2012 to June 30, 2013 timeframe shall provide the Board of Governor's Office of Academic and Student Affairs an annual report that is approved by the host university's Board of Trustees, or its designee, no later than September 30th each year.	BOG Regulation 10.015
01-SEPTEMBER	Higher Education Opportunity Act of 2008 Program Participation Agreement	Office of the Provost / Academic Affairs / Financial Aid	An institution may participate in any Title IV, HEA program (other than the LEAP and NEISP programs) only if the institution enters into a written program participation agreement with the Secretary, on a form approved by the Secretary.	20 U.S. Code § 1094 - Program participation agreements
01-SEPTEMBER	Higher Education Opportunity Act Public Law No. 110-315	Office of University Compliance & Integrity	The University is required to make available certain information to current and prospective students, employees, and the general public. This is done through the FIU's Student Consumer Information (HEOA) webpage. This information is available year-round.	The 2008 Higher Education Opportunity Act (HEOA)
APRIL (Monthly)	New Hire Report	Operations & Systems-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)

MAY (Monthly)	<i>New Hire Report</i>	Operations & Systems-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)
JUNE (Monthly)	<i>New Hire Report</i>	Operations & Systems-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)
JULY (Monthly)	<i>New Hire Report</i>	Operations & Systems-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)
AUGUST (Monthly)	<i>New Hire Report</i>	Operations & Systems-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity

			start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	Reconciliation Act (PRWORA) of 1996)
SEPTEMBER (Monthly)	New Hire Report	Operations & Systems-HR / Recruitment Services-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)
OCTOBER (Monthly)	New Hire Report	Operations & Systems-HR / Recruitment Services-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)
NOVEMBER (Monthly)	New Hire Report	Operations & Systems-HR / Recruitment Services-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)

			Birthdates for New hires for the month reported.	
DECEMBER (Monthly)	New Hire Report	Operations & Systems-HR / Recruitment Services-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)
31-JANUARY	Social Security Number (SSN) Verification Report	Payroll-HR	To avoid penalty for reporting incorrect SSN on W-2 file/forms of \$50/bad SSN, transmit data file, electronically, to the Social Security Administration (SSA). Report all employees hired in the quarter ending 12/31/YYYY listing name (as it appears in HR System), SSN, gender and date of birth. After information is queried against SSA's database, mismatches are sent back for resolution.	26 U.S.C. § 6721
31-JANUARY	New Hire Report (Form W-4)	Payroll-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)

15-FEBRUARY	<i>Effective Period of Withholding Exemption Certificate</i>	Payroll-HR	A Form W-4 filed by an employee expires on February 15th of the year following the year in which the Form W-4 was given to employer. The employer must now begin withholding for any employee who previously claimed an exemption, but has not given the employer a new Form W-4 for the current year. If the employee does not give the employer a new Form W-4, withhold tax as if the employee is single, with zero withholding allowances.	26 CFR § 31.3402(f)(4)-2
28-FEBRUARY	<i>Return of Information as to Payments to Employees</i>	Payroll-HR	Employers must file Form W-2 for wages paid to each employee from whom income, social security or Medicare taxes were withheld or income tax would have been withheld if the employee had claimed no more than one withholding allowance or had not claimed exemption from withholding on Form W-4. Anyone required to file Form W-2 must file Form W-3 to transmit Copy A of Forms W-2. The employer must file these forms with the IRS by February 28, or March 31 if filed electronically . Copies B, C and 2 must be furnished to the employee by FEBRUARY. 1st.	26 CFR § 1.6041-2
28-FEBRUARY (Monthly)	<i>New Hire Report</i>	Payroll-HR	State and federal law require all employers to report newly hired	409.2576 F.S. and 42 U.S.C. 653A - Personal

			and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported.	Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)
MARCH (Monthly)	<i>New Hire Report</i>	Payroll-HR	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported. (409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996)	26 U.S.C. § 6050S 26 CFR 1.6050S- 2T
30-APRIL	<i>Internal Revenue Code (IRC) Employer's Quarterly Federal Tax Return (Form 941)</i>	Payroll-HR	Every employer required to make a return under Federal Insurance Contributions Act (FICA) must make a quarterly return for wages paid in the prior quarter.	26 CFR § 31.6011(a)-1
15-MAY (15th day of the month following tax accumulation)	<i>Federal Tax and FICA Tax Remittance</i>	Payroll-HR	An employer, that is a monthly depositor, must deposit employment taxes accumulated with respect to payments made during a calendar month to the IRS using Electronic Federal Tax Payment System (EFTPS).	26 CFR § 31.6302-1

