

California State University, Long Beach Foundation

Faculty Reimbursed Payroll

Semester (F/S) _____ 20 _____ Date: _____

Released Faculty Member _____ Annual Salary (FTE) \$ _____

Tenured/Tenure-Track Lecturer

College _____ Department _____

Foundation project to be charged _____
(Please use one form for each project charged)

Title of Foundation Project _____

WTUs released this semester

Matching Units (if any)

Total WTUs released this semester

Replacement Faculty Name _____ WTUs Replaced
(Attach copy of PTF for Replacement Faculty)

Replacement Faculty Name _____ WTUs Replaced
(Attach copy of PTF for Replacement Faculty)

Required Approval

Project Director _____ Date: _____

Department Chair _____ Date: _____

College Dean/ASM _____ Date: _____

VP Academic Affairs _____ Date: _____

Foundation HR Director _____ Date: _____

Calculation of Reimbursed Time

Salary \$ _____ [GL#] _____

Fringe Benefits [Fringe Rate _____ %] \$ _____ [GL#] _____

Total Reimbursement \$ _____

Allowability By _____ Date: _____

Fund Balance \$ _____

Faculty Reimbursed Payroll

The Faculty Reimbursed Payroll form is used whenever a CSULB faculty member is released from any or all of their CSULB employment, and the reimbursement to CSULB for the released time will come from a CSULB Foundation account. A separate form must be completed for each faculty member, each project, and each semester.

Academic Semester - The academic semester in which the release time occurs.

Released Faculty Name - The name of the CSULB faculty member who is being released from any or all of their CSULB employment.

Tenured/Tenure-Track/Lecturer – Indicate whether the released faculty member is either Tenured/Tenure Track, or a Lecturer.

Annual Salary - The current annual salary of the released faculty member.

College and Department - The college and department to which the released faculty member is normally assigned.

Foundation Project to be Charged - The full Foundation account number to which the release time will be charged. A separate form must be used for each Foundation account charged.

Title of Foundation Project - The title of the Foundation project to which the release time will be charged.

WTU's Released this Semester - The Weighted Teaching Units for which the faculty member is being released which will, in turn, be charged to the project identified as "Foundation Project to be Charged."

Matching (if any) - The value of any matching release time from CSULB (expressed in WTU's) which is charged to an alternate source.

Total WTU's Released this Semester - The total WTU's (both charged to a Foundation account, and matching from CSULB) for which the faculty member is released.

Replacement Faculty Name - The name of the person(s) who will replace the faculty member while they are on released time. Attach a copy of the PTF(s) for all replacement faculty members.

WTU's Replaced - The total WTU's for which the replacement faculty have been hired.

Required Approval - Approval of this form should take place in the following order: Project Director, Department Chair, College Dean or ASM, V.P. Academic Affairs, Foundation H.R. Director.

PROCESSING - Once this form has been processed by the Foundation, an encumbrance for salary and fringe benefits will appear on the Foundation project that is being charged. Periodic payments to CSULB may be made which will convert the encumbrance in to an expense. Once the final payment has been processed, the encumbrance will be eliminated, and the full expense will be reflected.