

**California State University, Fresno Foundation**

**Payroll Agreement**

Completed by the Employee

Agreement # \_\_\_\_\_  
(Foundation Use)

Section 1: Employee Information			
Employee _____	Social Security # _____		
University Status: <input type="checkbox"/> 10 month <input type="checkbox"/> 12 month <input type="checkbox"/> Academic Year (AY)    ◆ <input type="checkbox"/> Faculty or <input type="checkbox"/> Staff			
University College/Department _____			

Section 2: Complete this Section Only if Requesting Academic Year Overload and/or Summer Pay that was budgeted/approved			
Project Title _____	Cost Center # _____		
Project Director _____			
Sponsoring Agency _____	Period Covered    ____ / ____ / ____ to ____ / ____ / ____		
<u>Original/Current approved budget:</u>			
AY Overload : # Hours _____	Salary \$ _____	Fringe Benefits \$ _____	Total \$ _____
Summer Pay: # Hours _____	Salary \$ _____	Fringe Benefits \$ _____	Total \$ _____

Section 3: Complete this Section Only if Requesting Change from approved Reimbursed Release Time (RRT) to AY Overload Pay			
(A proposed change from reimbursed released time to academic year overload must be for the same time period within the academic year as was originally approved.)			
<b>NOTE:</b> <u>Changing RRT to summer pay cannot be accomplished by completing this form.</u> This type of request would change the Scope of Work and timeline for project activities. If you wish to request such a change in effort, you must submit a revised Scope of Work and timeline to the funding agency and provide their written approval to your Grant Accountant prior to changing the effort.			
Project Title _____	Cost Center # _____		
Project Director _____			
Sponsoring Agency _____	Period Covered    ____ / ____ / ____ to ____ / ____ / ____		
<u>Original/Current approved budget:</u>			
Released Reimbursed Time:            # WTU's _____	Percent (%) time _____		
	Salary \$ _____	Fringe Benefits \$ _____	Total \$ _____
<u>Proposed effort change:</u>			
AY Overload : # Hours _____	Salary \$ _____	Fringe Benefits \$ _____	Total \$ _____
Reason for proposed change: _____			
_____			
The following documents must be obtained/attached:			
<ul style="list-style-type: none"> <li>• <u>Written approval from your Department Chair and Dean</u> to change from Released Reimbursed Time to Academic Year Overload pay (approval signature below is sufficient)</li> <li>• <u>Written approval from the funding agency</u> to change effort from Released Reimbursed Time to Academic Year Overload pay. (In some cases e-mail documentation may be sufficient).</li> <li>• <u>Copy of the original/current approved budget.</u></li> <li>• <u>Summary of all AY overload commitments</u> for the same time period.</li> </ul>			
[Foundation Use Only: Verified By: _____ Date: _____]			

Section 4: Required Signatures for Approval			
Employee _____	Date _____	Project Director (Foundation) _____	Date _____
Dept. Chair/Supervisor (University) _____	Date _____	College/School Dean or Vice President (University) _____	Date _____
Grant Accountant (Foundation) _____	Date _____		

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## Written Employment Agreements

To provide adequate internal control over auxiliary resources, written employment agreements are required for employment of University employees at all auxiliaries.

### **Grants and Contracts**

Current CSU and campus policies – Executive order 890 and the Policy on the Administration of Grant and Contract Activity (Academic Policy Manual, Section 501) – prevent the hiring of project directors, consultants and other project staff until the terms and conditions of employment, particularly salary, have been documented in a written agreement between the individual and the employing auxiliary.

Guidance on the development and implementation of written employment agreements is provided below.

### **Other Auxiliary Activities**

Written employment agreements will also be required for University employees involved in auxiliary projects other than grants and contracts (e.g. summer programs, Programs for Children, etc.). University employees must negotiate written employment agreements prior to commencing work on any auxiliary project, regardless of the type of employment or the amount of compensation.

### **Written Employment Agreements**

1. Employment agreements will exist between the compensating auxiliary and the University employee, but must be approved by the employee's supervisor and the appropriate Dean or Vice President.
2. Written employment agreements must indicate the number of hours contracted during the applicable time period, the calendar year for 12-month employees and the academic year for 10-month and academic year employees. Written employment agreements must be obtained for each applicable period.
3. It is the responsibility of the employee and appropriate Dean or Vice President to negotiate compensation and complete the written employment agreement prior to commencement of work. The requirement for written employment agreements as outlined herein apply to compensation earned after October 2008.
4. It is the responsibility of the employee to file the written employment agreement with the auxiliary prior to requesting payment of compensation.
5. Auxiliaries will not compensate a University employee until such time as a properly approved written employment agreement is filed with the auxiliary.
6. To ensure proper University oversight, Auxiliaries will prepare annual reports of compensation paid and hours worked for all University employees.