Hiring Guide
As of July, 15 2015

Our Mission:
The Office of Research and Sponsored Programs (ORSP) exists to help faculty and staff apply for and secure external funds in support of their creative ideas and professional interests. The office provides guidance, information, and technical assistance to faculty engaged in externally funded research, instruction, community service and other scholarly activity. In accomplishing this mission, ORSP ensures accountability, compliance and stewardship for sponsored programs as directed by the values of our campus and by all applicable Federal, State, and University policies, procedures and regulations.

ORSP is a full service department that is knowledgeable in all phases of pre- and post-award policies and procedures and available to assist during the entire life of the project. Assistance is available from the conceptual development of a project, to identifying potential funding sources, writing and submitting a proposal, developing the budget and identifying any cost share, negotiating an award, implementing and managing an awarded project, monitoring for CSUEB and sponsor compliance, and ending with overseeing all requirements for the official close of a project. ORSP belongs to a network of various university divisions and departments (including the CSUEB Foundation), who work together as a team to deliver exceptional service to any individual or group pursuing external funding.

Issued By
The Office of Research and Sponsored Programs
California State University, East Bay
25800 Carlos Bee Blvd., LI 2300
Hayward, CA 94542
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INTRODUCTION

The Hiring Guide has been prepared jointly by the Office of Research and Sponsored Programs, Academic Affairs, Administration and Finance, and Human Resources, and reflects the shared agreement of the ways to hire grant-funded employees.

As of July 1, 2014, all employees hired with external grant funds are hired through the University hiring processes and are no longer employees of a separate foundation. Staff in the Office of Research and Sponsored Programs (ORSP) work closely with Principal Investigators (PIs) to determine the appropriate process for hiring workers, and are responsible for verifying the availability of funding within a grant for new hires during the hiring process. ORSP staff are also available to help PIs complete the necessary paperwork. New employees will fall under two categories, per IRS requirements, and are recognized as either University employees or independent contractors.

Please review the IRS requirements when determining the appropriate method for paying for grant funded workers. See http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Independent-Contractor-Self-Employed-or-Employee. The IRS guidance focuses on the degree of control and independence that the worker will exercise in providing their services. Answering “no” to any of the three categories below qualifies an individual as an independent contractor. The three categories of the IRS “Tests” are:

1. **Behavioral**: Does the company control or have the right to control what the worker does and how the worker does his or her job?

2. **Financial**: Are the business aspects of the worker’s job controlled by the payer? (These include things like how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)

3. **Type of Relationship**: Are there written contracts or employee type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?

The Quick Access Hiring Guide below and flow charts that appear in the appendices summarize the available options for employing grant-funded workers. Please refer to the specific section of this manual for more detailed information about each hiring method.

<table>
<thead>
<tr>
<th>Hiring Method and Scenario</th>
<th>Process</th>
<th>Added Requirements</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td><strong>1. Independent Contractor – one-time payment of less than $5,000, use Short-Term Limited Scope</strong></td>
<td>Submit STLS Form to ORSP. If student, also</td>
<td>Complete Vendor Data Record.</td>
<td>No need for LiveScan if not working with minors.</td>
</tr>
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</table>
### (STLS) Contract

Scenario:
Short-term Independent Contractor Agreement with pay below $5,000 issued as a single lump sum (can only be paid one time per grant) and that meets IRS test for independent contractor (Example: Speaker who comes to campus and is paid a one-time amount).

- Submit ORSP’s Independent Contractor (Under $5,000)/Fellowship Payment Acknowledgement Form. ORSP will route forms to Accounts Payable. If student, ORSP will notify financial aid of the payment.
- Also see Short Term Limited Scope Services Agreement & Express Invoice (STLS) Business Process Guide.

If student, complete ORSP’s Independent Contractor (Under $5,000)/Fellowship Payment Acknowledgement Form. ORSP will route forms to Accounts Payable. If student, ORSP will notify financial aid of the payment.

Paperwork can be submitted before or after the service.

If students, pay may reduce financial aid.

### Hiring Method and Scenario

#### 2. Independent Contractor – Any Duration and Any Amount

Scenario:
Short or long-term Independent Contractor agreement of any dollar threshold that meets IRS test for independent contractor.

