

Cal Poly Corporation Volunteer Employees

- 1) Definition – A volunteer employee is an individual who performs work or provides services without compensation by Cal Poly Corporation.
- 2) University faculty, staff, or students may fit within this category if services, when provided, were also not paid for by the University nor classified as Reimbursed or Assigned Time. University employees record volunteer time distinct from University duties.
- 3) Volunteers shall otherwise fit within the personnel classifications of Cal Poly Corporation compensated employees.
- 4) Valuation of volunteer time (used for cost-sharing) shall be consistent with positions paid for similar work by the Cal Poly Corporation.
- 5) Volunteers shall track their hours on a volunteer timecard and submit them monthly, or the end of their volunteer period (whichever is shorter), so that Workers Compensation premiums may be calculated and charged to the cost center on which the volunteer services were performed.

VOLUNTEER PAYROLL INFORMATION FORM (PIF) FOLLOWS ON PAGE 2



W-4 <input type="checkbox"/> On File (H/R) <input type="checkbox"/> In Pending (S/P) <input type="checkbox"/> Attached				I-9 <input type="checkbox"/> On File (H/R) <input type="checkbox"/> In Pending (S/P) <input type="checkbox"/> Attached			
Last Name:		First Name:		M.I.:	SS #:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address for W2:						Birth Date:	
City:		State:	Zip:	Phone Number:		Marital Status: <input type="checkbox"/> Single	
Local Address:						<input type="checkbox"/> Married <input type="checkbox"/> Separated	
City:		State:	Zip:	Phone Number:		<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
Are you currently working for another Cal Poly Corporation Dept? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? _____							

Action: <input checked="" type="checkbox"/> New Hire (Volunteer) <input type="checkbox"/> Termination Last Day Worked: <input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal <input type="checkbox"/> Retirement <input type="checkbox"/> Layoff <input type="checkbox"/> Other _____ <input type="checkbox"/> Status Change <input type="checkbox"/> Home Code <input type="checkbox"/> Add Project(s) <input type="checkbox"/> Rate <input type="checkbox"/> End Date <input type="checkbox"/> Other _____	Position Title: <input type="checkbox"/> Student Assistant * (Cal Poly Student) <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Intermittent ** <input type="checkbox"/> Add Comp *** <input type="checkbox"/> CPSU Staff <input type="checkbox"/> CPSU Faculty <input type="checkbox"/> Provisional <input type="checkbox"/> Temporary _____ Title _____ <input type="checkbox"/> Regular _____ Title _____	Complete the following if applicable CPSU Position _____ Step _____ Annual Rate \$ _____ <hr/> <p style="text-align: center;">FOR OFFICIAL USE ONLY</p> Hourly Rate: Annual Rate / 1360 hrs = \$ _____ / Hour (A/Y) Annual Rate / 1720 hrs = \$ _____ / Hour (C/Y) <hr/> Salary Grade: _____ (if applicable) Benefited Employees Only: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
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Comments: PROJECT VOLUNTEER → TYPE OF WORK:

PERFORMING WORK EQUIVALENT TO:

- * Students cannot work more than 35 hours per week during any quarter in which they are enrolled.
- ** Intermittent employees may not work more than 1,000 hours during any fiscal year (7/1 – 6/ 30) and are hired on an “as needed” basis only.
- *** Cal Poly full-time state employees are limited to 125% time. Academic employees will not be paid beyond an average of 25% effort during any academic year, excluding quarter breaks. Part-time University employees are limited to work up to 100% time.

W/C CODE INFORMATION: Admin/Clerical=8810 Instructor=8868 Lab=4511 Other _____=9101

	Action Code	Department ID	W/C Code	From	To	Volunteer Equip Pay Rate	Department ID	W/C Code	From	To	Pay Rate
Home Code											
Multi Account Info											

PLEASE NOTE: All Cal Poly Corporation employment is “at will”; either the employee or the Cal Poly Corporation can terminate employment at any time with or without cause or notice. The Cal Poly Corporation retains the right to change conditions of employment, i.e. wages, hours, position, etc. at any time at it’s sole discretion. P.E.R.S. retirees are limited to 960 hours per calendar year without retirement penalties.

STUDENTS ONLY: By signing below you certify that you are currently enrolled at Cal Poly for 6 or more units for undergraduate studies, 4 or more units for graduate studies. Should you drop below the required number of units during the quarter, you must notify your supervisor and the Foundation Human Resources office.

Employee: _____ **Date:** _____

Authorized By: _____ **Date:** _____
 Dept. Head/Project Director/Supervisor

Sponsored Programs Director: _____ **Date:** _____

Human Resources Director: _____ **Date:** _____

IMPORTANT!! Forms must be turned into the Cal Poly Corporation Sponsored Programs Department prior to the effective date of the change or for new employees within three days of hire.