

Compliance Report Fees

Effective September 2018

Compliance Issue	Description	Penalty Fee
Payroll		
Payroll Manual Check	Manual check processing fee because department did not enter time before deadline; late contract was submitted; or requested a paper check for an award.	\$ 20.00
No Direct Deposit	Employee has not successfully set up Direct Deposit for 2 pay periods.	\$ -
No Time Approval	Work supervisors are required to approve YTime reported time for all non-exempt employees each pay period. When Work Supervisor cannot, YTime Manager <i>may</i> do so.	\$ -
Human Resources		
late Contract	Contracts are considered late if a payment for completed work is missed. In order to not be considered late, contracts must be received by the respective hiring office, and executed in the system, on or before the end date of the pay period in which work is completed. Departments will be assessed a \$100 fine for each late contract.	\$ 100.00
late Contract (Adjunct Faculty)	All approvals must be completed by the 15th of the month (or the following work day if it lands on a weekend or holiday) from the beginning of the contracted term, block or semester. Departments will be assessed a \$100 late fee for each late contract.	\$ 100.00
late 1-9	Federal regulation requires Section 1 of the Form 1-9 be completed by the new employee on or before the first day of work or within 3 business days of the start date. Departments will be assessed a \$100 fine for each late 1-9 and could face Federal penalties ranging from \$100-\$1,000.	\$ 100.00
Exceeded 1000 hours	Per Church and University policy, 1/2 time employees may not work more than 910 hours during their anniversary and/or calendar year. Departments will be assessed a \$100 fine for intentionally exceeding 1000 hours.	
Over 28 hours	Per Church and University policy, 3/4 time employees may not work more than a twenty-eight hour weekly average during any ACA measurement period (varies by employment period). Departments will be assessed a \$1,000 fine for each occurrence.	\$ 1,000.00
Purchase Requisition		
After-the-Fact PR	A commitment has been made to a vendor committing BYU payment without prior involvement of the Purchasing Department for products or services greater than \$2,500. Only the Purchasing Department is authorized to commit the University to the purchase of goods and services greater than \$2,500. Campus departments <i>may</i> communicate with vendors to gather information, etc...but are not authorized to commit to a purchase or negotiate on behalf of the University. (Payment requests for certain types of services may be requested through Fast Track.)	\$ 20.00
Purchasing & Travel		
Airfare Not Purchased Through BYU Travel	All airfare paid for with University funds must be purchased through Purchasing & Travel.	\$ 100.00
Gift Cards Purchased with Credit Card	Gift cards should be purchased through Treasury Services, and should not be purchased with University issued credit cards.	\$ 50.00
Missing Documentation	Travel transactions \$50 or greater and all non-travel transactions require a detailed receipt, a credit card sales slip or bank statement is not a detailed receipt.	\$ 20.00
Missing Student Travel Authorization	Students traveling using university funds and without university employee supervision, must have an approved Student Travel Authorization form attached with receipts on the Student Travel Expense Report.	\$ 50.00
Misuse of Credit Card	University Issued credit cards are not to be used for personal use, except for incidental purchases while in travel status.	
Misuse of Expense Report - Business	Transaction(s) on a Business Expense Report was unusual. Purchases of travel related expenditures should be reported on the Travel Expense Report.	
Misuse of Expense Report -Travel	Unusual transactions listed on travel expense report or expenses do not match travel authorization. Purchases of commodities should be reported on the Business Expense Report.	
Misuse of Expense Report - Visitor/Student	The Visitor/Student Expense report should not be used for university employees, and should not be used to pay for services rendered, honorariums, scholarships, house hunting or moving expenses.	
P-Card Split Transaction	Transaction split into multiple purchases. Total is above P-card transaction limits.	\$ 50.00
Reimbursement Amount Incorrect	The amount of the transaction reimbursement exceeds the amount on the receipt.	
Use Fast Track	All honorariums, and payments to companies should be processed through Fast Track.	
Unattached Credit Card Charge	A bank credit card charge has not been accounted for and approved on an Expense Report and is now 30 days or more since the transaction or travel return date. A penalty is assessed when greater than 60 days, as determined by the Compliance Report's preparation date, which is later than its period ending date.	\$ 100.00
Unpaid Cash Advance or Payment to BYU	Payment to BYU has not been received by My Financial Center and it is now 7 days past due, or Cash Advance has not been reconciled and it is now 30 days or more since the return date. A penalty is assessed when greater than 60 days.	\$ 100.00
Unapproved Business Expenses	Expense Report not completed within 30 days since the transaction or travel return date. A penalty is assessed when greater than 60 days, as determined by the Compliance Report's preparation date, which is later than its period ending date.	\$ 100.00
Unauthorized Catering	Caterers set up and/or serve food at BYU events. Vendors must be on the BYU Approved Caterers list at the time of service. New caterer requests must be submitted for approval to Purchasing & Travel at least one week prior to the event.	\$ 100.00
Unapproved Travel Expenses	Expense Report not completed within 30 days since the transaction or travel return date. A penalty is assessed when greater than 60 days, as determined by the Compliance Report's preparation date, which is later than its period ending date.	\$ 100.00
Treasury		
Overdue Gift Card/Research Cash order	Cash or Gift Card distribution documentation or any unused cash or gift cards have not been returned by the due date.	\$ 50.00

Note: Yellow highlighted items represent new or increased fee amounts