<table>
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<td>PI submits the following packet of documents to ORSP for processing: 1) Purchase request for sole source justification, pre-approval and purchase order creation; 2) Vendor Data Record 3) Letter of commitment from the contractor (a Statement of Work, budget, signature and CV)</td>
<td>ORSP creates Independent Contractor Agreement of Services and will enter a requisition and to assist with Purchase Order generation. If driving on campus, collect proof of automobile insurance. If working with minors, complete LiveScan (Note: Risk Management requirement, not HR requirement).</td>
<td>No need for LiveScan if not working with minors.</td>
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</table>

### Added Requirements

- If student, complete ORSP’s Independent Contractor (Under $5,000)/Fellowship Payment Acknowledgement Form. ORSP will route forms to Accounts Payable. If student, ORSP will notify financial aid of the payment.
- Also see Short Term Limited Scope Services Agreement & Express Invoice (STLS) Business Process Guide.

### Hiring Method

#### 3. Special Consultant (I)

Note: This row depicts process for lecturers or MPPs consulting outside his or her normal duties as “Overload” or non-University employees.

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<tr>
<td>For lecturers or MPPs, Department submits a Special Consultant Appointment form available on HR website on behalf of the PI to Kathy Dulkie in Academic</td>
<td>For lecturers or MPPs, department sends eFAF to HR after Dulkie has approved the appointment. HR routes eFAF to ORSP for verification of funds available in the grant. Joe Andrews of accounting is notified with chart field</td>
<td>If not already a University employee, employee signs-in with HR/Payroll. Completes fingerprinting. Submits hours via MyCSUEB. PI to approve hours. Faculty serving as</td>
</tr>
<tr>
<td>Hiring Method and Scenario</td>
<td>Process</td>
<td>Added Requirements</td>
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<tr>
<td><strong>4. Special Consultant (II)</strong>&lt;br&gt;Note: This row depicts process for tenured or tenure-track faculty on 'Academic Year Overload'</td>
<td>Department submits Faculty Appointment Form (FAFs) to ORSP who then routes to Kathy Dulkie in Academic Affairs. She issues contracts with faculty. Academic Affairs notifies HR and ORSP upon approval. ORSP sends Dulkie monthly spreadsheet with chart field codes for new FAFs. Dulkie sends spreadsheet of what individual will be paid each month based on days available to be paid overload.</td>
<td>No eFAF needed for full-time faculty. Total time worked by faculty may not exceed 25% of regular assignment (hours/days not salary).</td>
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<tr>
<td><strong>5. Faculty on Release</strong></td>
<td>A Faculty Release Time (FRT) form must be submitted</td>
<td>Forms must be signed by the PI, the Department Chair and Dean, and ORSP,</td>
<td>Accounting reimburses departments for release time through a</td>
</tr>
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</table>

Affairs. Academic Affairs notifies HR and ORSP upon approval. String for payment. For non-University employees, eSAF is submitted directly to HR. HR routes eSAF to ORSP for verification of funds available in the grant. Total time worked by lecturers may not exceed 25% of regular assignment (hours/days not salary).
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<td>6. <strong>University Employee – Regular position</strong> that ends when grant expires or employment ends for other reasons</td>
<td>Develop a position description, classify the position, and then hire through the university process*</td>
<td>LiveScan must be completed before the employee can start work. Track absences and pay via payroll system.</td>
<td>Process takes at least 5-6 weeks to complete.</td>
</tr>
<tr>
<td>7. <strong>University Employee – Staff</strong> that ends when grant expires or employment ends for other reasons</td>
<td>Develop a position description, classify the position, and then hire through the university process*</td>
<td>LiveScan must be completed before the employee can start work. Track absences and pay via payroll system.</td>
<td>Process takes at least 5-6 weeks to complete.</td>
</tr>
<tr>
<td>8. <strong>University Employee – Casual worker (Established Position)/ “Temporary Position” in established position</strong></td>
<td>Develop a position description, classify the position, and then hire through the temporary worker “pool” of candidates.</td>
<td>Finger printing process must be completed before the employee can start work. Track absences and pay via payroll system.</td>
<td>May only work up to 180 days as a temporary worker. Period may be extended one time. Temporary non-recruits are not eligible for benefits.</td>
</tr>
<tr>
<td>9. <strong>University Employee – Casual Worker – (No Set Schedule/Sporadic Work)</strong></td>
<td>Develop a position description for the position and get to HR for classification and approval.</td>
<td>Department completes the eSAF. eSAF is forwarded to appropriate MPP for approval, then to HR. Employee needs to come to</td>
<td>May work more than 180 days. Not eligible for benefits.</td>
</tr>
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<tr>
<td><strong>10. MOU/contract with a site OR University Employee</strong></td>
<td>Work with purchasing to develop a MOU and Scope of Work with the site.</td>
<td>If MOU, an agreement needs to be in place with the site, a purchase order must be created and the site must invoice for payment.</td>
<td>MOU/contract reduces the University’s liability.</td>
</tr>
<tr>
<td><strong>11. Student Worker</strong></td>
<td>Student shows HR two forms of legal ID and fills out forms noted on the Intermittent Employee Information Sheet (IEIS). PI prepares hire packet with signed IEIS form from HR, Student Employment Action Form (SEAF) signed by ORSP, student’s proof of enrollment (available in PeopleSoft), and copies of legal i.d. PI submits packet to HR. Sends copy of SEAF to Joseph Andrews informing him of the chart field string from which the student’s payroll is to be paid.</td>
<td>Student limited to 20 total hours per week for any University employment. May go up to 29 hours during breaks. Under new federal rules, benefits must be provided if work exceeds 29 hours per week. Must be enrolled in a minimum of 6 undergraduate or 4 graduate units every quarter. Proof of enrollment (available in PeopleSoft) given to payroll at start date. An exception known as ‘Bridge Status’ is available once per academic year, and is typically used to hire students during the summer. PI or assistant completes an eSARF. The eSARF is forwarded to appropriate MPP for approval. This triggers IT to give PI access to student hours in MyCSUEB.</td>
<td>Pay may reduce financial aid. The chart field string has account, fund, department, program, class and project codes. The account for student assistants, 601303, is universal across departments. SEAFs are used for hires, status change, and student discharge. In addition to submitting these to HR, a copy of the SEAF must be sent to Joe Andrews of payroll. A position ID will be needed for the SEAF. HR provides this for staff. Joe Andrews of payroll provides this for students.</td>
</tr>
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* See [http://www20.csueastbay.edu/af/departments/hr/recruitment.html](http://www20.csueastbay.edu/af/departments/hr/recruitment.html)
INDEPENDENT CONTRACTOR – ONE-TIME PAYMENT OF LESS THAN $5,000

