



**Sarah Ebben**  
**Policy Analyst**

Madison, WI 53715

(248) 978-3376

[sebben@uwsa.edu](mailto:sebben@uwsa.edu) <http://www.wisconsin.edu>

**September 5, 2025**

Below, please find a listing of all new and revised UW System Administrative policies approved between August 11, 2025, and September 5, 2025. There was one (1) revised UW System Administrative Policy, as well as two (2) Interim Policy Action Approvals.

**I. Revised UW System Administrative Policies**

- [SYS 320, Internal Service Entities/Chargebacks](#) (approved August 12, 2025)
  - Summary of Policy and Policy Revisions
    - The purpose of this policy is to standardize the methods of accounting for internal and external sales and services for University of Wisconsin (UW) System internal service departments. Proposed revisions are as follows:
      - Added policy sections to align with current SYS policy template, including Section 1, Policy Purpose; Section 2, Responsible UW System Officer; Section 3, Scope and Institutional Responsibilities; Section 5, Definitions; Section 7, Related Documents; Section 8, Policy History; and Section 9, Scheduled Review.
      - Removed Constraints section and moved content to Section 1.
      - Removed Procedures section and incorporated content into Section 6.
      - Throughout the policy, updated references to “internal service departments” to “internal service entities,” and references to “class codes” to “ledger account and revenue category.”
      - In the first paragraph of Section 6.A, updated accounting code for General Administration and Logistical Services included under Institutional Support to the new code in Workday.
      - In the second paragraph of Section 6.A, updated process for coding credits for interdepartmental transactions of internal service entities or storerooms which provide services to reflect the new process in Workday.
      - Moved information about sales and services of an auxiliary enterprise from Section 6.B to Section 6.A. Updated accounting code for Auxiliary Enterprises to the new code in Workday and updated process to new process in Workday.
      - In Section 6.A, added additional information about accounting for costs coded to internal service delivery expenses in Workday.
      - In Section 6.B, clarified the process for coding sales and services for departments funded by General Purpose Revenue (GPR) and for departments funded by Program Revenue (PR).
  - University Comments and Concerns
    - One reviewer suggested the term “Internal Service Providers” was a better description than “Internal Service Entities.”
    - No change made. “Internal Service Entities” was chosen to avoid possible confusion because the term “Internal Service Provider” has a specific meaning in Workday.

## II. Interim Policy Action Approvals

- [SYS 100-12, Interim: New Program Approval Process – Approval to Plan Amendments](#) (approved September 4, 2025; expires September 1, 2026, or upon the approval of substantive revisions to SYS 102.A, whichever is first)
  - Summary of Interim Procedure Action
    - This interim procedure action amends sections of [SYS 102.A, New Academic Degree Programs, Changes to Academic Degree Programs, and Additional SYS 102 Items](#). These procedures include notice and review requirements associated with the application of [SYS 102, Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting](#). These amendments are being made concomitantly with a comprehensive review and revision of SYS 102. It is anticipated that approval of substantive revisions to SYS 102 and SYS 102.A will occur by the end of Academic Year 2026.
    - The amendments to SYS 102.A under this interim procedure action are intended to promote continuity, improve efficiency, and address UW university concerns related to the timeframe and distribution processes associated with the notice of intent and request for authorization to plan a new academic degree program.
    - This interim procedure action temporarily amends portions of [SYS 102.A, New Academic Degree Programs, Changes to Academic Degree Programs, and Additional SYS 102 items](#) in application of [SYS 102, Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting](#). Specific sections modified by the interim action include:
      - [SYS 102.A, Section 4.C.I.2](#)
      - [SYS 102.A, Section 4.C.II.3](#)
      - [SYS 102.A, Section 4.C.III.4](#)
- [SYS 1200-15, Interim: UW System Pay Plan Distribution Framework for University Workforce Amendments](#) (approved August 14, 2025; expires February 1, 2026, or upon the approval of substantive revisions to SYS 1278, whichever is first)
  - Summary of Interim Policy Action
    - This interim policy action is designed to clarify the current pay plan approval process. Pay plan is the result of the General Wage Adjustments (GWAs) approved by the legislature and governor as part of the State of Wisconsin biennial budget, as clarified in Evers v. Marklein, 2024 WI 31, 412 Wis. 2d 525, 8 N.W.3d 39.
    - This policy temporarily replaces portions of [SYS 1278, UW System Pay Plan Distribution Framework for University Workforce](#). Specific sections modified by the interim action include:
      - [SYS 1278, Section 4, Paragraph 2](#)
      - [SYS 1278, Section 5](#)
      - [SYS 1278, Section 6.E](#)
      - [SYS 1278, Section 7](#)

## III. Policies in the Final Stages of Revision

- SYS 650, *Public Records Management Roles and Responsibilities*
- SYS 910, *Leasing*
- SYS 910.A, *Leasing Process; Board of Regents as Lessee*
- SYS 910.B, *Leasing Process; Board of Regents as Lessor*
- SYS 920, *Standards Manual for UW Managed Capital Projects*
- SYS 999.A, *Acquisition of Real Property Process*
- SYS 999.B, *Sale of Real Property Process*
- SYS 1290 Guidance: (Code of Ethics) Nepotism and Consensual Relationships