



Hiring Checklist and Policy for Faculty/Staff Stateside Seeking Employment with Toro Auxiliary Partners

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 Toro Auxiliary Partners Finance. If you already have an account, proceed to the next step.

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

Step 2: Complete the required hiring forms below.

Personnel Transaction Request Form:

Additional Employment Employees must complete a Personnel Transaction Form before beginning work with Foundation for audit purposes. All signatures (including a dean's signature) are required before being submitted to Foundation.

Sensitive Position Determination Form:

This form must be completed to determine if a position is considered sensitive. If a job is deemed sensitive, an Additional Employment Employee must undergo a Live Scan (fingerprinting FBI/DOJ) background screening by 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 or Faculty Affairs.

Position-Description-Form:

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



***The required hiring documents must be completed in entirety with all appropriate signatures and submitted to Mrafaelsepulveda@csudh.edu ***

Step 3: Additional Employment Application:

All recipients of TAP are paid via payroll and must have a completed Employment Application on file. Complete the electronic application that applies to your status as a university employee. Please note that information about prior employment history is unnecessary. Applicants need only attach a resume instead of detailed employment history.

Faculty: [CSUDH Additional Employment-Faculty](#)

Staff: [CSUDH Additional Employment - Staff](#)

MPP: [Additional Employment - MPP](#)

Step 4: Complete Paychex Onboarding:

An invitation link will be sent electronically to the email address on file to complete the onboarding process online.

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 only authorized to begin work once attending this meeting, and all documents are received to ensure all paperwork is for audit purposes. In addition, a review of the payroll schedule and additional employment employee timecards will occur. A corresponding Additional Employment Employee timecard is required for all pay periods in which payment is received without exception.

Step 6: Timecard Template:

A corresponding Additional Employment timecard is required for all pay periods in which payment is to be issued to the employee, and no exceptions. As such, a TAP HR representative will provide a timecard template to additional employees upon clearance to work or once the PTR is approved.

For each pay period, the employee must report hours worked, sign, and obtain supervisor approval to release payment. Once approved, forward the timesheets to auxiliarypartners.payroll@csudh.edu by the timesheet due date. [2023 Payroll Calendar](#)



Background Screening Cost:

Approximately \$60.00 (may vary) per employee. If a position is sensitive, an additional Live Scan fee may apply. Please note that this fee may vary depending on the 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.