A short-term Independent Contractor is an individual who not only meets qualifications established using the IRS test (see http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Independent-Contractor-Self-Employed-or-Employee), but is given a single lump sum (can only be paid one time per grant) of an amount under $5,000. Recipient must be paid as an individual and cannot be paid as an entity. If student workers are currently being paid under this method but in reality are under day-to-day supervision, please refer to the hiring steps for student workers illustrated later in the Hiring Guide.

Paperwork can be submitted before or after the service has been completed. A PI must submit a Short-Term Limited Scope (STLS) Form and Vendor Data Record (VDR) to ORSP. For students, the PI must submit an Independent Contractor (Under $5,000)/Fellowship Payment Acknowledgement Form as well as a STLS and VDR. If driving on campus, the employee must provide proof of insurance and attach their auto insurance card to the STLS. If an employee is working with minors, a LiveScan must be completed before their start date.

Once submitted, ORSP routes the forms to Accounts Payable; for students, ORSP notifies Financial Aid. Accounts Payable will verify the vendor in CSUEB’s financial system, or create a new vendor account, and will issue payments. For student employees, Financial Aid notifies students of reductions in their financial aid after their packet has been reviewed.

Once payments have been made, they are recorded on the general ledger and are visible to the PI in the Data Warehouse.

Refer to the diagram in Appendix A
INDEPENDENT CONTRACTOR – ANY DURATION AND ANY AMOUNT

If IRS qualifications are met (see http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Independent-Contractor-Self-Employed-or-Employee), an employee may be an Independent Contractor; the work may be short or long-term with any dollar amount threshold.

PI submits a packet to ORSP that include all of the following documents: 1) Purchase Request for the purpose of sole source justification, obtaining pre-approvals, and generating a Purchase Order; 2) Vendor Data Record (VDR); and 3) a Letter of Commitment (see sample provided in Appendix K) from the contractor. The Letter of Commitment must include a Statement of Work, budget, signature, and resume. The independent contractor must also attach a copy of their automobile insurance card if they are to be driving on campus. Also, if they are working with minors, the independent contractor must complete a LiveScan.

ORSP will generate an Independent Contractor Agreement of Services and will enter a requisition into the financial system and assist with creating a new Purchase Order (P.O.). Once the P.O. has been issued by Procurement, ORSP will notify the PI. The independent contractor must then invoice the University for services rendered in accordance with the agreement. Invoices are to be reviewed by the PI, signed, and submitted to ORSP for payment. Once ORSP has reviewed the invoice against the grant agreement, they are to sign and send the invoice to Accounts Payable, who will issue the payment. All payments will be shown on the general ledger in the Data Warehouse.

Refer to the diagram in Appendix B

SPECIAL CONSULTANT (I)

Special consultants, as specified by the IRS tests (see http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Independent-Contractor-Self-Employed-or-Employee), are lecturers or management professional personnel (MPPs) consulting outside his or her normal duties (known as “Overload”), or non-University employees.

