



BILLING RATES - FY 24/25

DEPARTMENT NAME :
Office of Human Resources

VICE-PRESIDENT AREA :
Finance and Operations

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 24/25 RATE	CUSTOMERS BEING SERVED
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
DMV	per employee	\$2.00 + DMV fees if applicable	CU Departments
Retirement			
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	\$50.00	CU Departments
Off-Cycle Processing (closed accounts, lost checks, etc.)	per transaction	\$10.00	CU Employees
Copy Requests	per request	\$5.00 minimum, then \$.50/page	Current and Former CU employees & External Entities
Replacement printing of W-2 forms	per W-2	\$10.00	CU Departments/Employees
Benefits Related			
Replacement printing of new 1095C tax forms	per 1095C	\$10.00	Employees
Benefits Fair			
Vendor Booth	per booth	\$300.00	Vendors
Premier Biotech/State Contract: Drug Test	per test	\$49.25	CU Departments/Employees
Premier Biotech/State Contract: Breath Alcohol	per test	\$55.00	CU Departments/Employees
Premier Biotech/State Contract: Breath Alcohol Document Management Fee	per test	\$5.00	CU Departments/Employees



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Recruitment Advertising Packages			
Academic Job Advertising Package	per package	\$260.00	CU Departments
Business Job Advertising Package	per package	\$400.00	CU Departments
Engineering Job Advertising Package	per package	\$425.00	CU Departments
Finance and Accounting Job Advertising Package	per package	\$400.00	CU Departments
Information Technology	per package	\$350.00	CU Departments
Medical/Healthcare	per package	\$250.00	CU Departments
Athletics Job Advertising Package	per package	\$580.00	CU Departments
Trades/Technical	per package	\$325.00	CU Departments
Training Cost	per seat	\$25.00	External Customers
Training & Development			
DISC Assessments	Per person	\$100.00	CU Departments
Strengths Finders	Per Person	\$55.00	CU Departments