

## Office of Human Resources Departmental Chargebacks

Description	Fee (per request)	Billing Process	Comments
Background Checks:			
Employee	\$22.00 + County/State fees if applicable	HR sends bills to Shared Services via spreadsheet; the spreadsheet is loaded into CUBS Financials as a journal entry. Departments can view the applicant name in the reference field on the journal entry.	The background check for the top candidate of a permanent E&G FTE position is paid for by the Office of Human Resources. All other requests are billed to the department. Additional requests are billed to the department.
Faculty	\$28.00 + County/State fees if applicable		
DMV	\$2.00 + DMV fees if applicable		
Volunteer	\$17.50 + County/State fees if applicable		
Student	\$17.50 + County/State fees if applicable		
Payroll:			

		Department completes a payroll adjustment form and sends to OHR with appropriate signatures and chart field string. HR creates a journal entry in CUBS Financials indicating the employee's name in the reference field.	
<b>Off-Cycle Processing (voids, overpayments, repays, etc.)</b>	\$10 per transaction		

<b>Omnibus Transportation Act:</b>			
<b>FirstLab/State Contract: Drug Test (includes: Pre-employment, Random, Post Accident, Reasonable Suspicion, Return to Duty)</b>	\$34.50 per test	HR sends bills to Shared Services via spreadsheet; the spreadsheet is loaded into CUBS Financials as a journal entry.	
<b>FirstLab/State Contract: Breath Alcohol</b>	\$29 per test	Departments can view the employee's name in the reference field on the journal entry.	
<b>DOT 2 Yr Drug Screen History</b>	\$5 per request		
<b>CDL Program - Written Refresher</b>	\$400 per 30 persons	Charged to department by OHR via journal entry in CUBS Financials.	
<b>CDL Program - Pre-Trip Inspection</b>	\$400 per 7 persons		
<b>CDL In-Class Training - CU</b>	\$85 per person		
<b>CDL In-Class Training - Other Participants</b>	\$150 per person		
<b>CDL Program - Physicals</b>	\$56 per person		

Training:			
Supervisor Training	\$65 per person	Charged to department by OHR via journal entry in CUBS Financials.	
CPR - (Full Service from ARC)	\$45 per person		
CPR - (Refresher Course, ARC)	\$20 per person		
True Colors	\$15 per person		
Forklift Training Program	\$30 per person		