Faculty members and lecturers who are PIs need to work with their Department to submit a Special Consultant Appointment Form to Kathy Dulkie (in Academic Affairs). Dulkie will verify that hours worked do not exceed 125%, per University policies. Academic Affairs will then notify HR and ORSP when the form is submitted. Lecturers must have an eFAF submitted by their Department to HR once Dulkie has approved of the appointment. HR routes the eFAF to ORSP for verification of funds available in the grant. Joe Andrews of Accounting is then notified by the PI and provided the chart field string for payment.
For non-University employees, the PI must submit a Special Consultant Form to ORSP, who will then notify HR. PIs afterward submit an eSAF to HR, who will verify the employee’s work does not exceed 125%. HR routes the eSAF to ORSP for approval and verification of available grant funds. The PI notifies Joe Andrews, who is provided with the chart field string for payment.

If not already a University employee, the employee must sign-in with HR and Payroll, and complete the fingerprinting process. Hours will be submitted via MyCSUEB and approved by the PI.

Special Consultant Payment Request Forms must be submitted to Kathy Dulkie of Academic Affairs at the end of each month that the consultant is to be paid overload. The amount will be paid on the 15th of the month.

Refer to the diagram in Appendix C

SPECIAL CONSULTANT (II)

This hiring method will refer to all tenured or tenure-track University faculty members who are on Academic Year Overload.

A PI’s Department must first submit a Faculty Appointment Form to ORSP, who will route a spreadsheet to Kathy Dulkie (Academic Affairs) to issue contracts with faculty. Dulkie will verify that hours worked do not exceed 125% per University policy, and will notify HR and ORSP of the approval. ORSP, in turn, sends Dulkie a monthly spreadsheet with the chart field codes to be billed for faculty time.

Dulkie in Academic Affairs sends spreadsheets to ORSP and Payroll of what special consultants are to be paid each month based on the days available to be paid for overload. The PI must submit a Special Consultant Request Form to Dulkie at the end of each month that the PI is to be paid overload. Forms must be received the morning of the fifth day of the month in order for the faculty member to be paid by the 15th of the month.

Refer to diagram in Appendix D

FACULTY ON RELEASE

Faculty members seeking to be released from teaching responsibilities must complete a Faculty Release Time (FRT) Form. The form must be signed by the PI, the Department Chair, the
Dean, and ORSP. The form must be submitted to ORSP each quarter that a PI is scheduled for release time.

The PI submits the form to ORSP. ORSP verifies the availability of grant funds for release time. A spreadsheet is maintained by ORSP and submitted to Donna Arredondo in Accounting to track faculty on release.

All Accounting reimbursements to departments for release time are provided via a journal entry. Reimbursements occur on a quarterly basis.

Refer to the diagram in Appendix E

UNIVERSITY EMPLOYEE – REGULAR POSITION

University employees who are short or long-term, whose work is directed by a PI, and employment ends when the grant expires (or for other reasons) are hired according to the same hiring method used for a regular University-funded positions.

The position description, minimum qualifications, and search committee are established, and this information is sent to HR by the PI. HR will post the position for a minimum of two weeks (and are responsible for removing the post when notified). Ranking criteria for application review and interview questions are then submitted to HR for approval; HR routes all resumes and applications to the search committee for ranking. Once the search committee has gathered their results, they are sent to HR. HR sends a supplemental form to interviewees. Once the form has been completed and returned, HR gives approval for interviews to be scheduled with top-ranked candidates.

After the interviews have been completed, the individual rankings and a consolidated version of the ranking sheet are signed and sent to HR. After reviewing, HR sends an Appointment Recommendation Form and instructions for completing a reference check to the PI. Once reference checks are completed, these forms are returned to HR. HR gives the approval to make an offer and provides a salary range. The PI makes the job offer and notifies HR of the acceptance of the position, the agreed upon start date of the new hire, and his or her birthdate and Social Security Number. The PI also notifies the candidate of other HR/Payroll requirements. Requirements include the completion of a LiveScan prior to the first day of work. This can take 5-6 weeks to complete. If the hire is time-sensitive, the LiveScan may be done earlier (i.e. at the interview stage).
An eSARF (Electronic System Access Request Form) is submitted by the PI if they do not already have management access to review absences and sick leave in MyCSUEB. For the new hire, an eSARF is submitted by the PI to Payroll for the required access.

Refer to the diagram in Appendix F

UNIVERSITY EMPLOYEE – STAFF

This is a short or long-term employment directed by a PI. This position is not for MPP or lecturers. If currently employed, appointment will be reduced by however much the new appointment will be so that the time is not to exceed 100%. For example if you are working full time, and get a new appointment of 20%, then your full time appointment will be reduced to 80%. If the additional new appointment’s job classification is the same, then the pay rate will be equal.

