Hiring Checklist and Policy
Faculty/Staff Stateside Seeking Employment with Foundation

Policy

Faculty, staff, CSU or state employee seeking additional pay using a Foundation account must be hired through Foundation Human Resources as an Additional Employment Employee using this checklist in accordance with CSU regulations and Uniform Guidance governing the mechanism by which pay is received and recorded for the purpose of tracking overload. Faculty seeking to be paid additional monies for grant management must adhere to the guidelines set forth even if receiving a one-time payment. Additionally, faculty members whose grants outlines the need for "faculty stipends" must also follow these guidelines in accordance the CSU's Additional Employment Policy HR2002-05 and Sponsored Programs Overload Policy . Per the Foundation's Stipend Policy, stipends are only payable to students and are not to be utilized as compensable wages for faculty or staff.

Hiring Check list

Step 1: Set up an account with Foundation Finance. If you already have an account set up, proceed to the next step.

Contact Foundation Accounting for more information regarding account setups at extension 3983.

Step 2:

Personnel Transaction Request Form:

Additional Employment Employees must have a Personnel Transaction Form completed prior to beginning work with Foundation for audit purposes. All signatures (including a dean signature) are required prior to being submitted to Foundation. Please note the following link will not take you directly to the form, you will be routed the page that houses this form, please click on the wording "Personnel Transaction Request Form". This will prompt a zip file to be downloaded, please click on the zip file to open the document.

http://csudhfoundation.com/personnel-transaction-request/

Sensitive Position Determination Form:

This form must be completed to determine if a position is considered sensitive. If a position is deemed to be sensitive, an Additional Employment Employee must go through a Live Scan (fingerprinting FBI/DOJ) background screening in accordance with the Campuses Youth Abuse Program guidelines. Under no circumstances can a Live Scan and background check be waived if a position is sensitive. In certain instances, Foundation may waive the background check portion of the screening if background check results are on file with CSUDH Human Resources and/or Faculty Affairs.

http://csudhfoundation.com/sensitive-position-determination-form/

Position Description:

A brief description of the essential duties in a bullet point format is acceptable.

All three documents must be completed in its entirety will all appropriate signatures and submitted to Mrafaelsepulveda@csudh.edu

Step 3: **Additional Employment Application:**

All recipients of Foundation pay via payroll are required to have a completed Employment Application on file. Complete the electronic application that applies to your status as a university employee. Please note that information pertaining to prior employment history is not needed. Applicants need only attach a resume in lieu of detailed employment history.

Faculty: https://csudhfoundation.applicantstack.com/x/detail/a2mym1vlxm1w

Staff: https://csudhfoundation.applicantstack.com/x/detail/a2mym1vo6q82

Step 4: **Complete Paychex Onboarding:**

An invitation link will be sent electronically to the email address on file.

Step 5: **Document Review Meeting:**

All Additional Employment employees must meet with a Foundation HR Representative to review the hiring documents and ensure all steps have been completed. Additional Employment Employees are not authorized to begin work until attending this meeting and all documents are received. This is simply to ensure all paperwork is in order for audit purposes.   In addition, a review of the payroll schedule and additional employment employee timecard will occur. A corresponding Additional Employment Employee timecard is required for all pay periods in which pay is received without exception.

Step 6: **Timecard Template:**

A corresponding Additional Employment Employee timecard is required for all pay periods in which pay is received without exception. As such, a timecard template will be provided to additional employment employees. Each pay period, the hours worked must be entered into the template and signed by the employee and supervisor. Completed timesheets must be submitted by the Foundation timecard deadline to Destrada@csudh.edu

Background Screening Cost:

Approximately $60.00 (may vary) per employee. If a position is determined to be sensitive, an additional Live Scan fee may apply. Please note that this fee may vary, depending on position. If a background check has been completed on the stateside within the last five (5) years, a copy of the results will be requested from Faculty Affairs upon written consent.