

COMPLIANCE CALENDAR

MONTH	DATE or DATES (may vary by year)	TOPIC/AREA and RESPONSIBLE DEPT/UNIT	RECIPIENT OF REPORT OR INFORMATION	DESCRIPTION	AUTHORITY
January	by the 15th	Athletics	National Collegiate Athletic Association	Revenues and Expenses Report - a report of revenues and expenses for the athletic department as well as other general information. File is uploaded to NCAA via secure private link	NCAA
	by the 15th	Athletics	University President	Agreed-Upon Procedures Report - a report to the President by an independent public accountant of athletic department revenues and expenses. File is uploaded to NCAA via secure private link	NCAA
	submission date varies each year	Tuition and Fees - Office of the President and Office of Institutional Research	Board of Governors	Report to the BOG regarding any proposals for increases to existing or new fees, block tuition, or market tuition rate. Submitted through Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	submission date varies each year	Audited Financial Statements, Intercollegiate Athletics - Athletics and Office of Institutional Research	Board of Governors	Report to the BOG of the audited financial statements for the UNF Intercollegiate Athletics Program. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	submission date varies each year	Salary Category Detail File (mid-year) Budget Office and Office of Institutional Research	Board of Governors	Report to the BOG of the salaries and benefits for budgeted employees. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	submission date varies each year	AAUP Annual Faculty Compensation Survey - Office of Institutional Research	IPEDS and BOG	Report of the salaries and benefits of faculty members (non-administrative) for the current academic year. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	IPEDS and BOG
	submission date varies each year	Student Instruction File - Fall - Office of Institutional Research	Board of Governors	Submission of Fall Student Instruction File. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	submission date varies each year	Educator Prep, Initial Report - Office of the Dean of COEHS and Office of Institutional Research	Board of Governors	Submission of Educator Preparation Program report. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the 31st	Finance and/or Business - Controller's Office	Employees	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. This report is also referred to as the Tuition Payment Credit Report. Report of Miscellaneous Income (Form 1099) - a statement of miscellaneous wages or income, for example, prizes and/or awards, paid to employees during the previous calendar year. All W-2, 1098-T, and 1099's were mailed via US mail or made available on-line as of the end of January, 2016	IRS
	by the 31st	Financial disclosure - Institutional Advancement and Office of Institutional Research	U.S. Department of Education and Board of Governors	Disclosure of Foreign Source Gifts and/or Contracts - a report of gifts or contracts of \$250,000 or more from foreign sources. https://prod.fibog.net:4445/pls/apex/f?p=768:3	HEOA and BOG

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MONTH	DATE or DATES (may vary by year)	TOPIC/AREA and RESPONSIBLE DEPT/UNIT	RECIPIENT OF REPORT OR INFORMATION	DESCRIPTION	AUTHORITY
January (Cont)	by the 31st	Financial disclosure - Human Resources	Florida Commission on Ethics	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 grants coordinators for any state agency. http://www.ethics.state.fl.us/FinancialDisclosure/	Florida Commission on Ethics
February	by the 1st	Students w/ disabilities - Disability Resource Services and Office of Institutional Research	Board of Governors	Spring Johnson Enrollment Verification. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the 15th	Finance and/or Business - Controller's Office	Employees	W-4 Exempt Status - withholding must begin for any employee who previously claimed an exemption but who has not yet submitted a new form W-4 for the current year. Taxes are withheld as if the employee is single with zero withholding allowances. The Controller's office contacts employees exempted from Federal Income Taxes. If employees do not respond with an updated W-4, then the employee's record is updated in the ERP system to have Federal Income taxes withheld. This was completed by February 12, 2016.	IRS
	by the 15th	Wages - Payroll	Employees	Withholding Exemption Certificate - newly completed withholding exemption certificates should be requested from each employee.	IRS
	submission date varies each year	Facilities - Campus Planning, Design and Construction Office and Office of Institutional Research	Board of Governors	Construction cost database update. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	submission date varies each year	Students - Office of Institutional Research	Board of Governors	Admissions File (Spring). Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	submission date varies each year	Students - Office of Institutional Research	Board of Governors	Report of Degrees Awarded the prior Fall semester. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	submission date varies each year	Student Financial Aid - Office of Student Financial Aid and Office of Institutional Research	Board of Governors	Report of financial aid associated with the First Generation Matching Grant Program. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG

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February (Con't)	submission date varies each year	Academic Programs - Center for Instruction and Research Technology and Office of Institutional Research	Board of Governors	Distance Learning Data - a report of courses listed as having a distance learning component as an element of the course format. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	submission date varies each year	Students - Office of Institutional Research	Board of Governors	Student Instruction File, preliminary spring. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	Varies	Financial Aid	Board of Governors	Tuition Differential Report-a report of how tuition differential fees collected were spent including headcount, average award amount, min award amount and max award amount.	BOG
March	by the 1st	Safety - Environmental, Health and Safety	Jacksonville Fire and Rescue Department, the Jacksonville Emergency Planning Commission and the State Emergency Planning Commission	Emergency and Hazardous Chemical Inventory -- a hazardous chemical inventory must be submitted to the local emergency planning commission, the State emergency response commission, and the local fire department. The UNF EH&S Department filed Its Tier 2 Report with the State of Florida using the State's E-Plans Online Reporting Tier II System in February before the March 1 deadline. (See copy file at O:\TodRMcVey\EPCRA) UNF Tier 2 Report 2015.pdf	EPCRA
	by the 15th	Finance and/or Business - Controller's Office	Internal Revenue Service	Report of Miscellaneous Income (Form 1099) - a report to the IRS of miscellaneous income earned by employees the previous calendar year. All W-2, 1098-T, and 1099's were mailed via US mail or made available on-line as of the end of January, 2016. Report submitted electronically to IRS as per confirmation from the Controller, Valerie Stevenson. To be submitted the week of March 21, 2016	IRS
	by the 28th or 3/31 if filed electronically	Finance and/or Business - Controller's Office	Internal Revenue Service	Employee Wage Statements (W-2 and W-3 Forms) - to the IRS Report of Student Loan Interest Payments (Form 1098-E) - a statement of the interest paid for the year on a student loan. Report of Qualified Tuition and Related Expenses, Reimbursements, or Reductions (Form 1098-T) - a report to the IRS concerning eligibility for federal income tax education credits. All W-2, 1098-T, and 1099's were mailed via US mail or made available on-line as of the end of January, 2016. Report submitted electronically to IRS as per confirmation from the Controller, Valerie Stevenson. To be submitted the week of March 21, 2016	IRS
	by the end of the month	Academic Calendar - Registrar and Office of Institutional Research	Board of Governors	Submission of the upcoming year's academic calendar. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the end of the month	Internal Audits - Office of Internal Auditing and Office of Institutional Research	Board of Governors	Quarterly report of University internal audits. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG

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March (Con't)	Varies	Financial Aid	Board of Governors	First Generation Report-a report of how the First Generation Grant dollars were spent including headcount.	BOG
	by the 30th	Students - College of Education & Human Services - Assessment Research	Florida Department of Education and the Public	Teacher Education Program - a report of the pass rate of UNF graduates on the State Teacher Certification Exam. The pass rate must also be reported in the catalog and promotion materials sent to potential applicants, high school guidance counselors, and prospective employers of the teaching program's graduates. The report is uploaded to the State Teacher Certification Exam via secure private link	HEOA
April	by the 15th	Students - Institutional Research	Board of Governors	Report of student retention. Submitted as part of the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the 15th	Employees - Institutional Research	Board of Governors	Report of University employees (non-faculty) and OPS (Other Personnel Services employees). Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the 15th	Finance and/or Business - Controller's Office	Internal Revenue Service & Employees	Foreign Persons U.S. Income (Form 1042-S) - a statement to both the IRS and the foreign person who was the recipient of payment. This statement is sent to non-resident aliens and non-resident employees who claim an exemption from federal income taxes due to a tax treaty. 1042's were mailed via US mail. Report submitted electronically to IRS as per confirmation from the Controller, Valerie Stevenson. To be submitted by March 11, 2016	IRS
June	by the 1st	Athletics Compliance	US Department of Education	Graduation Rates Report - a report of graduation and retention rates for first-year, full-time, degree-seeking undergraduate students and students receiving athletically related student aid.	Student Right- to-Know
	by the end of the first week	Students - Office of Institutional Research	Board of Governors	Student Instruction File, spring final. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the end of the first week	Students - Office of Institutional Research	Board of Governors	Report of College Prep Completions. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	usually by the middle of the month	Finance and/or Business - Controller's Office	Southern Association of Colleges and Universities	Financial Profile - a report of financial indicators as reported in the prior year's audited financial statement or the most reliable data available. Completed	SACS
	by the 30th	Finance and/or Business - Budget Office and Office of Institutional Research	Board of Governors	Preliminary Operating Budget submission. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the 30th	Employees - Budget Office and Office of Institutional Research	Board of Governors	Salary Category Detail File submission. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the 30th	Students - Office of Institutional Research	Board of Governors	Degrees Awarded spring. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG

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June (Con't)	by the 30th	Internal Audits - Office of Internal Auditing and Office of Institutional Research	Board of Governors	Quarterly report of internal audits (2nd quarter). Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the 30th	Finance and/or Business - Office of the President and Office of Institutional Research	Board of Governors	Report of tuition and fees for the upcoming academic year. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
July	by the 1st	Graduation Rates - Institutional Research	National Collegiate Athletic Association	Graduation Rates Report - a report of six year graduation rates of student-athletes compared to the six year graduation rates of students who were not intercollegiate athletes. https://web1.ncaa.org/GSRSearch/exec/homePage?p=iq3q5cjSmYLmhZxEfoP	NCAA
	usually by the middle of the month	Facilities - Campus Planning, Design and Construction Office and Office of Institutional Research	Board of Governors	Physical Facilities Space File. Submitted as part of the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the 30th	Enrollment - Office of Institutional Research	Board of Governors	Enrollment Plan Update. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the 30th	Exchange Visitor Program - International Affairs	US Department of State	Exchange Visitor Program Annual Report - Sponsors are required to submit an annual report on their programs to the Department of State. The report is comprised of three components: a narrative, certification of compliance with insurance coverage, and a statistical summary of Form DS-2019 use. The Annual Report Form includes the insurance certification and the statistical summary. The narrative is submitted as a separate (but attached) document. The narrative describes the course of the exchange program during the reporting period. It should summarize both the activities of program participants and the cross-cultural activities provided by the sponsor for its participants, describe the nature and extent of the reciprocity in the sponsor's program, and evaluate the effectiveness of the program. It may include highlights of particular successes and difficulties. Univ North Florida P-1-05073 EVP Annual Report for 2016.pdf	Code of Federal Regulation (22 CFR 62 15)
August	by the 15th	Athletics	National Collegiate Athletic Association	Sport Sponsorship and Demographic Report - a report of the intercollegiate sports teams sponsored by the University, including race and demographic information by team. File is uploaded to NCAA via secure private link	NCAA
	by the 15th	Finance and/or Business - Budget Office	Board of Governors	Submission of the University's Annual Operating Budget and Salary Category Detail File. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	usually the beginning of the academic year	Employees - Human Resources	Employees	The President's Office and the Office of Human Resources provide notice to faculty and staff advising them of the importance that they become familiar with university regulations and policies that affect their employment and interactions with others. For audit purposes, the University asks employees to read and acknowledge the following regulations and policies: Non-Discrimination, Equal Opportunity and Diversity Regulation (1.0040R), Sexual Misconduct Regulation (1.0050R), Amorous and Sexual Relationship Policy (1.0070P), Code of Conduct and Ethics Policy (1.0020P), Alcohol and Other Drugs Policy (14.0060P), and Student Records - Accessing (2.0620P).	HEOA and Drug Free Workplace Act

