



BILLING RATES - FY 24/25

DEPARTMENT NAME :

Payroll

VICE-PRESIDENT AREA :

Finance and Operations

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 24/25 RATE	CUSTOMERS BEING SERVED
Payroll Related			
Off-Cycle Processing (voids, overpayments, repays, etc.)	per transaction	\$50.00	CU Departments
Off-Cycle Processing (closed accounts, lost checks, etc.) AKA Stop Payments	per transaction	\$10.00	CU Employees
Copy Requests (hard copy/soft copy)	per request	\$5.00 minimum, then \$0.50/page	Current and Former CU employees & External Entities
Replacement printing of W-2 forms	per W-2	\$10.00	CU Departments/Employees