Helpful Links

Faculty Additional Pay

State Side: State Side | Faculty Affairs and Development | CSUSB

Training guide 1: Additional Pay Pre-Authorization Training Guide - StateSide - 2403.docx - Google Docs.pdf - Google Drive

Training guide 2: Additional Pay Pre-Authorization Training Guide - StateSide - 4660.docx - Google Docs.pdf - Google Drive

UEC: UEC - University Enterprise Corporation | Faculty Affairs and Development | CSUSB

Training Guide: BPG for UEC Faculty Addl Pmt Pre Authorization process 10-5-21.docx - Google Docs

Training Video: FacultyAdditionalPay_Walkthrough_NEW_FINAL2.mp4 - Google Drive

Faculty Affairs Maximum Overload Calendar

Max Allow Calendar | Faculty Affairs and Development | CSUSB

UEC Payroll

UEC Payroll | University Enterprises Corporation | CSUSB

Payroll calendar: Payroll Calendar | University Enterprises Corporation | CSUSB

Payroll forms: Forms | University Enterprises Corporation | CSUSB

Direct Deposit in Paylocity guide: Paylocity Direct Deposit Instructions_0.pdf (csusb.edu)

Timesheets: Time Sheet | University Enterprises Corporation | CSUSB

UEC Financial Services/Quick Forms

Financial Services | University Enterprises Corporation | CSUSB

Procurement Card

Procurement Card | Purchasing Office | CSUSB

Corporate Card

Application guide: [CSUSB Corporate Card Application Tutorial](#)

Concur P-Cards Reference Guide: [CONCURFORP-CardGuide.pdf (csusb.edu)](#)

Sponsored Programs Forms

[Sponsored Programs | University Enterprises Corporation | CSUSB](#)

Cost Transfer request [CostTransferRequest11.pdf (live-csusb.pantheonsite.io)](#)

Budget Adjustment Request [University Enterprises Corporation at CSUSB (live-csusb.pantheonsite.io)](#)

Faculty Release Time Contract [FacultyReleaseTimecontract.pdf (live-csusb.pantheonsite.io)](#)

Auxiliary Financial Forms

[Financial Services | University Enterprises Corporation | CSUSB](#)

Disbursement Check Request: [disburse-check-auth.pdf (live-csusb.pantheonsite.io)](#)

Hospitality Expense: [AP_Hospitality_Expense_Form.xls (live-csusb.pantheonsite.io)](#)

Independent Contractor Determination: [indep-contr-determin (1).pdf (csusb.edu)](#)

Independent/Guest Lecturer/Performer Payment: [indep-contr-guest-payment.pdf (live-csusb.pantheonsite.io)](#)

W-9: [Form W-9 (Rev. December 2014) (live-csusb.pantheonsite.io)](#)

Stipend Request Form: [stipend-request-form.pdf (live-csusb.pantheonsite.io)](#)

Purchases of $10,000 or more will require 3 quotes from 3 different vendors or a Sole Source Justification form and must be purchased using a PO.

- This includes the payment of independent contractors and guest lecturers.
- It is important to note that this must be done prior to the submission of the requisition as it should be attached to the requisition before submitting for approval.
- **[..\..\UECSoleSourceJustification-updated81220.pdf](#)**

Accounts Payable

Payment of Invoices: [Payment of Invoices | Account Payable | CSUSB](#)

- Direct Deposit Payments for vendors & independent contractors:
    - [Vendor Direct Deposit Instructions.docx (live.com)](#)
    - [Direct Deposit - Vendors.pdf (csusb.edu)](#)
- Direct Deposit for non-payroll payment and expense reimbursements paid through Accounts Payable are available for students, faculty, staff, candidates, and visiting guests.
    - [Employee Direct Deposit Instructions.docx (live.com)](#)
    - [Direct Deposit - Employee Student_0.pdf (csusb.edu)](#)

- Direct deposits are typically credited to your bank account within 24-72 hours of being paid. Also, notification of payment can be sent via email.

Important Calander Year Dates:

Fiscal Year: July 1 – June 30

Federal Fiscal Year (Grants): October 1 – September 30