



BILLING RATES - FY 20/21

DEPARTMENT NAME :

Office of Human Resources

VICE-PRESIDENT AREA :

Vice President of Finance and Operations

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 20/21 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
DMV	per employee	\$2.00 + DMV fees if applicable	CU Departments



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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	\$25.00	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 Related:			
Replacement printing of new 1095C tax forms	per 1095C	\$10.00	Employees
Benefits Fair:			
Vendor Booth	per booth	\$300.00	Vendors



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FirstLab/State Contract: Drug Test	per test	\$29.70	CU Departments/Employees
FirstLab/State Contract: Breath Alcohol	per test	\$27.50	CU Departments/Employees
Recruitment Advertising Packages			
Academic Job Advertising Package	per package	\$286.00	CU Departments
Business Job Advertising Package	per package	\$467.50	CU Departments
Engineering Job Advertising Package	per package	\$429.00	CU Departments
Finance and Accounting Job Advertising Package	per package	\$429.00	CU Departments
Information Technology	per package	\$401.50	CU Departments
Medical/Healthcare	per package	\$258.50	CU Departments
Athletics Job Advertising Package	per package	\$599.50	CU Departments
Trades/Technical	per package	\$352.00	CU Departments
Training Cost	per seat	\$25.00	External Customers