

Snap Shots (TUC's HR & Payroll Services) – Internal document	
Requesting Foundation Account	Revision Date: 05/22/2017

TUC has implemented a Payroll Services Agreement for departments that request TUC payroll services and pay for those services from funds held at the Foundation since 2003. Shortly thereafter, TUC was asked to include certain HR functions. In 2012 TUC took over the recruitment and onboarding functions for new hires with no additional fees. With the increasing labor and system related costs and the complexity of labor law and employment compliance requirement, effective July 1, 2017, a separate HR service fees will be charged to the Departments in the event that TUC is asked to perform HR functions for a new hire. These HR services include but are not limited to: posting the position on CSUN website as well as other sites if required, application review, background checks, benefit administration for health and retirement, employment assistance programs, relocation & commission agreement and employee relations related functions such as status changes and separations/COBRA administration. Both Payroll and HR services charges will base on the rates stipulated in the then-current payroll service agreement.

The new Payroll Services Agreement memorializes the services HR provided by TUC and the charges for those services.

1. Campus department contacts TUC about hiring and paying employees through TUC. TUC provides to the department: a TUC Payroll Services Agreement; a TUC Agency Fund Request; a Foundation Labor Authorization Form; and a Foundation Check Request Form.
2. Department completes and returns to TUC the Payroll Services Agreement and the Agency Fund Request.
3. TUC places the completed Payroll Services Agreement in the agency fund control file.
4. TUC forwards the completed Agency Fund Request to the University Office of Financial Services for approval. The approved Agency Fund Request is returned to TUC and placed in the agency fund control file.
5. TUC Accounting department opens a new agency fund on PeopleSoft.
6. Department completes the Foundation Check Request and the Foundation Labor Authorization Form and submits to the CSUN Foundation for review and approval.
7. Foundation forwards the approved Foundation Labor Authorization Form to TUC along with a check issued to TUC for payroll and HR related service fee.
8. TUC deposits check into the department's TUC agency fund.
9. TUC commences with processing payroll and charges payroll and payroll services to the department's agency fund each month.
10. TUC Accounting personnel monitor the agency fund balance and notify the designated department contact person when funds need to be replenished.
11. At the termination of the said fund, TUC will return any unused funds to the Foundation, if the department needs no further payroll processing.
12. If the department wishes to continue the payroll services agreement for another period, the procedure will repeat, beginning with step number 6.