



**BILLING RATES - FY 17/18**

**DEPARTMENT NAME :**

**Office of Human Resources**

**VICE-PRESIDENT AREA :**

**Vice President of Finance and Operations**

<b>DESCRIPTION OF COMMODITY OR SERVICE :</b>	<b>UNIT OF BILLING</b>	<b>FY 17/18 RATE</b>	<b>CUSTOMERS BEING SERVED</b>
<b>Copy requests: *</b>			
Personnel Files (University employees)	per page	\$1.00 minimum, then \$.25/page	CU Employees
Personnel Files (University departments - non business related)	per page	\$1.00	CU Departments
Personnel Files (Other agencies/entities)	per page	\$1.00 minimum, then \$.25/page	External Entities
Applications, resumes, etc.	per page	\$1.00 minimum, then \$.25/page	Non-University Applicants
<b>Background Checks</b>			
Basic Employee Background Check Package	per staff member	\$22.00	CU Departments
Faculty Background Check Package	per faculty member	\$28.00	CU Departments
Volunteer Background Check Package	per volunteer	\$17.50	CU Departments
Student Background Check Package	per student	\$17.50	CU Departments
DMV	per employee	\$2.00 + DMV fees if applicable	CU Departments
<b>Retirement</b>			
Retirement Service Credit Verifications	hourly	Hourly Rate of Person Performing the Request	Former University Employees

**Payroll Related**



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Off-Cycle Processing (voids, overpayments, repays, etc.)	per transaction	\$10.00	CU Departments
Off-Cycle Processing (closed accounts, lost checks, etc.)	per transaction	\$5.00	CU Employees
Copy Requests	per request	\$1.00 minimum, then \$.25/page	Current and Former CU employees & External Entities
Replacement printing of W-2 forms	per W-2	\$10.00	CU Departments/Employees
<b>Benefits Related</b>			
Replacement printing of new 1095C tax forms	per 1095C	\$10.00	Employees
Benefits Fair	per booth		
Vendor Booth	per booth	\$200.00	Vendors
<b>Omnibus Transportation Act</b>			
FirstLab/State Contract: Drug Test	per test	\$32.75	CU Departments/Employees
FirstLab/State Contract: Breath Alcohol	per test	\$28.75	CU Departments/Employees
CDL Program - Physicals	per person	\$56.00	CU Departments/Employees
<b>Recruitment Advertising Packages</b>			
Academic Job Advertising Package	per package	\$259.97	CU Departments
Business Job Advertising Package	per package	\$421.79	CU Departments
Engineering Job Advertising Package	per package	\$387.57	CU Departments
Finance and Accounting Job Advertising Package	per package	\$233.57	CU Departments
Information Technology	per package	\$361.76	CU Departments
Medical/Healthcare	per package	\$233.57	CU Departments



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Athletics Job Advertising Package	per package	\$543.06	CU Departments
Trades/Technical	per package	\$318.05	CU Departments