



## BILLING RATES - FY 14/15

DEPARTMENT NAME :

**Office of Human Resources**

VICE-PRESIDENT AREA :

**Vice President of Finance and Operations**

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 14/15 RATE	CUSTOMERS BEING SERVED
Associate Public Manager Program	per person	\$690.00	CU employees
Public Professional Development Program	per person	\$710.00	CU employees
Other CEQA; OHR courses conducted at Clemson: (HRPD)	per person	\$875.00	CU employees
<b>Technical/Safety Programs:</b>			
True Colors (Book1)	per person	\$20.00	CU employees
True Colors (Book2)		\$7.00	CU employees
<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 minimum, then \$.25/page	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
Safety Position Background Check Package	per safety position	\$49.00	CU Departments
Vehicle Driver Background Check Package	per vehicle driver	\$50.00	CU Departments
<b>Retirement</b>			
Retirement Service Credit Verifications	hourly	Hourly Rate of person performing the request	Former University Employees
<b>Payroll Related</b>			
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



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Copy Requests	per request	\$1.00 minimum, then \$.25/page	Current and Former CU employees & External Entities
Replacement printing of W-2 forms <b>Benefits Fair</b>	per W-2	\$10.00	CU Departments/Employees
Non-State/For Profit Vendors <b>Omnibus Transportation Act</b>	per booth	\$150.00	Non-State/For Profit Vendors
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