



**BILLING RATES - FY 16/17**

DEPARTMENT NAME :

**Payroll**

VICE-PRESIDENT AREA :

**Vice President of Finance and Operations**

<b>DESCRIPTION OF COMMODITY OR SERVICE :</b>	<b>UNIT OF BILLING</b>	<b>FY 16/17 RATE</b>	<b>CUSTOMERS BEING SERVED</b>
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