15-JUNE (15th day of the month following tax accumulation)	Federal Tax and FICA Tax Remittance	Payroll-HR	An employer, that is a monthly depositor, must deposit employment taxes accumulated with respect to payments made during a calendar month to the IRS using Electronic Federal Tax Payment System (EFTPS).	26 CFR § 31.6302-1
30-JULY	Internal Revenue Code (IRC) Employer's Quarterly Federal Tax Return (Form 941)	Payroll-HR	Every employer required to make a return under Federal Insurance Contributions Act (FICA) must make a quarterly return for wages paid in the prior quarter.	26 CFR § 31.6011(a)-1
31-DECEMBER	Employees Tuition Payment Credit Report	Payroll-HR	If no record of an individual's tax ID number is on file, the University must obtain the number.	Tuition and Fees Deduction (IRS)
31-JANUARY	W-2, W-3 and 1098-T (IRS Forms)	Payroll-HR / Registration - Enrollment Services	Wage and Tax Statements (W-2 & W-3 Forms) - a statement to each employee of the wages earned the previous calendar year. Qualified Tuition Statement (Form 1098-T) - a statement detailing qualified tuition and related expenses to each student, including employees taking classes.	Tuition Payment Credit Report (IRS)
APRIL (Quarterly)	Social Security Number Verification Report	Records-HR	To avoid penalty for reporting incorrect SSN on W-2 file/forms (\$50 per bad SSN), the university transmits data file, electronically, to the Social Security Administration (SSA).	26 U.S.C. § 6721
30-SEPTEMBER	Federal Contractor Veterans Employment Report (VETS-100)	Records-HR	Provides the rights, benefits, and obligations of persons absent from employment for military service. The University must file and report	Vietnam Era Veterans' Readjustment

			the number of disabled veterans, Vietnam veterans and protected veterans employed and hired.	Assistance Act (VEVRAA)
30-SEPTEMBER (Phased-In Compliance to be implemented with the AAP cycle.)	OFCCP FCCM Requirements for VEVRAA & Section 503 of the Rehabilitation Act	Recruitment-HR / Operations & Systems-HR / Office of Equal Opportunity & Diversity-HR / Office of the General Counsel	New changes to the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) for veterans and Section 503 of the Rehabilitation Act of 1973 for Individuals with disabilities (IWD): Invitation to Self-Identify (Pre-Offers can be done at same time for Race/Ethnicity & Gender Self-ID Invitation) / IWDs surveyed every 5 yrs. (Notice to ID annually); Job Listings; Equal Opportunity Clause in Contracts; Data Collection Analysis (Document & Update Annually and Maintain Records for 3 Years); Goal / Benchmark; Definition Changes; Recordkeeping / Record Access; and Notices.	Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) Section 503 of the Rehabilitation Act
28-SEPTEMBER	Fall Johnson Enrollment Verification	Registrar-Enrollment Services	Submission of Verification Form to the BOG.	BOG Data Request System
JULY (Annually)	Voter Registration Provision in Higher Education Amendments of 1998	Student Affairs	The University must request voter registration forms from the state 120 days prior to the deadline for registering to vote and make the forms "widely available" to each student enrolled in a degree or certificate program and physically in attendance at the institution. Many states have voter registration forms online, which makes compliance	Pub. L. No. 105-244 112 Stat. 1581 20 U.S.C. § 1094(a)(23)(A)

			easier and the timeline less onerous, as links can be posted in September for November elections covered under the law.	
20-JANUARY	<i>Student & Employee Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Annual Notification</i>	Student Affairs (VP) / Human Resources (VP)	Requires the University to maintain a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. Under the Act, FIU is also required to annually distribute the required information about its Drug and Alcohol program to all faculty, staff and students.	The Drug-Free Schools and Communities Act Amendments of 1989 The Drug-Free Workplace Act of 1988 (collectively the "Act")
15-MAY	<i>Student & Employee Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Annual Notification</i>	Student Affairs (VP) / Human Resources (VP)	Requires the University to maintain a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. Under the Act, FIU is also required to annually distribute the required information about its Drug and Alcohol program to all faculty, staff and students.	The Drug-Free Schools and Communities Act Amendments of 1989 The Drug-Free Workplace Act of 1988 (collectively the "Act")
Mid-SEPTEMBER	<i>Student & Employee Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Annual Notification</i>	Student Affairs (VP) / Human Resources (VP)	Requires the University to maintain a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. Under the Act, FIU is also required to annually distribute the required information about its Drug and Alcohol program to all faculty, staff and students.	The Drug-Free Schools and Communities Act Amendments of 1989 The Drug-Free Workplace Act of 1988 (collectively the "Act")
AUGUST (Annually)	<i>Privacy of Student Records – Family Educational Rights and Privacy Act</i>	Student Affairs / Enrollment Services	In order to be eligible for funding under HEOA, the university must annually notify enrolled students of	Family Educational Rights and Privacy Act:

	<i>(FERPA) Notification under Higher Education Opportunity Act (HEOA)</i>		rights to review and inspect education records. Annual Disclosure at fall registration to enrolled students.	20 U.S.C. § 1232g 34 CFR § 99.7 34 CFR § 99.31 (a)(1)-(a)(16) 20 U.S.C. § 1092(a)
15-JANUARY	<i>Federal Tax and FICA Tax Remittance</i>	Tax Compliance	An employer, that is a monthly depositor, must deposit employment taxes accumulated with respect to payments made during a calendar month to the IRS using Electronic Federal Tax Payment System (EFTPS).	26 CFR § 31.6302-1
31-JANUARY	<i>Independent Contractors Form 1099-MISC</i>	Tax Compliance	Form 1099-MISC must be filed with the IRS if the employer makes payments to independent contractors in the amount of \$600 or more during the year.	26 U.S.C. §§ 3401-3406
28-FEBRUARY (March 31st if filed electronically)	<i>Student Loan Interest - Federal Grant and Loan Programs (Form 1098-E)</i>	Tax Compliance	Under IRC § 6050S lenders, including most colleges and universities that participate in the Perkins Loan Program or operate institutional loan programs, must report student loan interest payments to the IRS on form 1098-E.	26 U.S.C. § 6050S
15-MARCH	<i>Form 1042/1042-S Filing and Information Returns</i>	Tax Compliance	Form 1042-S is used to report all non-employee payments to non-resident aliens and payments to nonresident employees who claim exemptions from federal income taxes due to a tax treaty.	BOG Data Request System

15-MARCH	Report of Miscellaneous Income (Form 1099)	Tax Compliance	A report to the IRS of Miscellaneous Income Earned by employees the previous calendar year.	26 USCS § 871 26 CFR 1.146-1
31-MARCH (Filed electronically)	Tuition Payment Credit Reporting Requirements (Form 1098-T)	Tax Compliance	Form 1098-T must be filed with the IRS by February 28 (or March 31, if filed electronically) of the year following the calendar year during which payments were received.	Continuing Disclosure Obligation Securities and Exchange Commission Rule 15c2-12
15-MAY (Due by November 15th and an automatic 6-month extension is available and is always requested - Therefore extended due date is May 15th)	Internal Revenue Code (IRC) Unrelated Business Income Tax (UBIT) Report (Form 990T / Form 8868)	Tax Compliance	Even though an organization may be tax exempt, it is liable for tax when \$1,000 or more gross income from unrelated business. By May 15th if extended deadline for filing To Internal Revenue Service (IRS). Use Form 990T, Exempt Organization Business Income Tax Return. Must have filed Form 8868, Application for Extension of Time To File an Exempt Organization Return.	Section 512(a)(3) of the Internal Revenue Code, 26 U.S.C. § 512(a)(3)
15-JULY (15th day of the month following tax accumulation)	Federal Tax and FICA Tax Remittance	Tax Compliance	An employer, that is a monthly depositor, must deposit employment taxes accumulated with respect to payments made during a calendar month to the IRS using Electronic Federal Tax Payment System (EFTPS). 26 CFR § 31.6302-1	26 CFR § 31.6302-1
30-OCTOBER	Florida Corporate Income/Franchise and Emergency Excise Tax Return (Form F-1120)	Tax Compliance	An annual tax return of "unrelated trade or business income" to be submitted to the Florida Department of Revenue and the IRS.	Florida Department of Revenue