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August (Con't)	usually the beginning of the academic year	Students - Health Promotions	Students	Drug and Alcohol Prevention Program - students must receive notice regarding standards of conduct, laws regarding alcohol and drugs, a description of the health risks of drug and alcohol abuse, a description of counseling and treatment programs available, and a statement of the sanctions the University will impose for a violation of the standards of conduct. http://www.unf.edu/president/policies_regulations/05-StudentAffairs/5_0010R.aspx http://www.unf.edu/president/policies_regulations/14-miscellaneous/14_0060p.aspx	HEOA and Drug Free Schools Act
	usually the beginning of the academic year	Students - Registrar	Students	FERPA Notice - notice to students of their rights regarding access to their educational records and the process for requesting changes to those records. This notice shall also advise students regarding access by school officials to those records and a list of the information which is considered directory information. An auto-email was created that notifies students of their rights under FERPA. The email is set to look for any active student who has not received the message in the past 365 days; if not received, the student is sent the email. Message from the Registrar.pdf	FERPA
	usually the beginning of the academic year	Students - Financial Aid	Students	Report of Financial Aid Programs - a report of all federal, state, local, private, and institutional financial assistance programs must be published or otherwise made readily available to students.	HEOA
September	by the 1st	Financial disclosure - Institutional Advancement and Office of Institutional Research	U.S. Department of Education and Board of Governors	Disclosure of Foreign Source Gifts and/or Contracts - a report of gifts or contracts of \$250,000 or more from foreign sources. https://prod.flbog.net:4445/pls/apex/f?p=768:3	HEOA and BOG
	first week	Students - Office of Institutional Research	Board of Governors	Admissions File (summer, final). Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	usually by the middle of the month	Finance and/or Business - Controller's Office	Florida Department of Financial Services	Schedule of Expenditures of Federal Awards Report (SEFA) - a report of all financial expenditures, non-cash benefits, and/or loan disbursements in support of federal awards. Uploaded to BOG September 3, 2015	FL DFS
	usually by the middle of the month	Students - Office of Institutional Research	Board of Governors	Student Instruction File (Summer). Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	usually by the middle of the month	Academic Programs - Office of Institutional Research	Board of Governors	Limited Access Monitoring. Report of limited access programs. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the 15th or 1/15 with an extension	Finance and/or Business - Controller's Office	Florida Department of Revenue	Florida Corporate Income/Franchise and Emergency Excise Tax Return (Form F-1120) - an annual tax return of "unrelated trade or business income." The extensions for FY16 have been filed. FY15 was submitted.	IRS and FL DOR

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September (Con't)	17th	Student Programming - Office of Undergraduate Studies	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
	by the 30th	Students - Office of Institutional Research	Board of Governors	Admissions File (fall, preliminary). Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the 30th	Internal Audits - Office of Internal Auditing and Office of Institutional Research	Board of Governors	Quarterly report of internal audits (3rd quarter). Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the 30th	Institutes and Centers - Office of Research and Sponsored Programs and Office of Institutional Research	Board of Governors	Annual report of University institutes and centers. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the 30th	Financial Aid	US Department of Education	Financial Operations Report and Application to Participate (FISAP) - 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. http://ifap.ed.gov/fisapformandinst/1718FISAPFormandinst.html	HEOA
October	by the 1st	Safety and Security - University Police Department	Students, Employees and the US Department of Education	Annual Safety and Security Report - a report containing safety and security policies and procedures as well as crime statistics for prior three years must be made available to students and employees. Annual Security and Fire Safety Report Notice re: Registered Sex Offenders - a statement advising the campus community regarding registered sex offenders must be issued (at UNF, the statement is included in the Annual Safety and Security Report).	HEOA, Clery Act, Campus Sex Crimes Act
	by the 1st	Safety and Security - Environmental Health and Safety	Students, Employees and the US Department of Education	Annual Fire Safety Report - 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. Fire Report 2015 - Clery Act Revisions.pdf	HEOA, Clery Act, Campus Sex Crimes Act
	first week	Students - Office of Student Financial Aid and Office of Institutional Research	Board of Governors	Student Financial Aid File. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	first week	Students - Enrollment Services and Office of Institutional Research	Board of Governors	Explanation of Over-Enrollment for the prior fiscal year. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the middle of the month	Students - Office of Institutional Research	Board of Governors	The following reports are submitted through the Hit List process. - Instruction and Research Data File (fall, preliminary) - College Prep Completions (summer, final) - Degrees Awarded (summer, final) - Student Instruction File (fall, preliminary) - Hours to Degree (annual) https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG

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October (Con't)	by the middle of the month	Finance - Office of Institutional Research	Board of Governors	Annual Expenditure Analysis. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the 28th	Environmental Health and Safety	US Environmental Protection Agency	Above-ground Storage Tank (AST) Report of Financial Responsibility Certification - 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	EPA
	by the 31st	Academic Programs - Center for Instruction and Research Technology and Office of Institutional Research	Board of Governors	Distance Learning Catalog Confirmation. Submitted through the Hit list process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the 15th (public) by the 31st (DOE)	Athletics	US Department of Education and the public	Equity in Athletics Disclosure Report - a report on athletic participation, including the financial resources and staffing/personnel associated with each women's and men's varsity team. http://ope.ed.gov/athletics/	Equity in Athletics Act
	by the 31st	Finance - Office of the Controller and Office of Institutional Research	Board of Governors	GAAP Financials (for State of Florida Auditor General). Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	six weeks from the start of fall classes	Athletics	National Collegiate Athletic Association	Academic Performance Program—a report of eligibility and retention data from the previous year.	NCAA
	varies	Safety and Security - Environmental Health and Safety	Students and Employees	Emergency Response and Evacuation Procedures - annual notification to employees and students regarding emergency response and evacuation procedures. Emergency response and evacuation procedures must be tested annually. HEOA Emergency Response Communication and Evacuation Plan.pdf	EPCRA
November	varies	Financial Aid	Employees	Financial Aid Code of Conduct - notice to employees who have responsibility for federal education loans of the University's Financial Aid Code of Conduct.	HEOA
	Varies	Students - Financial Aid	Board of Governors	Financial Aid Fee Report - a report, based upon headcount, of the financial aid fees collected and the financial portion of the tuition differential. The report also details how the financial aid fees were spent (breakdown of the need based awards, non-need based awards, and administration).	BOG
	by the middle of the month	Finance and/or Budget - Budget Office and Office of Institutional Research	Board of Governors	Annual Legislative Budget Request. Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the middle of the month	Employees - Office of Institutional Research	Board of Governors	Report of University employees (non-faculty) and OPS (Other Personnel Services employees). Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the middle of the month	Space - Campus Planning, Design and Construction and Office of Institutional Research	Board of Governors	Verification of New Space PO&M Funding Request (annual) Verification of Continued Space PO&M Funding Request (annual) https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG
	by the middle of the month	Students - Office of Institutional Research	Board of Governors	Teacher Education File (annual). Submitted through the Hit List process. https://prod.flbog.net:4445/pls/apex/f?p=768:3	BOG

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December	Varies	Financial Aid	Department of Defense	DOD-MOU- a list of the current tuition and fees broken down by student type	DOD
	first week	Employees - Office of Institutional Research	Board of Governors	Salary Category Detail File submission (mid-year). Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	first week	Student Financial Aid - Office of Student Financial Aid and Office of Institutional Research	Board of Governors	Student Financial Aid File. Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the end of the month	Audited Financial Statements, Foundation, including DSOs - TSI/Foundation Accounting and Office of Institutional Research	Board of Governors	Audited Financial Statements and Management Letters for the UNF Foundation, the Training Services Institute, the UNF Financing Corp, and the Collegiate License Plate Program. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the 31st	Internal Audits - Office of Internal Auditing and Office of Institutional Research	Board of Governors	Quarterly report of internal audits (4th quarter). Submitted through the Hit List process. https://prod.fibog.net:4445/pls/apex/f?p=768:3	BOG
	by the 31st	Tuition Waiver Benefit - Human Resources	Employees	Tuition Payment Credit Report - if no record of an individual's tax ID number is on file, the University must obtain the number.	IRS
	by the 31st	Affirmative Action Plan	USDOL/Any Grant Source	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
Immediate Review		E-Verify - Human Resources	U.S. citizenship & Immigration Services	Upon receiving federal grant/contract - verify employment eligibility of new hires and existing employees assigned to the federal grant/contract.	U.S. Dept. of Homeland Security
Monthly	by the 20th	Financial and/or Business - Controller's Office	Florida Department of Revenue	Report of sales and communication taxes Filed electronically monthly	FL DOR
	by the last day of the month	Capital Projects - Controller's Office	Florida Department of Education, Office of Educational Facilities	Disbursement Report - a report of the funds disbursed for a DOE capital project. Filed electronically monthly	FL DOE
	varies - depends upon the date the semester begins	Textbooks - Bookstore	Students	Notice re: Textbooks Required for Upcoming Semester - the International Standards Book Number (ISBN) for each textbook required for a course must be available on the UNF Bookstore website no less than 45 days prior to the start of each semester.	HEOA