PI or their Department develop a position description, classify the position, and then hire through the university process. LiveScan must be completed before employee can start work. Payroll system used to track absences and pay. Process takes at least 5-6 weeks to complete.

Refer to the diagram in Appendix G

UNIVERSITY EMPLOYEE – CASUAL WORKER (ESTABLISHED POSITION)/ “TEMPORARY POSITION”

To hire a casual worker of the University, a PI develops a position description and submits to HR for classification. Hiring is done through a pool of temporary worker candidates.

Prior to the employee’s start date the fingerprinting process is to be completed.

All absences are tracked via the Payroll system, and employees may only work up to 180 days, though the period can be extended one time. Temporary non-recruits are not eligible for benefits.

Refer to the diagram in Appendix H

UNIVERSITY EMPLOYEE – CASUAL WORKER (NO SET SCHEDULE/SPORADIC WORK)
 Casual employees without a set schedule may be hired for short or long-term work directed by the PI. Employment will end when the grant expires (or for other reasons).

PIs or their Department develop a position description that is sent to HR for classification and approval. The Department also completes an electronic Staff Appointment Form (eSAF) that is forwarded to the appropriate MPP for approval. Approved eSAFs are then sent to HR.

Employees complete the sign-in process through HR and Payroll, and the LiveScan before the first day of work. Hours are to be submitted via MyCSUEB; employees may work more than 180 days, but are not eligible for benefits.

**Refer to the diagram in Appendix I**

**MOU/CONTRACT WITH A SITE OR UNIVERSITY EMPLOYEE**

In some instances the University hires individuals for long-term assignments in which the work will be conducted at a site in the community. At times the person hired also works in another capacity at the site, the person can be funded for University work through a Memorandum of Understanding or agreement with the site.

A PI must work with Purchasing to develop a Memorandum of Understanding (MOU) and Scope of Work with the site. Once there is an MOU, an agreement is in place with the site and a Purchase Order is completed by the PI, the site may invoice the University for payments.

**Refer to the diagram in Appendix J**

**STUDENT WORKER**

Student workers are employees whose work is performed under the direction or supervision of a faculty member or University employee. While not required, it is advised that PIs inform students that employment may reduce financial aid. Note: if students are not under day-to-day supervision, please refer to the hiring steps for independent contractors receiving a single lump sum of an amount less than $5,000 at the beginning of the Hiring Guide.

A student must provide the PI with two forms of legal ID and fill out the Intermittent Employee Information Sheet (IEIS). The PI must prepare a packet for HR, including all of the following:

1) Signed IEIS Form from HR,
2) Student Employment Action Form (SEAF) to be signed by ORSP (Note: Position ID will be needed for the SEAF; Joe Andrews of Payroll provides this for students)

3) Proof of enrollment (available in PeopleSoft)

4) Copies of two forms of legal ID

5) Chart field string (The chart field string has *account, fund, department, program, class, and project codes. *Account for student assistants is 601303 and is universal across departments.)

In addition to submitting these to HR, the PI must also send a copy of the SEAF to Joseph Andrews in Payroll, along with the chart field string from which the student’s payroll is to be paid. SEAFs are required for hires, status change, and student discharge.

PI must submit an Electronic System Access Form (eSARF) to IT to request access to student hours in MyCSUEB, in order to have access in MyCSUEB to approve student hours.

Students are limited to working a maximum of 20 hours per week for any University employment, but may work up to 29 hours per week during breaks and during the summer. If students work more than 29 hours during the break or summer, federal law requires benefits to be paid.

Student employees are required to be enrolled in a minimum of 6 undergraduate, or 4 graduate units per quarter. An exception to the enrollment requirement known as “Bridge Status,” allows students to keep working during the summer. It is available once per academic year and is usually used in hiring students during the summer. If the student takes time off from school, then they cannot use this bridge status. Also if the student uses the bridge status during the summer but takes off from school in upcoming Fall, Winter, or Spring quarters, then they can no longer be a student employee.

Proof of enrollment (available through PeopleSoft) is given to Payroll at the start date. The PI or an assistant must complete an Electronic System Access Request Form (eSARF), which is then forwarded to the appropriate MPP for approval. The eSARF triggers IT to give the PI access to student hours in MyCSUEB for payroll purposes.

