

## California State University, Fresno Foundation

# POST AWARD PRINCIPAL INVESTIGATOR HANDBOOK

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## Overview

The Principal Investigator (PI) Handbook has been designed to help inform PIs/Project Directors and their staff of policies, procedures, and resources available to successfully manage externally funded projects and programs. The administration of sponsored programs is a collaborative effort between PIs and their staff, the Office of Research and Sponsored Programs (ORSP) and the Fresno State Foundation. This handbook only provides Post Award Administration. The [Pre-Award Handbook](#) is located on the ORSP website.

The Foundation and the University reserve the right to change any of the policies and procedures incorporated in this handbook.

## **Post Award Administration**

The purpose of this section is to present an overview of post award management, and inform PIs of their roles and responsibilities in sponsored program administration and compliance.

The Foundation provides post-award administration to PIs/Project Directors of sponsored programs awarded to Fresno State when the Foundation is named as the award recipient. Foundation Financial Services staff provide assistance to PIs and administer these awards in accordance with the terms and conditions outlined in the award and Foundation policies and procedures. Federally funded awards require that the Foundation adhere to Office of Management and Budget (OMB) Circulars A-21, A-110 and A-133 and all other applicable regulations, in the operation of these projects. Additional applicable requirements include auxiliary, university, CSU system, state regulations and agency/program specific policies and requirements. Foundation staff can assist in the interpretation of these policies and regulations. In the event the sponsor or funding agency has a more restrictive policy than the policies referenced in this handbook, the more restrictive policies will apply.

## Post Award Management

Foundation Financial Services provides the Principal Investigator (PI)/Project Director with the following services for Post Award Management:

- Offers new PIs training in post-award activities.
- Provide fiscal/accounting services and various monthly financial reports.
- Process purchase orders and accounts payable transactions.
- Facilitate payroll functions.
- Reviews expenditures for allowability, allocable, consistency and reasonableness.
- Prepares and submits invoices to funding agencies.
- Acts as liaison between Project Investigators/Project Directors and the funding agencies.
- Prepares and submits required fiscal reports to the sponsor.
- Assists with budget matters, contract interpretations, and resolving award discrepancies.
- Monitors the filing of technical reports required by the sponsor.
- Assists with closeout of award.



## CONTACTS

### Pre Award

- Project/Funding Research
- Idea Generation
- Electronic PIFs (Bizflow)
- Proposal and Budget Review
- Submission of Proposals
- Requests about pending and awarded projects
- Negotiation and Modification of awards, and contracts
- Amendments
- Indirect Rate Negotiation for individual awards

### Post Award

- Questions on Awarded Grants and Contracts
- Set up of cost center
- Cost Transfers
- Compliance or policy questions
- Creation of subcontracts and consultant agreements
- Modifications to project budgets
- Inquiries related to:
  - Billing
  - Payments
  - Financial Reporting
  - Allowable expenses
  - Project Closeout

The [staff directory](#) is located on the Foundation website, [www.auxiliary.com](http://www.auxiliary.com).

The [Pre-Award Handbook](#) is located on the ORSP website.

## Role of PI/Project Director

The process of managing sponsored programs is a shared responsibility between the PI/Project Director and the Foundation Post Award staff. The PI/Project Director has the primary responsibility for meeting the program deliverables, and working with the Foundation Post Award staff to comply with all applicable fiscal and administrative policies and procedures. Although PI's/Project Director's may have staff to assist them with the management of project funds, the ultimate responsibility resides with the PI/Project Director to ensure funds are expended in accordance with the approved budget and the terms and conditions of the contract/award.

The primary responsibilities of the PI/Project Director include:

- Ensure that programmatic responsibilities and deliverables involving sub-recipients and subcontractors are performed and completed in accordance with the award
- Prepare accurate annual budgets
- Designate signing authority to others as needed
- Authorize expenditures that are reasonable and necessary to accomplish the project
- Review expenditures for appropriateness and accuracy
- Review and approve invoices for payment to vendors
- Monitor monthly financial activity reports for accuracy
- Communicate to your Post Award Analyst any necessary budget revisions
- Comply with the Foundation's procurement policy when making equipment purchases
- Ensure each equipment purchase is pre-approved by the sponsor
- Ensure agreements have the appropriate approvals and signatures. *The Post Award Analyst will assist in obtaining appropriate approval for any type of agreement including space lease, copy machine leases, subcontractor, consultant, etc.*

**Note: PIs/Project Directors do not have the authority to sign on behalf of the Foundation**

- Comply with Effort Reporting and Cost Share Policies
- Contact the Post Award Analyst if a conflict of interest arises that requires special review
- Submit programmatic reports to sponsors timely and provide copies to the Foundation as applicable
- Request a No-Cost Extension from the sponsor, as needed

## Role of Post Award Analyst

Each sponsored program is assigned to a Post Award Analyst based on the associated College/School. As such, the Post Award Analyst is responsible for providing the following services:

- Establish new accounts and monitors funds
- Review expenditures and timesheets to ensure compliance with the approved budget
- Review expenditures and timesheets to ensure compliance with all terms and conditions of the award



- Offer administrative support to the project and its personnel
- Prepare and submit invoices to the sponsor
- Assist PI/Project Director with reporting requirements
- Ensure fiscal reports are submitted timely to the sponsor
- Review HR transactions forms
- Review Reimbursed Released Time (RRT) agreements
- Review subcontracts for compliance
- Provide assistance with interpretation of applicable sponsor regulations and Foundation/University policies and procedures
- Ensure timely closeout of a sponsored program

### **Role of Post Award Assistant**

- Setup new cost centers
- Review travel expense claims for compliance with Foundation Travel Policy and ensure Foreign Travel Insurance, if required.
- Monitor Equipment Inventory
- Maintain Physical Inventory of Equipment over \$5,000 and Sensitive Equipment
- Process stipend paybacks

### **Project Initiation**

The Foundation needs to establish a new account (cost center) prior to expenses being incurred. The Post Award Analyst must be contacted if a PI/Project Director determines he/she needs to start a project prior to receiving an approved award document. With approval from the School/College Dean and the Foundation Executive Director, approval may be granted to start work on a project prior to receiving a fully executed award. Sponsored Program funds are required to be deposited into a sponsored program cost center and should not be deposited into a trust account.

### **Account Setup**

Upon receipt of a fully executed sponsored program award document, the Office of Research and Sponsored Programs (ORSP) forwards the award document and other relevant information to the Foundation to establish a new cost center.

The fiscal administration of the award is assigned to a Post Award Analyst based on the PI's/Project Director's College/School. The award document and budget is reviewed by the Post Award Analyst. Additionally, the award is also reviewed for any cost share requirements. Once a new cost center is established, the following information is furnished to the PI/Project Director:

- Cost center name and number
- Budget and Chart of Accounts
- Effort Reporting and Cost Share information
- Post Award contact information
- New Employee Hiring Procedures

### **Signature Authority**

Once a new cost center is set up, the PI/Project Director has signature authority to approve expenses related to this account. The PI/Project Director should sign all transaction requests (including personnel and payroll). PI/Project Director self-reimbursements require approval from his/her immediate supervisor.

