

**UNIVERSITY OF SOUTH FLORIDA**  
**Division of Human Resources**  
**Payroll Department**  
**Processing Direct Support Organization (DSO) Payments**

HISTORY: Originally the Board of Regents issued on 12/21/93, Standard Practice (SP) No. 00-0000-2-09-11, which provided a new procedure for processing salary supplements to SUS employees by Direct Support Organizations, (DSO). On August 20, 1996, the Chancellor issued Chancellor's Memorandum CM-F-01.00-08/96 (10) to provided a uniform criteria for processing salary supplements to SUS employees by Direct Support Organizations, (DSO).

AUTHORITY: Section 240.299, Florida Statutes and Rule 6C-9.011, FAC.

The language of Rule 6C-9.011 (2) directs that "Salary supplements and other compensation for SUS employees provided by Direct Support Organizations (DSO), as defined in Section 240.299, Florida Statutes and approved by the President or designee shall be paid via the State of Florida payrolls process, effective no later than March 25, 1994. These payments are not subject to State retirement contributions nor included in retirement salary averaging."

The following items are examples of DSO Supplement Compensation Payments: salary supplements, bonuses, awards and prizes, allowances for travel, personal vehicle use, honoraria for lectures, concerts, payment for public appearances and/or TV/Radio shows, housing allowances, moving-related expenses, deferred compensation, supplemental health or life insurance plans, professional development allowances, and membership dues. However, it excludes any payment to an SUS employee for services rendered as an independent contractor under "Authorization For Outside Employment," (e.g., Dual Compensation Approval).

Currently the University of South Florida has five (5) Direct Support Organizations. They are as follows:

Medical Support Services Corporation, (MSSC)  
Foundation  
Alumni  
Sun Dome Inc.  
Research Foundation

The five (5) organizations listed above will be effected by and must adhere to the Chancellor's Memorandum CM-F-01.00-08/96.

Basic procedures/ guidelines that must be followed to ensure proper and timely processing and accounting of DSO Supplement Compensation Payments made to SUS employees are as follows:

- a) The university president , or the president's designee, shall approve all supplemental compensation to be paid to university employees by DSO's. **Determination of compensation of athletic personnel from DSO assets is to be made at the discretion of the university president and may not be delegated.** The approval for DSO payment must accompany the Request for DSO Supplement Payment Form.
- b) Funds to pay DSO Supplemental Compensation(s) must be on deposit in the University's Payroll Account before payment can be made. **All checks should be payable to USF Account Number 02-06-810-P0.** The check should be submitted to Jeff Schueler, Payroll, ADM 147, with the Request for DSO Supplement Payment Form and the approval for payment. Payments are processed in accordance with the schedule for DSO payment processing.
- c) DSO Supplement Payments are subject to the employer matching portion of FICA and Medicare of 7.65% therefore, it must be included in the check received from the DSO before payment can be made. (for assistance in determining the appropriate check amount you may contact Jeff Schueler at 974-6027 or Carol Sands at 974-6035.)
- d) DSO Supplement Payments are subject to the employee portion of FICA and Federal Withholding.
- e) All payments are not subject to State retirement contributions nor included in retirement salary averaging.
- f) Payments will be distributed in the same manner as the employee's payroll checks (i.e., issuance via check or EFT into the employee's bank account). Checks and/or employee's Earnings statement will be returned in the departments payroll envelope. If an employee has EFT and a check is required, this can only be accomplished by processing the payment with the Class C Meal processing which is only done once at the beginning of each month. (See the DSO Processing Payment Schedule).

If you have any questions concerning the process for DSO payments, please contact Jeff Schueler at 974-6027, Carol Sands at 974-6035 or Sherry House at 974-6035.

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**REQUEST FOR DSO SUPPLEMENT PAYMENT**

Hand deliver this request for payment document, the original document showing that the university president or the president's designee approval has been given, and a check payable to USF Acct. # 02-06-810-P0 for the amount of gross plus appropriate matching costs to Jeff Schueler, Payroll, SVC-2172.

DSO Organization Name:	<input type="text"/>
Requestors Name:	<input type="text"/>
Phone Extension :	<input type="text"/>
Authorizing Signature :	<input type="text"/>
Projected Payment Date :	<input type="text"/>
Payment for: (month/reason):	<input type="text"/>
Employee Name :	<input type="text"/>
Employee ID Number :	<input type="text"/>
Employee's Check Distribution Number :	<input type="text"/>
Amount of Gross Payment :	<input type="text"/>
Matching Costs :	<input type="text"/>
	(Gross Payment X 7.65%)
Check Total :	<input type="text"/>

NOTE: The boxes above are text boxes. You may record your information directly into these boxes and print using Word.