Refer to diagram in Appendix K
APPENDIX A

Hiring Method #1: Independent Contractor – One-time payment < $5,000 (STLS)
Scenario: Short-term Independent Contractor agreement with pay below $5,000 issued as a single lump sum, and meets IRS test for independent contractor (For students not under daily supervision, refer to the steps in this diagram)

PI Submits to ORSP
- Paperwork may be submitted before or after service
- Short-Term Limited Scope (STLS)/Vendor Data Record Form (VDR)
- Copy of auto insurance card if driving on campus
- Students: submit Independent Contractor/fellowship Payment Acknowledgement Form with STLS and VDR

ORSP Steps
- Route forms to Accounts Payable
- Notify Financial Aid of payment
- Financial Aid will review students’ packet and give notice if financial aid is reduced

Accounts Payable Process
- Verify existing vendor or set up an account for a new vendor and issue payment
- Record payment in general ledger in Data Warehouse for PI visibility

Special Notes
- Complete LiveScan if working with minors (Risk Management)
- See STLS Services Agreement & Express Invoice Business Process Guide on the CSUEB website
APPENDIX B

Hiring Method #2: Independent Contractor – Any Duration and Any Amount
Scenario: Short/long-term Independent Contractor agreement of any dollar threshold that meets IRS test for Independent Contractor

- PI Submits to ORSP
  - IPurchase Request for sole source justification, obtaining pre-approval, and generating Purchase Order (P.O.)
  - Vendor Data Record (VDR)
  - Contractor Letter of Commitment (including a Statement of Work, budget, signature, and resume)
  - Complete LiveScan if working with minors
  - Copy of auto insurance card attached to STLS Form if driving on campus

- ORSP Steps
  - Generate an Independent Contractor Agreement of Services
  - Enter a requisition, assist with P.O. generation, and notifies PI when P.O. is issued by Procurement

- Independent Contractor Steps
  - Creates invoice for University per the agreement and timeline specified

- PI Steps
  - Reviews, signs, and submits invoices to ORSP for payment

- ORSP Steps
  - Reviews invoice against grant agreement, signs, and sends to Accounts Payable to process payments

- Special Notes
  - Payments shown on general ledger in Data Warehouse
APPENDIX C

Hiring Method #3: Special Consultant (I)
Scenario: Lecturers, MPPs consulting outside his/her normal duties ("Overload"), or non-university employees

PI Steps
- If lecturer, PI works with Department to submit a Special Consultant Appointment Form to Kathy Dulkie in Academic Affairs
- If non-University employee, PI submits Special Consultant Appointment Form to ORSP
- If lecturer, Academic Affairs notifies HR and ORSP upon approval
- If non-University employee ORSP notifies HR upon approval
- If lecturer, Department submits eFAF to HR after Dulkie has approved appointment  Link to eFAF below chart.

HR Steps
- If lecturer, HR routes eFAF to ORSP for verification of available grant funds

PI Steps
- If lecturer, Joe Andrews (Accounting) notified by PI and provided chart field string for payment

Non-University Employee Steps
- PI submits Special Consultant Form to ORSP
- HR verifies employee does not exceed 125%
- PI submits eSAF to HR . Link to eSAF below chart.
- HR sends eSAF to ORSP to verify grant funds
- PI notifies Joe Andrews, who is provided with chart field string for payment

Notes
- If not already a University employee, consultant must sign-in with HR/Payroll and complete fingerprinting before start date
- Hours submitted via MyCSUEB and approved by PI
- Special Consultant Payment Request Forms Submitted to Dulkie (Academic Affairs) at end of each month to be paid overload – amount paid on 15th of each month

Link to eFAF & eSAF here
APPENDIX D

Hiring Method #4: Special Consultant (II)
Scenario: Tenured/Tenure-Track Faculty on “Academic Year Overload”

1. Dulkie sends spreadsheets to ORSP and Payroll of which individuals will be paid each month based on days available to be paid overload
2. At end of each month that faculty is to be paid overload, PI must submit Special Consultant Payment Request Form to Dulkie - due fifth day of the month for payment to be made on the 15th
APPENDIX E

Hiring Method #5: Faculty on Release
Scenario: Faculty members seeking to be released from teaching responsibilities

**PI Steps**
- PI submits Faculty Release Time (FRT) Form(s) to ORSP each quarter that a faculty member is scheduled for release time
- Form must be signed by the PI, faculty member's Department Chair, Dean, and ORSP

**ORSP Steps**
- Verify funds available for release time
- Maintains spreadsheet and routes to Donna Arredondo (Accounting) to track faculty on release

**Special Notes**
- All Accounting reimbursements to departments for release time provided via journal entry
- Reimbursements paid quarterly
APPENDIX F

Hiring Method #6: University Employee – Regular Position

Scenario: Position ends when grant expires or employment ends for other reasons (Short/Long-Term employment as directed by PI)

- HR posts position (min. 2 weeks)
  - Application scanning criteria and interview questions submitted to HR for approval
  - HR routes resumes and applications to PI