In some cases the PI/Project Director may delegate signature authority to another employee to assist in the management of sponsored programs; however, the PI/Project Director retains the overall fiscal responsibility for the project. Please contact your Post Award Analyst to request a Signature Authority Form.

PIs/Project Directors do not have authority to sign on behalf of the Foundation. Awards, agreements and contracts must be signed by authorized signers as approved by the Foundation Board of Governors.

### **JD Edwards (JDE) Access**

JD Edwards (JDE) is the accounting system used by the Foundation. Upon request, inquiry capabilities for individual cost centers is available to PIs/Project Directors. This access allows users to view up-to-date financial information such as encumbrances and vendor payment information. PIs/Project Directors are highly encouraged to access the system frequently to ensure the information reported is accurate and for overall overview of the financial status of the project.

Please go to the [Foundation's MIS website](#) to access the necessary forms and submit them to the Auxiliary Management Information Systems (MIS) department.

If you need training or assistance with this access, contact your Post Award.

### **Criteria for Determining the Allowability of Expenses**

All project expenditures must adhere to the principles of allowability, allocable, reasonableness, consistency and availability.

- An allowable cost is one that complies with the requirements of the funding agency. OMB Circular A-21 determines allowable costs for federally sponsored projects.
- An allocable cost is defined as a project cost incurred to support the project and is consistent with the scope of work contained in the proposal and resulting award.
- All costs must be evaluated for reasonableness. Common business sense should be used when determining the nature and level of costs.

- Availability means that funds are available prior to incurring expenditures.

## Direct Costs & Indirect Costs/Facilities & Administration Costs (F&A)

The two major components of a budget are *direct costs* and *facilities and administrative costs* (indirect costs).

**Direct Costs** - costs that can be attributed to a specific sponsored project, instructional or institutional activity, or can be directly assigned to such activities with relative ease and a high degree of accuracy.

**Indirect Costs or Facilities and Administrative Costs (F&A)** - costs that cannot be attributed directly to a particular sponsored project, rather, are associated with general costs that can be combined with other costs normally supporting sponsored projects. Such costs may include general and sponsored program administration expenses, operation and maintenance, library and departmental administration expenses.

## Purchasing

Procurement of goods, services, and equipment for sponsored programs must adhere to the requirements set forth in the sponsor's agreement or award letter and approved budget. Refer to the Foundation's [Procurement Policy](#).

## Purchase Orders

Purchase Orders are processed by the Foundation prior to an order being placed with the vendor. PI/Project Directors must complete and submit a [Purchase Order](#) Form in order to initiate the process. The Purchase Order Form must be approved by the PI/Project Director (or designee) and forwarded to the Post Award Analyst for approval.

Once a Purchase Order is issued, the full amount is encumbered and reduces the current available balance.

Vendor invoices are sent to the Foundation and then forwarded to the PI/Project Director for acknowledgement of receipt of goods and services. Please ensure the Purchase Order number is referenced on the invoice for timely processing.

**All purchases made to out-of-state vendors will be subject to CA sales and use tax.** This is a requirement of Section 6202 of the Sales and Use Tax Law.

## Payment Authorization

The Foundation is required to maintain proper and complete documentation for all expenditures in accordance with established policies and regulations. Providing a justification/description and complete

account number (cost center, object code and subsidiary) on the form are required and will help avoid delays. When unsure of the account number, please contact the PI or Post Award Analyst to provide this information. The Post Award Analyst will review and approve expenditure requests and ensure proper supporting documentation is provided. All supporting documents must be original receipts or invoices and must be attached to the Payment Authorization. The Foundation does not pay from statements or faxed copies. It is the policy of the Foundation that payments should be processed in a timely manner so as not to incur late fees or finance charges.

A completed Payment Authorization must be signed by the PI/Project Director (or designee) and forwarded to the Foundation for approval and processing. Account signers may not self-approve any reimbursements to themselves. Please refer to the Foundation's [Accounts Payable](#) policy for additional information.

### **Community Relations**

Community Relations expenses are reimbursed on the basis of actual costs incurred. Prior to incurring an expense, please refer to the Foundation's [Community Relations Policy](#) and/or sponsored project program agreements for allowability of costs relating to these types of expenditures.

When completing the Payment Authorization Form, select yes from the drop down menu indicating it is a Community Relations expense. Providing a justification, attaching original receipts and a list of attendees to the form is required and will help avoid delays. PIs/Project Directors must also obtain approval from their supervisor, department chair or dean.

### **Food Services**

University Food Services has the first right of refusal to provide catering services for all events held on campus. The Campus Policy regarding the purchase of food, refreshments, and food related items is located on the University website under [Risk Management](#).

The use of alcoholic beverages is not an allowed expense for sponsored program grants and contracts.

### **Printing Services**

University Printing Services has first right of refusal on all printing services. Please contact your Post Award Analyst for more information.

### **Copier Leases – Preapproved Vendors**

If you need to lease a copier the Foundation is the "Lessee". As such, quotes need to be obtained from any of the three (3) pre-approved companies listed below as they are familiar with contract terms and conditions required by the Foundation including insurance and indemnification requirements from the CSU. By using one of the companies listed below, you will receive quality equipment that meets campus

standards and that your equipment will be serviced regularly by trained professionals.

**1. Automated Office Systems (AOS)**

Contact: Holly Loen  
Phone: (559) 431-3288  
Email: holly@aoscopy.com

**2. Ray Morgan Company**

Contact: Connie Hanson  
Phone: (559) 473-4056  
Email: chanson@raymorgan.com

**3. Select Business Systems**

Contact: Michael Courtright  
Phone: (559) 446-0123  
Email: mcourtright@1select1.com

**Travel**

There is a separate Auxiliary Travel Policy that in the event the granting agency has more restrictive travel requirements than the Foundation, the more restrictive policy will apply. Please review the Foundation Travel Policy, required forms and certifications required prior to travel. Contact your Post Award Analyst or refer to the [Travel Policy](#) located on the Foundation website.

[Travel Expense Claim Forms](#) must be submitted for reimbursement within 30 calendar days from the date of travel. Late claims will require justification from the employee's supervisor.

At a minimum, travel claims must include the following:

- Proper approvals
- Description and purpose of travel
- Copy of conference registration (even if previously paid)
- Conference agenda
- Maps indicating mileage
- Include original receipts for the following:
  - Hotel
  - Car rental
  - Airplane travel and boarding documents
  - Ground transportation (bus, train, shuttle, taxi)
  - Parking charges in excess of \$10.00
  - Any other travel related expenses

**Travel Arrangements**

The traveler is responsible for coordinating transportation with the travel agency or the rental/carrier agency. In some instances, the traveler may wish to charge travel expenses to his/her credit card in order

to take advantage of reduced rates. This procedure is acceptable; however, caution should be used when purchasing non-refundable tickets.