<p>15-NOVEMBER</p>	<p>Internal Revenue Service 409.2576 F.S. and 42 U.S.C. 653A - Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996</p>	<p>Tax Compliance</p>	<p>Exempt organizations who do not fall under a statutory exception must file an annual return with the Internal Revenue Service. The return must be filed on or before the 15th day of the fifth calendar month following the close of the institution's fiscal year. Transmit Federal Tax and FICA Tax to Internal Revenue Service (monthly) (Payroll)</p>	<p>26 U.S.C § 6033 26 CFR § 1.6033-2</p>
<p>31-JANUARY</p>	<p>Reporting of Payments of Royalties</p>	<p>Tax Compliance / Office of the General Counsel</p>	<p>Annual reporting is required for payments:</p> <ul style="list-style-type: none"> - Of \$400 or more made for non-payroll purposes; - Of \$10 or more made for royalties; and - Made to attorneys not performing services under a contract with the university. <p>Those who make payments to attorneys aggregating \$600 or more per calendar year in connection with legal services must file an information return for such payments. Note that employers must report entire settlement amounts, including the amount paid to the attorneys, as income to the plaintiff, and also prepare a Form 1099 reporting the amount paid to the attorneys as income to the attorneys.</p>	<p>20 U.S.C. § 6041 26 U.S.C. § 6050N 26 C.F.R. § 1.6045-5 26 C.F.R. § 1.6041-6</p>

31-JANUARY	<i>Student Loan Interest Reporting (Form 1098-E)</i>	Tax Compliance / Financial Aid-Enrollment Services	Lenders, including most colleges and universities that participate in the Perkins Loan Program or operate institutional loan programs, must report student loan interest payments to the IRS. This is done by filing Form 1098-E, which must be filed with the IRS on or before February 28, or March 31 if filed electronically.	I.R.C. § 6050S 26 U.S.C. § 6050S 67 Fed. Reg. 20901
31-JANUARY	<i>Fringe Benefits Reporting (Form 941)</i>	Tax Compliance / Payroll-HR	The actual value of fringe benefits provided during a calendar year (or other period as explained under Special accounting rule) must be determined by January 31 of the following year. Must report the actual value on Forms 941 (or Form 944) and W-2. The employer can use a separate Form W-2 for fringe benefits and any other benefit information.	26 U.S.C. § 132
01-OCTOBER (Annually)	<i>Campus Security Act Report</i>	University Police Department	The Campus Security Act requires colleges to report campus crime statistics and security measures to all students and employees by October 1 of each year. The annual security report must also be submitted to the Secretary of Education (over the internet) each year, by Oct. 15th of each year.	Campus Security Act of 1990 20 U.S.C. § 1092(a)(1) (O) and § 1092 (f) (5) 34 C.F.R. § 668.46 and § 668.41
MARCH (Renewed Every 10 Years)	<i>Federal Communications Commission (FCC) radio station license</i>	University Police Department / WRGP Radiate FM – Student Radio	In order to operate a radio station, including one used by police radios, an entity must apply for and receive a license from the FCC. File license	47 U.S.C. § 301, et seq. 47 CFR § 1.949

			renewal application between 90 days prior to expiration date and expiration date of current license.	47 CFR § 90.149
01-APRIL (Annually)	Communication Technologies FCC Report	University Police Department / WRGP Radiate FM – Student Radio	Each year, certification must be submitted to the FCC indicating that the department has met the recordkeeping requirements of 47 C.F.R. §14.31, provided contact information for the person(s) authorized to resolve accessibility concerns and contact information for the agent designated for service of informal and formal complaints.	47 U.S.C. § 255 47 C.F.R. § 6.18(b) 47 C.F.R. §7.18(b) 47 C.F.R. §14.3
12-DECEMBER	Physical Plant Safety Report	University Police Department / Facilities Management	The Division of Colleges and Universities in the Department of Education is statutorily required to coordinate the responsibilities related to ICUF member institutions for assessment and annual reporting of campus physical plant safety.	BOG Data Request System
26-JANUARY	Military Employment of ROTC Graduates	Veteran and Military Affairs / Enrollment Services	This data request asks each university to provide headcounts for the number of ROTC students who earned a Bachelor’s degree during the 2015-16 academic year and who entered the military following graduation.	BOG Data Request System

Resources:

Catholic University; Florida Board of Governors; NACUA; North Carolina State University; University of North Carolina; Charlotte; and University of North Florida

[Revised: 01.30.2018]

***Note: This calendar is not an exhaustive compliance calendar, nor is it meant to be a legal document, but rather an overall highlight of reporting obligations and deadlines for this specific institution of higher education.**