# UNIVERSITY OF South Carolina

Office of the Controller
October 2025 Newsletter

Committed to ensuring efficient and effective stewardship of the University's financial resources by streamlining processes, providing reporting and analysis tools, and delivering training and excellent customer service to students, faculty and staff.

DID YOU KNOW?
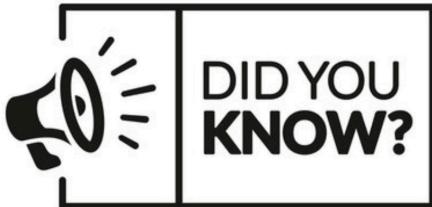
Our Tax Management Team analyzes and prepares all 1099 tax forms for suppliers, including student fellowships, averaging over 4,000 annually.

Meet the Tax Management Team
- Lindsey Cox - Director of Compliance and Tax
- Douglas Bailey - Assistant Director of Tax

- Shannon Nickens - Senior Compliance and Tax Accountant
- Kadejah Bethea - Senior Compliance and Tax Accountant
- Johnna Duncan - Supplier Analyst

Important Tips and Reminders

- A common misconception is that the University is exempt from all forms of tax. However, in accordance with **Internal Revenue Code (IRC) Section 115**, the University **is** exempt from *federal income tax* (see Unrelated Business Income Tax below) but **not** other state and local taxes such as *sales tax, admissions tax, accommodations tax, hospitality tax, etc.* Only a short list of items qualifies for a sales tax exemption, including machines used directly and primarily in research and development, books, magazines, periodicals, and access to online information (used in a course of study).
    - **Unrelated Business Income Tax (UBIT)** – As a Section 115 organization (per IRS determination), the University is generally exempt from federal and state income tax on income related to its exempt purpose (e.g., teaching, instruction, research, public service). However, the University may also engage in other activities that do not directly relate to its exempt purpose – these activities may be taxable as unrelated business income. For an activity to be deemed unrelated business income and potentially taxable, it must fulfill all three of the following requirements: it must originate from a **trade or business**, **regularly carried on**, and **not substantially related** to promoting the exempt purpose of the organization.
    - There are many exceptions and special circumstances that may cause a revenue stream to be deemed unrelated business income or exempt from tax. As such, before entering into revenue generating agreements, the Tax Team should be contacted for a review of activity for potential tax implications at **tax@mailbox.sc.edu**. Refer to the **Income (UBIT) Tax Webinar** for additional information.
- In accordance with Internal Revenue Service (IRS) regulations, U.S. source taxable scholarships, fellowships, and grants are subject to tax withholding when paid to nonresident aliens. The standard withholding rate is 30%. However, it may be exempt or reduced to 14% based on applicable tax treaties and visa classifications, among other factors. We strongly recommend these potential tax implications be concurrently communicated to the international student when applicable scholarships, fellowships, or grants are awarded. Nonpayment of existing tax bills could prevent the student from registering for future courses. Refer to the **Tax Implications for International Students Webinar** for additional information.

Monthly Tax Returns - All sales, admissions, and accommodations tax returns are due to the Controller's Office by the 10th of every month, for the previous month. For example, October tax returns would be due by **November 10th**. With the volume of returns filed by the Controller's Office, this will ensure ample time to process the filing and remittance to the SC Department of Revenue.

Sales & Use Tax - In general, sales of most tangible personal property and certain services are subject to sales tax. Refer to the Sales and Use Tax Webinar for additional information.

Admissions Tax- An admissions tax of 5% must be collected by all places of amusement when an admission fee has been charged. For a comprehensive reading of admissions tax, please see **Sections 12-21-2410 through 12-21-2575** of the SC Code of Laws. Beginning in fiscal year 2023-24, a proviso allowed for refunds on admissions tax on athletic events and this was extended for fiscal year 2024-25. Refer to the **Admissions Tax Webinar** for additional information.

Accommodations Tax - A 5% sales tax and 2% accommodations tax, in addition to local county sales taxes, are imposed upon the gross proceeds from the charges for sleeping accommodations furnished at any place in which rooms, lodgings, or sleeping accommodations of any kind furnished for less than 90 days. Refer to the **Accommodations Tax Webinar** for additional information.

Please contact the Tax Team to inquire about establishing a retail account to collect and remit accommodations or sales and use taxes to the SC Department of Revenue if you are selling or charging for the items listed above.

When assessing sources of income, tax exemption, and documentation requirements for foreign nationals, reference the **Payments to Foreign Nationals Matrix** for assistance.

Supplier Management

Have you ever wondered how Supplier Management fits into our Tax function? Our Supplier team's diligent management of supplier registrations and updates ensures the proper tax withholding selections are made to help produce accurate and timely tax forms for our suppliers each year. If you have a question not addressed on our website, please contact us at **apsupplr@mailbox.sc.edu**.

Personalize the Journal Entry Lines Tab

Have you ever been working on a PeopleSoft Journal Entry (JE) and become overwhelmed with so many different fields on each line of the entry? Below is information on how to personalize the order of the fields to your individual preference. You can even hide some unused fields or freeze essential ones. While on the Lines tab of a new or current JE, click the grid icon on the left of the screen and select the **Personalize** option.

This will bring you to the **Grid Customization** pop up screen seen below.