### **Travel Advance**

The Foundation does not issue travel advances except in extraordinary situations. If approved, a Travel Advance must be reasonably calculated so as not to exceed estimated total cost of travel. If a trip is cancelled or postponed indefinitely, the full amount of the advance must be returned immediately. If a Travel Advance exceeds the amount of actual expenses incurred, the difference must be returned to the Foundation within 30 days.

### **Foreign Travel**

Foreign travel requires additional travel insurance that must be secured prior to departure. Foreign travel insurance charges will be posted to accounts on a quarterly basis.

If an employee is driving a personal vehicle or rental outside of the United States, in most instances, additional insurance will be required. The employee assumes full financial responsibility for any trips taken without an approved [Travel Approval Form](#) and Foreign Travel Insurance coverage. When travel is outside of the United States, the Foundation will contact you to request travel information upon receipt of the approved Travel Approval Form.

## **Subcontracts/Subrecipients**

The Foundation will prepare and execute all subcontract agreements. Please allow sufficient time for this process, which can take up to sixty (60) days. Contact your Post Award Analyst for additional information.

Office of Research and Sponsored Programs (ORSP) will ensure each entity understands its respective role, verify the budget is adequate to support work and that someone authorized to sign on behalf of the subcontracting organization has endorsed the subcontract proposal. If a subcontract is named on a final sponsor approved budget, and no other restrictions are listed on the award, then the subcontract is considered approved. Note: Some state agencies require prior review and approval of the subcontract document even if the subcontractor is named in the proposal.

If there is a need to subcontract a portion of the work, but no subcontract was indicated in the proposal, the PI/Project Director must notify the Post Award Analyst. When the Post Award Analyst has confirmed the subcontract is compliant, the Post Award Analyst will secure sponsor approval before a subcontract is finalized. Without prior approval, the sponsor has no responsibility to allow subcontract costs. Upon selection of an institution, California State University, Fresno Foundation will negotiate, prepare and execute the subcontract agreement.

The Foundation is responsible for all deliverables included in subcontract agreements even if the subcontractor does not fulfill its obligations.

The PI/Project Director is responsible for evaluating the technical performance of the subcontractor to ensure satisfactory performance and submission of required technical reports and deliverables. Please

review the Foundation's [Sub recipient Monitoring Policy](#).

## **Conflict of Interest**

PIs/Project Directors, project staff, buyers, and other University and/or Auxiliary employees have a duty and responsibility to avoid conflict of interest. A conflict of interest exists when an outside business or other personal interest may adversely affect motivation or performance. The test criteria for determining a conflict of interest includes not only whether an individual is actually improperly influenced, but also whether the situation lends itself to improper influence. It is the PI's/Project Director's responsibility to disclose any changes or newly identified financial conflicts that arise during the course of the funded project.

Purchases shall not be made from companies where PIs/Project Directors, project staff, or other University and/or Auxiliary employees or their immediate family have an economic interest. Such purchases may have the appearance or perception of being inappropriate and should therefore be avoided. The Foundation may periodically check company ownership in order to ensure compliance. The Conflict of Interest Law seeks to minimize the extent to which public employees pursue their own financial interest at the expense of the public interest. The law sets forth the means by which the collision of public interest with self-interest is diminished. The [Conflict of Interest Policy](#) for research can be located on the ORSP website.

## **Independent Contractors/Consultants**

An independent contractor/consultant is an individual or organization not affiliated or employed by either the University or the Foundation. Independent contractors/consultants provide professional or technical services (i.e. trainings, presentations, etc.) that provides general assist the Foundation in satisfying its responsibilities under a sponsored program, such as a computer network vendor who sets up a computer network for a sponsored program, or a person hired to give personnel training to program staff, or someone hired to provide informational presentations. This is to be differentiated from a grant subrecipient. A grant subrecipient is a contractor who contracts with the Foundation to perform a specific portion of the work or deliverables required by a sponsored program funding agreement. The terms and conditions set forth between the independent contractor/consultant and the Foundation, as well as the description of services, must be detailed in a written agreement in advance of the service being performed.

University or Foundation employees cannot act as independent contractors/consultants without prior approval by University Human Resources or Faculty Affairs. The PI/Project Director may secure the services of a consultant if a specialized service expertise is required, which cannot be provided by existing staff. The contractor/consultant must complete the Independent Contractors Approval Form, Contract, and Addendum Form located on the [Foundation website](#) prior to performing the service and submitting a Payment Authorization request. Please allow adequate time for the approval of the IC Form and processing of the accounts payable check. For additional information concerning independent contractors/consultants, please contact Auxiliary Human Resources at 559.278.0865.



## Guest Speakers

A guest speaker is an individual not affiliated with the University or the Foundation, acting in the capacity of a guest speaker, artistic or musical performer, or as an instructor. Such services are normally on a one-time basis and generally should not exceed five (5) consecutive days. The California State University, Fresno [Academic Policy \(AMP 625\)](#) outlines the criteria for outside speakers and events held on campus. If the speaker is presenting at an event, please complete the Independent Contractors Approval Form located on the [Foundation website](#) as well as the Other Campus Sponsored Event Form located on the [University website](#). Guest lecturers speaking at an event on behalf of a Foundation sponsored program should indicate "Foundation" and include the cost center number under the event description section of the form. The PI/Project Director must ensure an approved Independent Contractors Approval Form is approved before submitting a Payment Authorization request.

## Independent Contractors / Tax Withholding

The PI/Project Director is responsible for providing the Foundation with a completed [Independent Contractors Approval Form](#).

Withholding is required when making payments to California non-resident vendors or independent contractors/consultants for services performed in California.

The Foundation is required to withhold taxes when payments exceed \$1500 per calendar year unless a Nonresident Withholding Waiver or a reduced rate is obtained from the Franchise Tax Board. Foreign contractors/consultants require special attention. The PI/Project Director or staff should contact the Post Award Analyst when an out of state or foreign speaker will be participating in a project event.

The withholding rate is 7% of:

- Gross payments made to a California non-resident entity
- California rents or royalties

## Stipends

Stipend payments are issued to individuals who are not required to perform services in exchange for payment. Typically faculty and staff do not receive stipend payments and are paid through payroll, if they are performing work for a sponsored program. Tax liability incurred from stipend payments is the responsibility of the recipient.

Funding for stipends must be identified in the award document. In most instances; funds budgeted for stipends may not be used for other categories in the approved budget. If an exception arises, prior written approval from the awarding agency is required. Stipend checks are issued after the submission of a completed Payment Authorization Form. Payment Authorization Forms are available via the [Foundation website](#). Please note for students receiving financial aid, the Financial Aid office must approve Payment Authorization Forms prior to submitting to the Foundation.