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Biannually (July & January)		Campus Water Consumption - Physical Facilities	St. John's River Water Management District (SJRWMD)	Quarterly Report to the SJRWMD on water consumption from all University sources. I:\John\EN50 ELECTRONIC Jul - Dec 2015.pdf	SJRWMD
Yearly	Varies	Florida Equity Report - Office of Equal Opportunity and Diversity and Office of Institutional Research	Board of Governors	Annual report on progress in student enrollment and graduation, gender equity in athletics, and employment of faculty and staff that identifies, measures, and enhances diversity and inclusion https://prod.flbog.net:4445/pls/apex/?p=768:3	Sec. 1000.05 State Statute, and FBOG Regulation
Every 2 years	Expected mid/late	Exchange Visitor Program - International Affairs	US Department of State	Redesignation - Prior to the expiration of a given designation term, a sponsor must seek redesignation for another term. In order to apply for redesignation, the sponsor must file an application through SEVIS. Redesignation requests are evaluated based upon the criteria established in 22 CFR 62.6, and take into account the sponsor's annual reports and other documentation reflecting its record as an exchange visitor program sponsor. The last redesignation of the UNF Exchange Visitor Program was dated 01/11/2016. DUE MID/LATE 2017	US Department of State (22 CFR 62.7)
	Expected early/mid	Student and Exchange Visitor Program (SEVP) - School Certification to Enroll F Students -International Affairs	US Department of Homeland Security	Recertification - In order to enroll F students, SEVP (Student and Exchange Visitor Program) certified schools must go through the recertification process every two years to ensure they remain eligible for certification and have complied with all recordkeeping, retention, and reporting requirements, and all other requirements, in accordance with the regulations. The last UNF recertification application was approved on 11/18/2014. DUE EARLY/MID 2016	Code of Federal Regulations 8 CFR 214.2 (f) Academic and Language Students
By the end of even numbered calendar years		Students	Students	By the end of every even numbered calendar year, a review extending over the two preceding years must be conducted to determine compliance with the notice requirements of the Drug-free Schools Act. A review is scheduled to be completed by year end by Student Affairs.	Drug Free Schools Act
Annually		Research	Department of Health and Human Services, Office of Research Integrity	Upon request, UNF must submit its policy for addressing allegations of research misconduct by faculty members to the DHHS, ORI. The request must be submitted between January 1 and April 30.	Office of Research and Sponsored Programs (ORSP)

Legend

BOG = Board of Governors
 Campus Sex Crimes Prevention Act
 Clery Act = Campus Safety and Security Act
 EPA = US Environmental Protection Agency Regulations
 EPCRA = Emergency Planning and Community Right to Know Act
 Equity in Athletics Disclosure Act of 1994
 ERISA = Employee Retirement and Income Security Act
 FERPA = Family Educational Rights and Privacy Act
 FL DFS = Florida Department of Financial Systems
 FL DOE = Florida Department of Education
 FL DOR = Florida Department of Revenue
 HEOA = Higher Education Opportunity Act
 IRS = Internal Revenue Service Code
 NCAA = National Collegiate Athletic Association
 OSHA = Occupational Safety and Health Administration Regulations
 The Drug-Free Schools and Communities Amendments of 1989