



BILLING RATES - FY 15/16

DEPARTMENT NAME :

Office of Human Resources

VICE-PRESIDENT AREA :

Vice President of Finance and Operations

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 15/16 RATE	CUSTOMERS BEING SERVED
Copy requests:			
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
Background Checks:			
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
Retirement:			
Retirement Service Credit Verifications	hourly	Hourly Rate of Person Performing the Request	Former University Employees
Payroll Related:			
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
Benefits Fair:			
Non-State/For Profit Vendors	per booth	\$150.00	Non-State/For Profit Vendors
Omnibus Transportation Act:			
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



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