## Stipends for International Students

(This Information applies to Nonresident Foreign Nationals only)

The Internal Revenue Service requires the Foundation to report and withhold on taxable stipend income. Generally, the taxable portion of a stipend is subject to 30% federal withholding, unless it is excludable under a tax treaty. However, some recipients are subject to a reduced federal withholding rate of 14%. If the nonresident foreign national does not have a valid ITIN, we must withhold 30% federal tax and 7% California tax.

## Reimbursed Release Time Computation Agreement (RRT)

Faculty who are assigned release time for a sponsored program must complete a Reimbursed Released Time Computation Agreement (RRT). Faculty should initiate this RRT form and route for University approval. Please visit the [Foundation website](#) to access the RRT Form.

Upon receipt of an approved RRT, a Purchase Order is issued to the University.

Under certain circumstances, all or a portion of the release time may be used to meet cost share requirements. A Cost Share Contribution form must contain proper approvals. Please contact the assigned Post Award Analyst for additional information.

Please mark any envelopes containing an RRT “**Confidential**” when sending through campus mail. If an RRT is sent as an email attachment, the attachment should be password protected. Please refer to [Auxiliary’s MIS website](#) for additional information regarding safeguarding confidential information.

## Additional Pay (Overload/Summer Pay)

Per the [CSU Additional Employment Policy](#), the University may approve additional pay up to 25% above the 100% time base for faculty working on sponsored program activities. Faculty that qualifies for additional pay must submit an approved Foundation Additional Employee Agreement (Overload) form. The approved form needs be sent to Auxiliary Payroll prior to submitting time sheets for payment processing.

Any questions, please contact Auxiliary Human Resources at 559.278.0865.

## Hourly Time & Effort Report (Timesheet)

Foundation employees (non-exempt) need to complete an Hourly Time and Effort Report time sheet located on the [Foundation website](#) and applicable forms located on the [Additional Pay Section](#) of the University’s Faculty Affairs website.

Please refer to the [Auxiliary HR](#) website for scheduled due dates and pay dates.

## Cost Transfers (Journal Entries)

A cost transfer is a transfer of expenditures to or from a sponsored project to align costs with the actual benefit received on the project.

### Journal Entry Form and Documentation

To request a cost transfer, a Journal Entry form needs to be completed timely and sent to the Foundation for approval and processing. Refer to the form located on the [Foundation website](#). The following supporting documentation may be attached to the form:

- A screen print of the JDE account ledger with the document number of the original transaction
- A copy of the original invoice, timesheet or any other supporting documentation
- A written justification for the cost transfer

A justification for a cost transfer should include and answer the following questions:

- Why the expense was originally charged to the account from which it is now being transferred?
- Based on the scope of work, why the charge should now be transferred to the receiving grant or contract?
- What actions will be taken in the future to prevent the need for another transfer of this type?

### Not Allowable:

- To transfer costs to cover a deficit on another award
- To transfer costs to spend the balance of an award

## Program Income from Sponsored Programs

Program income is defined as gross income (earned by the recipient) directly generated by an activity supported by the sponsored program or earned as a result of the sponsored program.

### EXAMPLES OF PROGRAM INCOME INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Fees for services performed
- Fees from the use/rental of real or personal property purchased with project funds
- License fees and royalties from patents and copyrights

PIs/Project Directors should coordinate with ORSP during the proposal stage when program income is anticipated and attributed to the project. If program income is earned during the contract award, the income and corresponding residual balance must be accounted for as required by the terms and conditions of the awarding agency.

Program income related to projects financed with federally funded awards might specify one or more of the following:

- Be used to further eligible project/program objectives
- Finance non-federal share of the project/program
- Be deducted from the total project/program or allowable costs
- Outline whether program income earned after the end of the project/program period is obligated to the federal government

Program income requires separate accounts in order for the Foundation to properly track expenditures for reporting purposes. A separate account can be established by contacting your Post Award Analyst.

### **Petty Cash**

It is the practice of the Foundation not to allow petty cash expenditures on sponsored program accounts.

### **Accounts Receivable/Cash Receipts**

Foundation sponsored programs receives revenue for individual project cost center(s). Most sponsored program revenue is received via cost reimbursement, pre-payment, or by a set payment schedule. Funding received by the Foundation on behalf of a sponsored program is deposited to the Foundation's banking institution. Deposits from project staff require a completed deposit slip. Check deposits can be sent to the Foundation via intercampus mail; however, hand delivery is preferred. Cash deposits must be hand delivered. Do not send cash through the intercampus mail.

### **Outstanding Accounts Receivable**

It is imperative to follow the award document for program deliverables in order to receive prompt payment for project expenditures.

### **Monthly Expense Reports**

PIs/Project Directors are expected to monitor monthly Project Status Reports or JD Edwards for accuracy. Any errors identified will need to be corrected with a [Journal Entry Form](#). Monthly reports do not include requisitions that have not been processed or projected expenditures. Therefore, the PI/Project Director should maintain a record of all outstanding commitments and must take into consideration all planned expenses when determining available funds. Nevertheless, Project Status Reports do include all encumbrances as of the report date. It is important that salary and fringe benefits expense categories be analyzed monthly to determine if the cost center has sufficient funds to meet the payroll needs for current project staff.

If expense categories are deficient, please contact your Post Award Analyst for assistance. To circumvent against deficiencies, it is recommended that the PI/Project Director or the administrative staff meet with the Post Award Analyst periodically for the duration of the project.

## **Budget Revisions**

The PI/Project Director may only authorize project expenditures that adhere to the limitations imposed by the sponsor, Foundation and University regulations. Ordinarily, grant/contract funds can be expended only within the categories specified in the approved budget. If the PI/Project Director deems it is necessary to reallocate funds between categories, the Post Award Analyst must be contacted to determine if the modifications can be approved internally or referred to the sponsor.

## **Modifications of Grant/Contracts**

If a time extension or other modification to a grant or contract is necessary, the PI/Project Director must contact the Foundation in a timely manner. Please note the Foundation is not authorized to modify every grant/contract. As such, some modifications can only be made by the sponsoring agency's contracting officer. Contact the Foundation for necessary procedures to follow in order to obtain approval.

## **No-Cost Extensions**

No-cost extensions extend the expiration date of the award without additional funding. Refer to the contract/agreement or federal/state guidelines to determine if the sponsor allows no-cost extensions.

The timeline and procedures for no-cost extensions vary between sponsors. Some sponsors require written notification at least ten (10) days prior to the original expiration date; whereas, other sponsors may require online submissions.

If additional time beyond the established expiration date is required, a written justification will need to be provided by the PI/Project Director. Please contact your Post Award Analyst prior to the award expiration date for additional procedures.

