



**PAYMENT AND BILLING OF EMPLOYEE SERVICES BETWEEN LSU SYSTEM CAMPUSES
FOR SERVICES PROVIDED TO A NON-EMPLOYING CAMPUS**

Scope: All campuses served by the Louisiana State University (LSU) Office of Accounting Services

Effective: July, 1 2007. This FASOP supersedes and replaces all prior versions.

Purpose: Individuals employed within the LSU System must receive all LSU compensation from their employing campus. "Baton Rouge-paid" is considered one campus for purposes of this FASOP. Services provided to another campus that is not "Baton Rouge-paid" may be either additional compensation subject to the guidelines of PM-3, Compensation Limits, or may be a percentage of regular earnings for employees at less than 100% on a "Baton Rouge-paid" campus.

Procedures:

A. Payments to a "Baton Rouge-paid" employee performing services to another LSU System campus

The hiring campus will initiate a "Joint Campus Employment Contract" (Attachment A) and process the appropriate personnel transaction according to the payment type (additional compensation or percent of regular earnings). The hiring campus must obtain the appropriate approvals from both the employing and the hiring campus. The approved personnel form with the contract attached should be forwarded to HRM for processing. The personnel form should indicate agency code AG0030 for the salary that will be charged to the hiring campus. The employee will be paid as scheduled on the form, or on their regular paydate.

When the salary charge is posted to the ledger, an invoice will be prepared and an accounts receivable will be established by the Payroll Office. The invoice will include the salary charges, along with the related employer portion of the applicable retirement, medicare tax and/or social security tax. Additionally, employer portions of applicable group health and life insurance premiums will be charged on a pro rata basis for regular earnings.

B. Payment by "Baton Rouge-paid" campuses for services of an employee of another campus

The hiring campus will initiate a "Joint Campus Employment Contract" and obtain the appropriate approvals from both the employing and the hiring campus. The employing campus will pay their employee according to their campus procedures. The employing campus will submit an invoice to the contracting department of the hiring campus. A copy of the contract must be sent with the invoice. The invoice will include the employer portion of all applicable staff benefits, retirement, medicare tax, social security tax, and group insurance if the charge is for regular earnings. The contracting department will approve the invoice for payment and submit it to the LSU Accounts Payable & Travel Office. The charges will be reimbursed to the employing campus charging the department or sponsored project account number and spend category SC6400. Regardless of the payment amount, requisitions are not required since this is reimbursement of salary charges.

Attachment A

Joint Campus Employment Contract

(Hiring Campus Company Letterhead)

(Date)

To: *(Employee's home department contact name)*
(Address)
(Phone Number)
(Email Address)

This letter is to communicate our intent to employ *(Name of employee to perform services)* to complete work for *(Name of hiring campus and department)*.

The following paragraph is reflective of the approval and describes the requested work effort.

(Description of work to be performed)

Completion of this work will require *(amount of time to complete work)*, to be accomplished between *(dates of work)*, and the amount to be paid for this work will be *(total amount paid)*.

Both campuses understand that the guidelines set within PM-3, Compensation Limitations for Academic and Unclassified Employees, must be followed and assure this additional duty for which the employee will receive additional compensation is (a) outside the normal scope of duties and responsibilities, (b) will not interfere with assigned duties and responsibility, and (c) will not be performed during normal working hours unless annual leave is taken.

Monthly invoices, other correspondence and questions should be directed to *(hiring campus contact name)*. Payment will be made no later than 30 days from the date of the invoice.

(Hiring Campus Authority Name)
(Hiring Campus Authority Signature)
(Phone)
(E-mail)
(Address)

I understand that *(employee performing services)* will perform work for *(hiring campus)*. *(Employing campus)* will pay the employee directly for these services and *(employing campus)* will bill *(hiring campus)* for services performed.

(Employing Campus Authority Name)
(Employing Campus Authority Signature)
(Phone)
(E-mail)
(Address)