Lines

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order

Line (frozen)
Select (frozen)
Journal Line Description
Reference
Oper Unit
Dept
Fund
Account
Class
Amount
PC Bus Unit
Project
Activity
An Type
Cost Share
Product
SpeedType
SpeedType Prompt
*Unit
Funding Source
*Ledger
*Calculate
Stat
Stat Amt
UOM
Budget Date
PC Status
Projected Balance

☐ Hidden
☐ Frozen

Sort Order

☑ Descending

| OK | Cancel | Preview | Copy Settings | Share Settings Delete Settings |

Moving a field right or left
- This will allow you to sort the order of fields to fit your specific needs.
- Select the field you wish to move: Line, Unit, Ledger, Department, Account, etc.
- Click the up or down arrows to the right of the Column Order box to move the selected field.
- The up button will move an item to the left on the JE page while the down button will move an item to the right.
- Select the **OK** button to apply changes or the **Preview** button to preview changes before they are applied.

Hide a field
- This will allow you to hide an unused field.
- Select the field you wish to hide.
- Click the **Hidden** box to the right of the Column Order listing. This will remove the field from the JE Lines tab.
- Be careful when hiding fields, as it will not show up at any place on the Lines tab of the JE. Remember, although it may not be a field you use, it will also hide it on entries created by other users that you may be viewing or approving.
- Select the **OK** button to apply changes or the **Preview** button to preview changes before they are applied.

Freeze a field or group of fields
- This will allow you to freeze a group of fields, separating them from the JE Lines tab scrollbar so they always remain in a fixed location on the screen.

- Select the fields you wish to freeze. Note, you can only freeze fields that are in sequence beginning with the first field on your specific list. For example, you can freeze fields one through six, but you cannot freeze only fields three through six. You may need to rearrange fields for the desired result.
- Click the **Frozen** box to the right of the Column Order listing. This will freeze the selected range of fields on the JE Lines tab.
- Select the **OK** button to apply changes or the **Preview** button to preview changes before they are applied.

The above changes will remain in effect each time you log in and out of PeopleSoft. They can always be changed or reversed as needed. If you run into issues, please reach out to the GL team at **genacctg@mailbox.sc.edu**.

Setting Up Direct Deposit

All USC employees are **required** to set up direct deposit for payroll. New hires, including students, are prompted to set up direct deposit as a part of the Onboarding process. They simply complete that step in the activity guide! You have the option to direct deposit your earnings into up to five accounts. To initiate this process, just click on the Payroll tile in Employee Self Service and select the Direct Deposit tile. The **Direct Deposit Quick Reference** guide is available to help new employees input their direct deposit information, and it's also a useful resource for current employees needing to make changes due to bank switches, account number updates, or fraud concerns.

Saved but Not Submitted Timesheets

To ensure that all timesheets in a Saved status are properly reviewed, submitted and approved for payment, it is recommended to refer to our **Time and Absence Queries/Reports Quick Resource Guide**. Prior to the timesheet deadline for each payroll cycle, it is important to review the **Saved Not Submitted – Report Time** query and ask your employees to either submit or delete the hours.

If you have direct deposit questions, please reach out to **PAYROLL@mailbox.sc.edu**. For timesheet questions, please reach out to **TLAPPRVR@mailbox.sc.edu**.
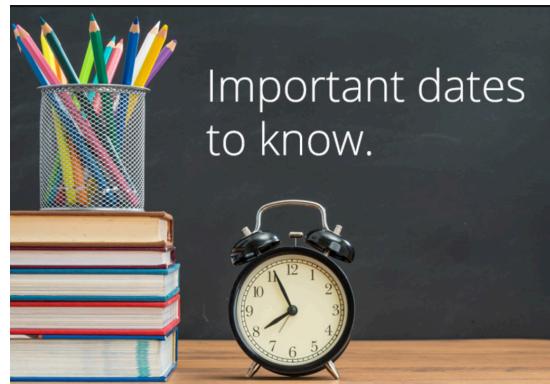
Training Opportunities

The following training will be offered in the coming months**.** To register, click a link below. On the registration page, provide your first, last name and email. Once registration is complete, you will receive a confirmation email and the session will be added to your calendar.

- **Accounts Payable Top Ten Q&A** – October 22nd at 2:00 PM
- **Student Reimbursement: Accounts Payable Training Webinar** – October 29th at 10:00 AM

If you have any questions about the training opportunities listed above, please reach out to **pstrain@mailbox.sc.edu**.

Training Survey

The Controller's Office is seeking input from Business Managers through a **short survey** designed to assess current training needs and uncover opportunities to better support you and your teams.

Your feedback is essential in guiding the development of future training programs, ensuring that resources are tailored to your operational requirements. The survey should take no more than 10 minutes to complete, and responses will directly influence the design and prioritization of upcoming training sessions.

October 10 by 5pm: Deadline to submit September Sales/Use/Admissions Tax Returns

October 10 by 5pm: Deadline to submit September F&A adjustment journal entries

October 24 by 5pm: Team Card, Travel Card, Program Card October billing cycle deadline

October 27 by 5pm: P-Card October billing cycle deadline

October 31 by 12pm: October Expense Module Correction eForms (APEX) completed and approved in Peoplesoft

October 31 by 12pm: October AP JV eForms completed and approved in Peoplesoft

November 3 by 5pm: October Journal Entries completed and approved in Peoplesoft

November 5 by 10am: Tentative close of GL for October

Please reach out to our General Accounting Team, **genacctg@mailbox.sc.edu**, if you have any questions.