## **PI Management of Deliverables and Reporting**

Sponsored programs are considered complete if the work is finished, the award expires, or the award is terminated. To avoid a project closure, the PI/Project Director must secure a grant/contract renewal, an amendment for additional funding, or a no-cost extension by the end of the award period. The PI/Project Director is responsible for reviewing the award document for all pertinent details about reporting, deadlines and stated closeout procedures.

## **Deliverables**

When a sponsored program proposal has been submitted to the sponsor, certain promises or agreements may have been included in the scope of work section or other areas as required by the sponsor. These promises of certain deliverables may be in various formats (i.e. publications, photographs, publicized presentations, forums, events, product test results).

The deliverables should be carefully documented and reported within the time specified in the award

document. The sponsoring agency may or may not provide specific details about the deliverables in the award document; for this reason, the PI/Project Director should refer to any specifics mentioned in the proposal. In addition, it is the responsibility of the PI/Project Director to monitor subcontractors and/or sub-recipients to ensure deliverables are met and documented properly.

The PI/Project Director must discuss potential changes with the assigned Post Award Analyst and provide him /her with copies of applicable correspondence. If timing concerns arise, the PI/Project Director must contact the sponsoring agency to request a time extension or change the scope of work.

## Final Project Reports

PIs/Project Directors must submit technical reports and deliverables according to the date outlined in the sponsored program agreement. A hardcopy/electronic version is to be submitted to the Post Award Analyst. If the PI/Project Director is unable to provide a complete report, a copy of the transmittal letter or dated face page of the technical report must be provided. It is the PI's/Project Director's responsibility to obtain reports and any other deliverables (i.e. technical/financial reports, equipment inventory listings, effort and cost sharing forms) from employees terminating their employment with the Foundation or University.

PI/Project Director must review the award document for all pertinent information concerning closeout procedures and deadlines. Specifics may vary depending on the policies of the sponsor or terms and conditions of the award. See below for the standard reports required for closeout.

- **Final Technical Report** - The PI/Project Director is accountable for the timely submission and filing of all technical reports required under the terms of an award for the required number of years. Failure to deliver the required technical reports or deliverables to the sponsor might affect the collection of funds for the project and/or future funding from the sponsor.
- **Final Report of Patents and Inventions** - Most sponsors require copies of patent and invention reports created during the course of a sponsored project. Usually such declarations are made annually or at the end of the project period and are required even if the report is negative. A final report of patents and inventions requires authorized signatures from the PI/Project Director and the Foundation.
- **Final Inventory of Equipment** - The PI/Project Director must submit a final inventory of all equipment to the Foundation and assist the Post Award Analyst in resolving any issues that arise regarding equipment and property. Once received, the Post Award Analyst will review and approve the final report. Many granting agencies request an equipment inventory report whether or not the University retains title to such property.
- **Final Financial Status Report** - The Foundation is responsible for submitting all financial reports required to close out the award. In accordance with OMB Circular A-21, the final report must include a certification that all expenditures are appropriate and in accordance with the award document.
- **Final Cost Sharing Contribution Report** - The PI/Project Director must certify all cost sharing contributions pertaining to a project by reviewing and approving the Cost Sharing Contribution Report. When the PI/Project Director certifies the report, he/she is assuring the Foundation, University and the sponsor that:

- ❖ Costs recorded on the report are true and accurate.
- ❖ Costs were contributed to the identified project during the reporting period.
- ❖ Costs have not been, and will not be, used as cost sharing contributions on any other project or for any other period relating to the identified project.

### **Audit and Retention Requirements**

The Foundation undergoes an annual external audit which includes an OMB Circular A-133 audit and a general compliance audit. In addition, the Foundation is subject to numerous other audits from various funding agencies including federal and state governments and the CSU.

The Foundation is required to meet Generally Accepted Accounting Standards (GAAS) and other compliance requirements in the preparation and submission of proposals, expenditure of funds, and financial reporting for all sponsored projects. The Foundation and the PI/Project Director are both required to retain supporting documentation, copies of financial and all other pertinent reports for at least three years (3) from the date of submission of the final report. Refer to the award document or contact your Post Award Analyst for specific record retention and audit requirement information as Foundation policy and some sponsored programs may require a longer retention period.

If any litigation, claim, or audit begins before the expiration of the retention period, records shall be retained until all litigation, claims or audit findings have been resolved and a final action is taken.

### **Certificate of Insurance**

The Foundation maintains several forms of insurance that are designed to protect the Foundation against risk of loss. The insurance forms are not designed to protect individuals from risk of personal loss. Questions regarding insurance coverage, loss reporting, and certificates should be addressed to the assigned Post Award Analyst.

The Foundation is often required to provide a certificate of insurance (COI) to government and private contracting agencies. As such, it is important to communicate insurance requirements to the Foundation prior to signing a contract. When a certificate of insurance is necessary, the Foundation will contact the insurance agency to have the certificate issued.

### **Reporting Losses / Making a Claim**

All losses of Foundation property must be reported to the Foundation following the discovery or suspicion of the loss. The PI/Project Director will need to submit a written statement describing the loss and file a campus police report. The Foundation will forward all pertinent information to the insurance agency. To complete the claim for reimbursement, documents proving the purchase of the equipment by the Foundation are required. Having detailed records of all personal property items will assist significantly when filing the claim. The PI/Project Director will need to provide the Foundation with cost center

number(s), the approximate purchase date of the items lost, copies of invoices, and any other essential supporting documentation that can assist the insurance company with the claim. Be advised that equipment transferred to the University by the Foundation is not covered by the Foundation's insurance.

When hard copy or electronic files containing private information are lost or stolen, immediately contact your Post Award Analyst or the Auxiliary Management Information Systems (MIS) department. Please refer to the [MIS website](#) and [University website](#) regarding the safeguarding of confidential data.

### **Reporting New Activities for Insurance Coverage**

Each year the activities of the Foundation are reported to Alliant Insurance Company. The premium is based on the Foundation's yearly activities. As such, if the yearly activities substantially change without proper notification, the carrier may cancel the insurance if a loss is sustained following an unusual activity.

If your program activity changes significantly, please notify the Foundation promptly. If you are unsure if a change is significant, contact the Foundation for assistance.

### **Release of Liability (Waiver) Form**

Release of Liability questions should be discussed with your Post Award Analyst. All minors and non-Fresno State/Foundation employees will need to complete a [Release of Liability \(Waiver\) Form](#) prior to participating in any on or off-campus activities. A copy of the completed form must be submitted to your Post Award Analyst prior to the date of activity.

### **Liability Insurance**

Insurance concerns or questions pertaining to business travel should be discussed with your Post Award Analyst. Situations such as non-employee passengers accompanying the PI/Project Director during travel will need to be addressed.

Use of privately owned vehicles by employees conducting Foundation business is permitted. However, the vehicle owner must be aware that his/her personal automobile insurance is the primary insurance in the event of an accident, loss of personal items, or vehicle damage. Foundation employees using a privately owned vehicle should maintain the minimum amount of liability insurance; possess a valid driver's license, and current vehicle registration.