- PI sends position description, min. qualifications and search committee info to HR

- HR sends supplemental form to interviewees

- Search committee ranks applications and submits results to HR

- Interviews conducted
  - Individual and consolidated rankings signed and sent to HR

- HR sends Appointment Recommendation Form and reference check for PI to complete and return to HR

- Upon receipt of supplemental form, HR gives approval for interviews to be scheduled

- HR gives approval for offer ad provides salary range
  - PI notifies HR of acceptance, start date, his/her birthday and Social Security Number

- PI submits eSAF
  - If PI does not have management access in MyCSUEB, eSARF submitted for program's new hire will be required to access.
  - Find link to eSAF & eSARF below chart

- HR notifies candidate of other requirements
  - LiveScan to be completed before start date

Link to eSAF [here](#)

Link to eSARF [here](#)
APPENDIX G

Hiring Method #6: University Employee – Staff (Not for MPP or Lecturers)

- PI sends position description, min. qualifications and search committee info to HR
- HR posts position (min. 2 weeks)
  HR is notified by PI when posting is to be removed

- Application scanning criteria and interview questions submitted to HR for approval
- HR routes resumes and applications to PI

- Upon receipt of supplemental form, HR gives approval for interviews to be scheduled

- HR sends supplemental form to interviewees

- Search committee ranks applications and submits results to HR

- Interviews conducted
  Individual and consolidated rankings signed and sent to HR

- HR sends Appointment Recommendation Form and reference check for PI to complete and return to HR

- HR gives approval for offer ad provides salary range
  -PI notifies HR of acceptance, start date, his/her birthday and Social Security Number

- PI submits eSARF
  - If PI does not have management access in MyCSUEB, eSARF submitted for program’s new hire will be required to access. Find link to eSARF below chart

- HR notifies candidate of other requirements
  - LiveScan to be completed before start date

Link to eSARF [here](#)
APPENDIX H

Hiring Method #7: University Employee – Temporary/Casual Worker (Established Position)

Scenario: Same as Appendix G

- PI develops position description
- Position classified by HR

Hiring done through “pool” of temporary worker candidates

LiveScan completed before start date

- Absences (not hours) and pay tracked via payroll system
- Employees may only work up to 180 days as temporary workers (extension allowed once)
- Temporary non-recruits not eligible for benefits
APPENDIX I

Hiring Method #8: University Employee – Casual Worker (No Set Schedule/Sporadic Work)

Scenario: Same as Appendix G & H

- PI/Department develops position description
- Send to HR for classification and approval

- Department completes and submits electronic Staff Appointment Form (eSAF) to MPP for approval. eSAF link below chart.
- Approved eSAF submitted to HR

- Employee completes LiveScan process before start date
- Employee completes sign-in process with HR/Payroll before start date

- Employee must submit hours via MyCSUEB
- May work more than 180 days
- Not eligible for benefits

Link to eSAF [here](#)
APPENDIX J

Hiring Method #9: MOU/Contract with a Site OR University Employee

Scenario: Long-term assignments in which work is conducted at a site in the community and the employee works in another capacity at that site, a Memorandum of Understanding or agreement with site can be used to fund for University work

PI works with Purchasing to develop Memorandum of Understanding (MOU) and Scope of Work with site

- If there is an MOU, there must be an agreement in place, PI completes Purchase Order
- Site must submit invoices for payment
## APPENDIX K

### Hiring Method #10: Student Workers

*Scenario: Work performed under the direction or supervision of a faculty member or University employee*

<table>
<thead>
<tr>
<th>Students</th>
<th>PI Hire Packet to HR</th>
<th>PI Addt’l Steps</th>
<th>Special Notes</th>
</tr>
</thead>
</table>
| • Provide PI with 2 forms of legal ID  
• Fill out Intermitted Employee Information Sheet (IEIS) | • PI prepares hire packet  
• Signed IEIS Form from HR  
• Student Employment Action Form (SEAF) signed by ORSP (Joe Andrews provides position ID for SEAF)  
• Student’s proof of enrollment (PeopleSoft)  
• Copies of 2 forms of legal ID  
• Copy of Chart field string (Chart field string includes: account*, fund, department, program, class, and project codes. *Account for student assistants is 601303 and universal across departments.) | • Submit copy of SEAF to Joseph Andrews (Payroll), providing chart field string from which students are paid. SEAFs are required for hires, status change, and student discharge.  
• Submit Electronic System Access Form (eSARF) to IT department in order to have access in MyCSUEB to be able to approve student hours. Find link to eSARF below chart | • Students limited to working maximum 20 hours per week for any University position but may work up to 29 hours per week during breaks and summer. Working more than 29 hours per week during break and summer will require benefits to be paid  
• Federal law requires benefits to be provided if work exceeds 29 hours per week  
• Student must meet minimum enrollment requirements (6 undergraduate or 4 graduate units per quarter, exception is "Bridge Status" for hiring summer students and one quarter "bridge status is available annually) |

