

February 2021

SPONSORED PROGRAMS ADMINISTRATION



IMPORTANT PAYROLL INFORMATION: W-2s ARE ONLINE

W-2s for 2020 are now available online. Whether you opted to go paperless or not, you can access yours on Employee Online (EO): <https://eol.uei.csus.edu>. Log in requires your eight-digit employee ID number and password. You can reset or change your EO password, by selecting the “Forgot Password” option after entering your ID number.

ACCESS YOUR ACCOUNT INFORMATION ONLINE

OneSolution Desktop is University Enterprises Inc.’s (UEI’s) web-based portal designed to provide 24-hour online access to financial reporting and proposal related information, including Project Director Reports for account budget and expenditure activity. Principal investigators (PIs) may request access for themselves or for project personnel by contacting their account administrator.

Information on how to request access to the portal and instructions to help you find pertinent reports can be found at: <https://uei-sp.uei.csus.edu/onesolution-desktop/>

USING CONSULTANTS/CONTRACTORS – Notify UEI before services begin

If your sponsored project requires services from individuals outside of Sacramento State or UEI, the person/entity and the scope of the engagement must be considered before work can begin. UEI’s process is like those required by Sac State and all CSU campuses/auxiliaries.

Recent California legislation, Assembly Bills 5 and 2257 (AB5 and AB2257), requires that an employer perform tests to ensure that someone is appropriately classified as an independent contractor versus an employee. This process takes time and misclassification could result in significant fines.

Start your conversation with your account administrator as early as possible. We will require your documentation at least two weeks before work is expected to begin. Thirty days advance notice is preferred as SPA has seen an increase in the number of requests for outside services.

If UEI learns **after-the-fact that work has started and, in some instances, already ended**, there are multiple consequences including:

- UEI, and by extension the campus, is out of compliance with Chancellor’s Office and other state regulations.
- The service provider is not bound to providing specific deliverables and assuming appropriate liability for their work.
- Payment to the person/entity will be delayed, possibly resulting in a disappointed contractor.

The full vetting process must take place prior to payment being issued. Please contact your account administrator if you have any questions.