Vehicles rented for Foundation business must be rented in the name of the California State University, Fresno Foundation. Corporate accounts between the Foundation and some rental agencies exist and should be utilized. Please contact your Post Award Analyst for approved rental agencies.

Automobile insurance is provided for Foundation employees when participating in Foundation related business travel. The automobile physical damage waiver and automobile liability insurance are provided by the Foundation's insurance program up to the policy limits with applicable deductibles. The Foundation's insurance does not provide coverage for loss of personal property. However, the employee has the option to purchase, at his or her own expense, the Loss of Personal Property coverage from the rental agency. Persons not employed by the Foundation or the University may not rent a car in the name of the Foundation. According to University Risk Management's policy, individuals who engage in Auxiliary



business should not use University vehicles.

Employees of the University who pay for physical damage waivers on a rental vehicle will **not** be covered by the Foundation's insurance policy.

### **Facility Improvements**

If the Foundation is the recipient of a federal or state sponsored grant/contract that includes a line item for facility improvements to a University facility, a building permit is required from Facilities Management prior to work commencing. The PI should contact Facilities Management to review the scope of work, A/E design, contractor proposals, et cetera. Please be advised that all vendor or contractor agreements should be quoted based on the prevailing wage for Fresno County. In addition, the project requires prior plan check approval from the Division of State Architect (DSA) for access, compliance, and approval by the California State Fire Marshal (CSFM). Depending upon the scope of improvements, additional plan check requirements may include a seismic peer review and independent review by the CSU's plan check agency. The budget for such projects should also include fees for the Inspector of Record.

### **Lease Agreements**

The Foundation will occasionally enter into a lease on behalf of a sponsored program or negotiate a lease for a campus program. Consequently, the appropriate authorized signer of the Foundation must sign the lease. PIs/Project Directors are not authorized signers for Foundation.

Typically, a lease is entered into for a specified term consistent with budgetary funding approval.

### **Real Property Leases**

It is highly recommended the Foundation be involved during the early stages of property leasing. The Foundation will assist during the negotiation of the lease and review the applicable documentation. As a final procedure an authorized signer of the Foundation must sign the lease.

Foundation purchasing requirements must be adhered to during the leasing process. A completed purchase order should be obtained in advance of any monies being paid to a landlord, property management company or leasing agent. Please refer to the [Foundation's Purchasing Policy](#) on the Foundation website.

### **Equipment Leases**

As with real property, equipment leases must be approved and signed by an authorized signer of the Foundation. An approved purchase order and signed lease agreement must be obtained prior to authorizing the delivery of any equipment to be leased or rented.

Typically, an equipment lease is entered into for a specified term consistent with budgetary funding approval.



## Loaned Equipment

Occasionally a company may wish to enter into an equipment contract with the Foundation for use by a sponsored program. As with all equipment leases, the loan contract must be approved and signed by an authorized signer of the Foundation. The term of the lease should be for the same duration as the sponsored project. Please provide a detailed description of the equipment including the manufacturer, model, color, proof of ownership, age and year of purchase, purchase price, current value, and a photo and condition report (if possible).

## Equipment Purchases

Prior to purchasing equipment, PIs/Project Directors must confirm with the Post Award Analyst whether equipment purchases are allowed per the approved budget. Equipment purchased exceeding \$5,000 will be recorded and tagged by Foundation.

Title to equipment purchased with federal funds shall vest in the recipient, subject to conditions outlined in OMB Circular A-110. A Foundation property tag is placed on such equipment for control purposes until the equipment is returned to the awarding agency (if required) or donated to the University. Equipment purchased with project funds is intended for the exclusive use of the project during the grant/contract period.

## Equipment Inventory and Security

Equipment inventories are performed annually in coordination with the Foundation staff and the PI/Project Director. Records are updated on an on-going basis and at the conclusion of a grant/contract. It must be noted that a sponsor may restrict equipment inventory requirements. An on-site physical inventory is performed every two (2) years unless a more restrictive inventory procedure is required by the granting agency.

PIs/Project Directors should take reasonable and prudent precautions to insure adequate safeguards to prevent loss, damage and theft of all project equipment. If equipment is moved, prior approval can be obtained by completing and submitting a New Location and Disposition Form. The Foundation will update the Equipment List with the updated location.

Please refer to the [Procurement Policy](#) for information additional information on equipment purchases and requirements.

## Safeguarding of Confidential Data

When purchasing any type of computer equipment it is the individual's responsibility to safeguard the equipment and any possible confidential data that may be stored on the equipment.

Foundation employees, as an agent of Fresno State, are responsible for complying with ALL University and Foundation IT policies. The IT policies can be found on Fresno State [Technology Services](#) webpage, and then click on Policies in the left banner. Foundation policies can be found on the [Auxiliary](#) webpage.

If the equipment is lost, stolen, moved or transferred it is the individual's responsibility to contact the Foundation and provide current information as to the location of the equipment.

The Foundation has the following procedures in place when computing equipment is purchased with sponsored program funds:

- Computing equipment is logged into a spreadsheet.
- An email is sent to PI or project staff which includes the following:
  - Links to the IT policies for safeguarding confidential data.
  - Requesting verification of the physical location of computing equipment.
  - Requesting that Foundation be notified of any changes in physical location of equipment.

### **Cost Sharing Policy and Procedures**

Cost Sharing represents the portion of total project costs related to sponsored programs, but not provided by the sponsor.

- Normally in the form of direct costs; however, some sponsors may allow foregone indirect
- Represents both mandatory and voluntary cost share
- Includes both actual cash match, and in-kind contributions
- Governed by [Academic Policy Manual \(APM\) 501](#) and [502](#), [OMB Circular A-110](#), and regulations set forth by sponsor or award terms.

### **Effort Reporting Policy and Procedures**

Effort reporting is the federally mandated process by which the salary charged to a sponsored project is certified as being reasonable in relation to the effort performed. The purpose of effort reporting is to ensure the distribution of pay reasonably reflects the actual effort expended. Educational institutions that receive federal funding are required by [OMB Circular A-21](#), "Cost Principals for Educational Institutions", to maintain an effort reporting system. Additionally, the funding agency may conduct an audit and request all project effort reporting. Any compliance violations to these regulations may put both current and future funding at risk.

Additional information can be accessed via the [Effort Certification and Certification Educational Guide](#) on the Foundation website and the [Faculty Affairs](#) website.

## University's Academic Policy Manual (Research Compliance)

### 500 - Research Compliance

Documents are linked to the section numbers.