Link to eSARF [here](#)
APPENDIX L

***SAMPLE LETTER OF COMMITMENT***

[Put letter on organization/agency letterhead]

[Insert date]

Willie Logan
President, CEO Triple R, Inc.
490 Opa-locka Boulevard, Suite 20
Opa-locka, Florida 33054

Re: Letter of Commitment to Develop a Hub-and-Spoke Recycling System in Southeast Colorado

Dear Mr. Logan:

I am writing to express my support for the Triple R, Inc. RREO grant application to develop a Hub-and-Spoke recycling network in southeastern Colorado.

[Insert organization name and description of organization]

{EXAMPLE – ORGANIZATION is a 501 (c)(3) non-profit organization that provides a wide array of waste diversion services in the region, including curbside recycling service.}

[Insert organization name] will provide the following services in conjunction with the proposal submitted by Triple R, Inc. to the RREO Grant Program.

• [Insert name and description of service] Describe how your organization or business will help develop and sustain the Hub-and-Spoke recycling system being proposed.
[Insert organization name] is excited to support this proposal by Triple R, Inc. by leveraging the following resources: [Describe any resources you will commit as part of the proposed project]
We will work collaboratively with Triple R, Inc. to ensure our goals are aligned with the goals of the grant proposal, including efforts to track and report on outcomes. We believe our support and commitment will significantly improve the availability of recycling service in the region and we look forward to working with you on this exciting endeavor.

We wish you luck on your application.

Sincerely,

INSERT NAME [must be someone authorized to make the commitment on behalf of the agency]

INSERT POSITION
APPENDIX M

Statement of Work

[Project Name]

[Client Company Name]

Copyright
The concepts and ideas submitted to you by us are of a confidential nature and are submitted to you on the understanding that they are to be considered by you in the strictest confidence and that no use shall be made of the said concepts and ideas, including communication to a third party, without our prior consent.

Version
[1.0]

Date
[01 January 2010]
Objective

This is where your objective will go. This is where your objective will go. This is where your objective will go. This is where your objective will go. This is where your objective will go. This is where your objective will go. This is where your objective will go.

Skills

Skill #1
This is some information regarding the aforementioned skill. This is some information regarding the aforementioned skill. This is some information regarding the aforementioned skill.

Skill #2
This is some information regarding the aforementioned skill. This is some information regarding the aforementioned skill. This is some information regarding the aforementioned skill.

Work Experience

Customer Service Associate
Big Company Inc. - Rancho Cordova, CA
2008 - 2011

• This is where you list your responsibilities, achievements, and the like.

• This is where you list your responsibilities, achievements, and the like.

Front Desk Clerk
Small Company Inc. - Modesto, CA
2008 - 2011

• This is where you list your responsibilities, achievements, and the like.

• This is where you list your responsibilities, achievements, and the like.

Delivery Driver
Local Pizza Place - Modesto, CA
2008 - 2011

• This is where you list your responsibilities, achievements, and the like.

• This is where you list your responsibilities, achievements, and the like.

References

Personal and professional references available upon request.
**APPENDIX O**

**Title:** "XXXXX"

**Project Period:** X/XX/XXXX – X/XX/XXXX

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<th>Personnel</th>
<th>Annual Salary</th>
<th>% Effort</th>
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<td></td>
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**Subtotal Personnel** $XXXX

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<th>Fringe Benefits: ***</th>
<th>Fringe Benefit Rate</th>
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**Subtotal Benefits** $XXXX

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<th>Total, Salary and Benefits</th>
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<td>Office Supplies</td>
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**Subtotal Supplies & Materials** $XXXX

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**Subtotal Travel** $XXXX

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<th>Other Costs</th>
<th>Duplicating Costs</th>
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<tbody>
<tr>
<td></td>
<td>Stipends for meeting facilitation</td>
<td>$XXXX</td>
</tr>
<tr>
<td></td>
<td>Stipends for focus groups</td>
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<td></td>
<td>Contractors (focus group facilitation and message draft)</td>
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<tr>
<td></td>
<td>Food/Refreshments</td>
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**Subtotal Other Costs** $XXXX

<table>
<thead>
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<th>Total Direct Costs (TDC)</th>
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<tbody>
<tr>
<td>Indirect Costs (IDC)</td>
<td>XX%</td>
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</table>

**Total Request** $25,000