

September 2018

SPONSORED PROGRAMS ADMINISTRATION



NO TELECOMMUTING

UEI employees must work in locations appropriate to their positions such as a campus building, UEI recognized off-site building, or project-related field sites. UEI employees are not eligible to telecommute which includes, but is not limited to, working from home using the internet, email, telephone, or remote computer to conduct business. Some exceptions apply for exempt staff or while in travel status; check with your account administrator regarding approval requests.

WHEN CAN PROJECT WORK START?

Work on a sponsored project should not begin until 1) an agreement has been fully executed and 2) all hiring paperwork is processed. This includes work performed by principal investigators (PIs) as well as any other project staff from the University or UEI. Working before the agreement is fully executed or human resources has completed its processes can expose Sac State and UEI to financial and others risks. If you must begin working, please contact your account administrator for direction.

RECENTLY UPDATED FORMS

Three of our more commonly used forms have been updated. Please ensure that you are using the most recent versions of these or any of our [forms](#):

- **Independent Contractor/Consultant Agreement** - This form is used to enter into services with an independent contractor or consultant. Revised 9/18/2018.
- **Consultant Invoice** - This form is used to request payment for independent contractor/consultant services. Revised 9/13/2018.
- **Agreement and Payment Request for Performers (previously Speaker Services)** - This form is used for the services and payment of a speaker, entertainer, or performer at a campus or project-related event. Revised 9/17/2018.

Also see Office of Research, Innovation and Economic Development updates:

[Research Funding Update](#)

[Research Integrity Newsletter](#)