501-515 General Policies Related to Grants and Contracts	
Section	Description
<a href="#">501</a>	Policy on the Administration of Sponsored Programs
<a href="#">502</a>	Policy on Cost Share / Match
<a href="#">503</a>	Policy on Indirect Cost Recoveries and Allocations
<a href="#">504</a>	Policy on Effort Reporting for Research and Sponsored Programs
<a href="#">505</a>	Interim Policy on Conflict of Interest for Principal Investigators
<a href="#">507</a>	Assigned Time for Research Program
<a href="#">509</a>	Policy on Participation in Field Experiences with Contracting Agencies under Conditions of Personal Risk
<a href="#">510</a>	Policy on Investigations of Scientific Misconduct
516-525 Protection of Human and Animal Subjects	
Section	Description
<a href="#">516</a>	Research and Protection of Human Subjects (Website: <a href="http://www.fresnostate.edu/academics/humansubjects/index.html">http://www.fresnostate.edu/academics/humansubjects/index.html</a> )
<a href="#">525</a>	Policy for Institutional Animal Care and Use Procedures for Teaching, Experimentation, or Research at California State University, Fresno
526-530 Handling of Controlled Substances	
Section	Description
<a href="#">526</a>	Policy and Procedures Relating to the Use of Controlled Substances in Teaching and Research
<a href="#">527</a>	Policy for the Use of Radioisotopes and Ionizing Radiation for Teaching
<a href="#">528</a>	Policy on Biosafety in Research and Teaching Link to Biohazard <a href="#">Website</a> and <a href="#">Fillable Form</a>

**Last Date Revised 4/24/14**

## 531-545 Intellectual Property

Section	Description
540	Intellectual Property Policy

### Human Resources - General Information

Human Resource functions are available from one of two organizations: the Auxiliary Human Resources Department and the University's Human Resources/Faculty Affairs Department. Each department handles a different group of employees as defined below. The Auxiliary Human Resources Department is responsible for providing recruitment/selection, benefits, classification, employee relations, workers compensation/safety, training, and payroll services to all employees of the Foundation.

University Human Resources/Faculty Affairs is responsible for providing the full range of human resource management services to all University employees. Auxiliary Human Resources is available to help Foundation PIs/Project Directors with their Foundation related employment needs. If the PI/Project Director has staffing needs they should contact Auxiliary Human Resources. Although, hiring of employees cannot take place until a fully executed agreement is received by the Foundation from the funding source; Auxiliary Human Resources can assist in the process prior to the receipt of a fully agreement (i.e. advising on the development of job description source and initiating the recruitment process).

The Foundation is the employer of record for all persons paid with funds generated from grants, contracts, revenue, and agency accounts where the Foundation is the recipient. Auxiliary Human Resources policies and procedures are designed to comply with the various federal and state regulations. It's important to note the Foundation is a separate employer from the University. Failure to comply with Auxiliary Human Resources policies could result in legal monetary penalties and potentially the cancellation of your sponsored program.

### Employment Relationship

California State University, Fresno Foundation is an at-will employer. At-will employment is defined as an employment relationship in which either party can end the relationship with no liability, provided there was no express contract for a definite term.

No manager, supervisor or employee of the Foundation has authority to enter into an agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Additionally, in its sole discretion and without advance notice, the Foundation may promote, demote, increase or decrease pay, and modify job duties of any employee. It is not possible to anticipate or describe every situation that may arise in the workplace, or to provide information that answers every question. Changes and revisions will be communicated through written notices within a reasonable time for notification of such changes. Although some benefits and policies may be similar to those of the University, the Foundation has developed its own policies and procedures, some of which are outlined in the [Foundation's Employee Handbook](#)

## Employment Categories

The following definitions will help the PI/Project Director understand employment status and eligibility for benefits. These classifications do not guarantee employment for any specified period of time and might change if the need arises.

### Exempt/Non-Exempt

Every position is designated as either “Non-exempt” or “Exempt”. This particular designation has no relationship to whether or not an employee is eligible for a specific benefit, except that employees filling non-exempt positions are eligible for overtime pay, when applicable. These positions typically include hourly, clerical, and secretarial type positions.

Employees filling exempt positions are not eligible to receive overtime pay. These positions typically include exempt executive, administrative or professional employees.

*\*Job duties determine whether a position is exempt or non-exempt. Auxiliary Human Resources will make the final determination on the status of a position based on the Fair Labor Standards Act (FLSA).*

## Position Definitions

The following are definitions used to describe eligibility for benefits.

**Regular Full-Time Position** – employees assigned to work 40 hours per week, are paid on a salary basis, and are eligible for full benefits provided by the Foundation (health insurance, vacation/sick leave, etc.).

**Regular Part-Time Position** – employees who typically work less than 40 hours per week and at least 20 hours per week, and the employment is expected to last at least six (6) months. These positions are eligible for benefits provided by the Foundation based on funding availability.

**Other Employees** – employees considered part-time, student, temporary, casual or on-call and are not eligible for Foundation provided benefits. These employees are typically eligible for other benefits such as Workers’ Compensation, Disability and Unemployment Insurance.

**Volunteers** - The Foundation does not provide workers’ compensation coverage for volunteers. If you have volunteers, please contact University Human Resources as Auxiliary HR does not monitor volunteers acting on behalf of the Foundation.

## Faculty/Staff

**Reimbursed Released Time** – The Foundation (grant/contract) reimburses the University for services charged to a sponsored project by existing faculty/staff. Refer to the [Released Reimbursed Time Computation Form](#) located on the Foundation Web site.

**Assigned Cost Share Time** – Released time of faculty/exempt staff NOT reimbursed by Foundation (grant or contract). Salary percentage used as cost share.

**Additional Employment** – Up to 25% overload (cumulative total of all overload activities) during academic year as allowed per the [Additional Employment Policy](#) located on the University Human Resources and Faculty Affairs website.

## Equal Employment Opportunity

We are committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, religion, gender, sexual orientation, marital status, physical or mental disabilities, medical condition, age, or any other consideration protected by law. Our policy applies to all employment practices, including hiring decisions, compensation, benefits, promotions, transfers, training, disciplinary action, and terminations.

Additionally, we strive to provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled employee or applicant, unless undue hardship would result.

## Recruitment

Please contact Auxiliary Human Resources when you have identified a need to recruit for a position. You will need to do the following:

- Complete and/or update the Job Description
- Complete a [Job Requisition Form](#) and obtain appropriate approvals, including your Post Award Analyst, College Dean and Vice President, and provide the cost center account that you are authorizing the recruitment-related charges to be applied against. Refer to the Auxiliary Human Resources website for additional forms and information.
- Once approval signatures are obtained, please forward both documents to Auxiliary Human Resources. Please submit an electronic version of the job description.
- Once received by Auxiliary Human Resources, please allow at least 3 business days for completion of the job listing.
- Fees associated with advertisements and/or background checks will be charged to your Cost Center account per your completed Job Requisition Form.

