

# June 2021

SPONSORED PROGRAMS ADMINISTRATION



## LEGIBLE RECEIPTS/INVOICES NEEDED

Please ensure that all receipts and invoices are clear and easily read before you send them to SPA for processing; confirm that one can clearly identify the date and dollar amount(s). If something is illegible, we will reach out asking for a better-quality image. If you have any questions about how to improve the image quality of your scanned receipts and invoices, please reach out to your analyst for suggestions on how to capture clearer images. Also, someone can be available to receive drop off items in Bookstore building Suite 3400 from 7:30 am to 4:00 p.m. call ahead at 916-278-7565.

## NEW HR-PAYROLL SYSTEM & REQUESTS FOR TAX FORMS

As recently announced, University Enterprises, Inc. (UEI) is launching UEIWorkforce, a highly rated, state-of-the-art HR-Payroll program. Beginning **July 1, 2021**, UEIWorkforce replaces several systems including UEI Timekeeping and Employee Online. Everyone currently paid by UEI and their supervisors/timesheet approvers were recently sent email notices regarding training sessions. If you have not signed up, please select a [session now](#). For questions about the trainings, please contact Dena Roberts, Human Resources Trainer, at (916) 278-4383 or [dena.roberts@csus.edu](mailto:dena.roberts@csus.edu).

Faculty members, if you've never been paid by UEI, you will be asked to submit personal income tax withholding forms W-4 and DE4, for federal and state taxes respectively, via secure upload with your faculty agreement. If the documents are not submitted, it will delay your hiring process. If you are returning to UEI on a new faculty agreement and it has been a year since you were first hired, you will be asked for the forms again, and if not received withholdings will be done at the highest rates.

## UEI CENTRAL STAFF RETURNS TO OFFICE JULY 6

On Tuesday, July 6, all UEI central staff employees will return full-time to in person operations\* on the third floor of the Hornet Bookstore building. We can receive in-person visitors during from 7:30 a.m. to 4:00 p.m. (summer hours). While we look forward to face-to-face interactions with those of you who are comfortable, for now we will continue to host Virtual Front Desk and Virtual Analyst Office Hours as well. *\*This date is subject to change based on future government and University guidance.*

Our offices will be closed on Monday, July 5, in observance of Independence Day.

## REVISED INDEPENDENT CONTRACTOR PROCESS

The way in which SPA handles the independent contractor process and its paperwork has changed. **(See attached workflow.)** Please complete the INDEPENDENT CONTRACTOR/CONSULTANT REQUEST form if you need services from individuals outside of Sacramento State and the CSU system. This form

provides the necessary information for UEI to consider the legal requirements -- including recent California Legislation AB5 and AB2257 -- for classifying employment versus contractor services.

The Request form should be submitted at least two (2) weeks before work begins, although thirty (30) days advance notice is preferred.

As of July 1, the Independent Consultant/Contractor Agreement previously available on our website will not be accepted. If you are aware of an agreement currently in circulation for future submission to SPA, please ensure it is received in SPA no later than June 30.

Please contact your SPA Analyst for more details.