

December 2019

SPONSORED PROGRAMS ADMINISTRATION



IMPORTANT PAYROLL INFORMATION: 2019 HOURS AND W-2s

All time worked through December 31, 2019 should be submitted on or before January 2, 2020 by noon. Payday will be on January 8, 2020.

W-2s for 2019 will be available online – if you opted for paperless - or mailed by the end of January. Mailing addresses and W-2 delivery options should be updated using Employee Online at <https://eol.uei.csus.edu>.

UPDATED INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

The Independent Contractor/Consultant Agreement has been updated to include a short questionnaire about the nature of work to be performed. The new form and all UEI SPA forms are available at <https://uei-sp.uei.csus.edu/about/forms/>.

As a reminder, Consultant Agreements must be reviewed and approved by UEI prior to services commencing. An assessment must be performed to determine worker classification as either an employee or consultant. Please contact Sponsored Programs Administration before initiating form at (916) 278-7565.

UEI HOLIDAY SCHEDULE – OFFICE CLOSURE

UEI will be closed from Monday, December 23 through Wednesday, January 1. Our offices will reopen at 8:00 a.m. on Thursday, January 2, 2020.

The first accounts payable check run of the new year will be on Thursday, January 9, 2020.

Happy Holidays from Sponsored Programs Administration!