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: PD-440 Graduate Hourly and Undergraduate Student Employment Recommendation Form

1. Complete the PD-440 **(Do not use AggieMart)**
2. In the section "Duties and Responsibilities" enter your Foundation fund FOAP to be charged
3. In Section VI: "Funding Information" line A enter the Foundation Payroll FOAP **139002**
4. Obtain approval signatures and forward to Ralph Fennell in the Alumni Event Center
5. After Ralph's signature approval, the form is forwarded to University Accounting
6. University Accounting will review budget, approve, scan, and email to Human Resources

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 to Ralph Fennell in the Alumni Event Center
5. After Ralph's signature approval, the form is forwarded to University Accounting
6. University Accounting approves the budget and forwards to Salary Administration
7. Salary Administration conducts its review and forwards to Human Resources

Automated AggieMart Process for Non-Student Temporary SHRA Employment
- Examples: camp counselors, camp coaches, non-student office employees

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

1. Complete a Banner Finance Fund Access Request to obtain access to use the "Foundation Payroll" fund number **139002**. Forward the Access Request as you normally do.
2. Enter the "Recommendation for Temporary Employment" requisition into AggieMart
   a. On the first "Fund" line, use the Foundation Payroll FOAP **139002**, and dollar amount
   b. In the comments section of the requisition, list your Foundation fund FOAP to be charged
   c. Scan and attach to the requisition in AggieMart a signed departmental approval. This could be a short memo or copy of the front page of the requisition, with your AggieMart departmental approver's signature. The department approver will not sign electronically
3. AggieMart will flow the document to University Accounting for budget approval, to the Foundation for appropriate fund use approval, and finally to Human Resources.