*\*The recruitment process is not utilized for the “other employees” category listed above. Please contact Auxiliary Human Resources for any personnel who may be specifically named in the sponsored project application/award.*

## **Advertising**

Advertising fees from various sources such as local newspapers, websites, etc., are charged to the sponsored program or Department/College requesting the advertisement. If you would like your position advertised in a specific publication or website, please include this information along with the necessary contact/account information on the job requisition form.

### **Developing a Job Description**

Foundation position descriptions and titles may vary depending on the unique skill sets often required for a grant or contract, and may be highly individualized to meet particular needs. It is the responsibility of the PI/Project Director to identify the essential duties and knowledge, skills, and abilities for the position.

For assistance in developing job descriptions and the job description template, please contact Auxiliary HR at (559) 278-0865.

### **Employment Offer**

Once a successful candidate has been identified, you need to contact Auxiliary Human Resources for reference and background checks. Once this has been completed, Auxiliary HR will make the job offer.

### **Salaried/Benefited Employees**

Prior to new salaried/benefited employees commencing employment, they must successfully pass a comprehensive background check which cost will be charged to the grant. They must also attend a new hire orientation with Auxiliary Human Resources within the first three days of employment.

### **Part-Time/Hourly Employees**

Prior to new part-time/hourly employees commencing employment, all hiring paperwork must be completed with appropriate signatures and turned in to Auxiliary Human Resources. It is the responsibility of the PI/Project Director to ensure all approval signatures and employment eligibility documents (proper identifications) are included.

### **Hiring Potential Employees with VISA status**

Prior to making an offer of employment, please contact Auxiliary Human Resources as each situation may vary.

### **Benefits**

The Foundation has established a number of employee benefits programs for eligible employees. Benefits typically include: medical, dental, vision, life, 401(k), vacation, sick, and holiday pay. However, not all Foundation positions are required to offer all benefits. In addition, 401(k) plans may or may not include eligibility for employer matching depending on sponsored program restrictions.

Please contact Auxiliary Human Resources for current benefit plans offered. You may also consult the on-line handbook for further explanation or our website. Refer to the Auxiliary Human Resources website for additional information on employee benefits.

## **Payroll and Time Keeping**

The following policies have been developed to help ensure all employees are paid on time and accurately in order to avoid fines and penalties:

### **Salaried/Benefited Employees**

Monthly Attendance Reports must be completed, signed by the employee and supervisor (grant/contract PI/Project Director) and submitted to Auxiliary Human Resources by the 5<sup>th</sup> of the following month. Refer to the link to the form at: [http://www.auxiliary.com/HR/emp\\_forms.shtml](http://www.auxiliary.com/HR/emp_forms.shtml).

### **Part-time/Hourly Employees**

Original Time Vouchers must be completed and signed by the employee and supervisor (grant/contract PI/Project Director) and turned in to Foundation Financial Services by the 1st and 16th of every month. The Hourly Time and Effort Report is located on the Foundation Web site. Foundation Financial Services staff are located at 4910 N. Chestnut Ave. Fresno, CA 93726. The form can be found online at [www.auxiliary.com](http://www.auxiliary.com).

### **Additional Employment Agreements**

University faculty and staff requesting overload pay are required to have an approved (with approved signatures) Additional Employment on file with Auxiliary Human Resources prior to submitting a Time Voucher for payment. Refer to the link to the University Additional Employment Agreement policy on the University's website. Additional Employment Agreements that expire or need to be revised must be re-submitted with updated information and approvals.

## **Payroll Calendar**

Salaried employees are paid on the 15th and the last day of the month. When the pay date falls on a holiday or weekend, the last workday before the normal pay date will be the payday.

Pay dates for hourly employees are on the 7<sup>th</sup> and 22<sup>nd</sup> of each month. When the pay date falls on a holiday or weekend, the last workday before the normal pay date will be the payday.

The payroll calendar can be accessed on the [Auxiliary HR website](#) under the Payroll Forms section.

## **Salary Increases**

Pay increases for salaried/benefited employees are initiated by the PI/Project Director and submitted on



a Transaction Form. Pay increases are subject to sponsor restrictions and must be signed by the PI/Project Director, Post Award Analyst, the Dean of your College/School and the respective Vice President. Once completed, the Transaction Form should be forwarded to Auxiliary Human Resources for processing. Pay increases should be made effective on the 1<sup>st</sup> or 16<sup>th</sup> of the month.

## **Employee Relations**

Please refer to Foundation Employee Handbook for a complete description of the Work Considerations and Employee Conduct.

If you have an employee relations issue, (i.e. disciplinary issues such as attendance and punctuality, work issues, performance issues, etc.) please contact Auxiliary Human Resources at (559) 278-0860.

## **Separation of Employment**

“Regular” employees separating from employment must be referred to Auxiliary Human Resources for an exit interview to discuss such issues as employee benefits, the return of Foundation property, and any sponsored project related forms or issues.

For “Other” employees whose employment is being separated, the PI/Project Director needs to immediately contact Auxiliary Human Resources office to arrange for the final payment of wages owed. PI/Project Director should address any Foundation property or sponsored related forms or issues with the employee prior to his/her departure. Final wages must be paid on the respective employee’s last day worked. Failure to pay final wages in a timely manner could result in penalties.

## **Leaves of Absence**

The Foundation has several types of leaves available to accommodate a variety of leave situations, depending on the circumstances. While some leaves are paid, some are provided without pay. Please contact Auxiliary Human Resources to discuss the various leave options available.

## **Work Related Injuries**

All employees paid by the Foundation are covered by Workers' Compensation Insurance. This benefit is provided to assist Foundation employees who become injured on the job or acquire a work-related illness. It applies to employment based illnesses or injuries that require medical or hospital treatment.

The Foundation has implemented a comprehensive safety plan, known as the Injury and Illness Prevention Program. This plan contains important policies and procedures that all employees are required to follow. Safety is a mutual responsibility. The Foundation Injury Illness and Prevention program is available [www.auxiliary.com/hr](http://www.auxiliary.com/hr)

*\* If you have an employee injured on the job, first seek immediate medical attention, and then contact*

*Auxiliary Human Resources at (559) 278-0865 to report the injury.*

### **Telecommuting**

The Telecommuting Program has been designed to provide guidelines under which staff and administrative employees may participate in home telecommuting. Telecommuting is an arrangement in which a portion or all of the work is performed at an off-campus site (i.e. home or in office space near the home). It is extremely important to contact your Post Award Analyst prior to entering into an MOU for telecommuting purposes since different rules apply for Foundation and State employees. Please visit Fresno State's [Human Resource](#) website for the complete policy on telecommuting.

### **University Human Resources and Faculty Affairs**

For information about employing faculty contact Faculty Affairs, please contact the department at (559) 278-3027. More information can be found at: <http://www.csufresno.edu/aps/>.

For information about employing all other University employees, please contact University Human Resources at (559) 278-2032. More information can be found at: <http://www.csufresno.edu/humres/>.