

Utilizing Foundation Funds for Employment

Effective July 1, 2016, when the Foundation transitioned to Banner Finance, the Division of Human Resources and the Payroll Office began managing all staffing for the Foundation. Any employee whose salary will be paid from funds held in the Foundation must follow Human Resources policy and hiring practice. A special "Foundation Payroll" FOAP (**139002**) has been set up for this employment.

Important Reminders

- All employees (including students) hired to work at any summer camp must complete a Criminal Background Check prior to starting their employment. Criminal Background Checks must be run anytime someone works with children.

- All temporary SHRA employees will be hired through the regular University process; i.e. complete an application on-line and a Criminal Background Check, in addition to completing a Form I-9, tax, and direct deposit forms when hired.

Guidelines for Using Foundation Funds for Employment

Student Employees: Graduate Hourly and Undergraduate Student Employment Recommendation Form

1. Complete the EPAF
 - a. Enter the "Recommendation for Graduate and Undergraduate Student"
 - i. On the first "Fund" line, use the Foundation Payroll FOAP 139002,
 - ii. There will be separate lines hours and dollar amount
 - iii. In the comments section of the EPAF, list your Foundation fund FOAP to be charged

ISAF EHRA Employment

Use this for supplement payments for exempt employees (EHRA)

1. Complete the ISAF
2. In Section IV: "Funding Information" line A enter the Foundation Payroll FOAP **139002**
3. In Section V: "Comments" enter your Foundation fund FOAP to be charged
4. Obtain approval signatures and forward through Share file to Bernadette Bryant, Nickii Hill or Olaniyi Sofoluke email.
5. After Bernadette Bryant, Nicki Hill or Olaniyi Sofoluke's signature approval, the form will be uploaded to the PR shared fill to the Salary Administration
6. Salary Administration conducts its review and forwards to Human Resources

EPAF for Non-Student Temporary SHRA Employment

- Examples: camp counselors, camp coaches, non-student office employees

To maintain our automated hiring process using EPAF for non-student temporary employees, follow the guidelines below for hiring these employees using funds that are held in our Foundation.

1. Complete the EPAF in the EPAF system
 - a. Enter the "Recommendation for Temporary Employment"
 - i. On the first "Fund" line, use the Foundation Payroll FOAP **139002**
 - ii. There will be separate lines for hours and dollar amount
 - iii. In the comments section of the EPAF, list your Foundation fund FOAP to be charged