

Interagency Financial Transaction (IFT) Process: Payment to Current CSU Employees

Current CSU Faculty Employee Receiving Payment from Sonoma State:

An email from the department where services and payment will be rendered from at Sonoma State University (SSU) will need to be provided to the CSU employee outlining the scope of work, dates of employment, and total compensation. The CSU employee will need to work with their home campus department to submit the additional employment paperwork per their campus standard process. The CSU employee's primary home campus will need to go through their Accounting Department to request reimbursement funds via IFT from Sonoma State. Once Sonoma State is in receipt of the IFT, Accounting will work with the department directly to obtain the chartfield string to process the reimbursement of funds.

Current SSU Faculty Employee Receiving Payment from Another CSU Campus:

The Sonoma State University (SSU) faculty member will need to request an email from the CSU campus department that services and payment will be rendered from outlining the scope of work, dates of employment, and total compensation. Upon receipt, if applicable based upon the faculty member's status of FT or PT, the faculty member will need to work with their department to submit the Pre-Authorization for Faculty Special Consultant Appointment form.

Once the work is complete, the department will work with Accounts Receivable and go through the IFT process to collect reimbursement from the CSU campus that services were rendered from. The department will need to complete the Billing Request Form, including the following information: campus/Chancellor's Office (CO), contact name and email address, description for payment, SSU's department specific chartfield string, and the total payment amount. If billing several campuses with one IFT, you can provide the requested information above on a spreadsheet. The CO requires approval from the campus/CO stating they agree to pay the total amount to the home campus of the employee rendering services, and any backup associated with the request.

Once reimbursement has been received, the department will submit a payment voucher, following the standard process for Additional Employment, to Faculty Affairs.

Should you have any questions, please work with the Faculty Affairs team directly. Should you have any questions about the process for paying staff or management from another campus, please reach out to HR directly. Thank you!

Current Non-Faculty Employee Receiving Payment from Another CSU Campus:

The Sonoma State University (SSU) non-faculty employee will need to request an email from the CSU campus department that services and payment will be rendered from outlining the scope of work, dates of employment, and total compensation. Upon receipt, if applicable based upon the employee's



employment status, the employee will need to work Human Resources (HR) and their department to submit the Staff Special Consultant Appointment form.

Once the work is complete, the department will work with Accounts Receivable and go through the IFT process to collect reimbursement from the CSU campus that services were rendered from. The department will need to complete the Billing Request Form, including the following information: campus/Chancellor's Office (CO), contact name and email address, description for payment, SSU's department specific chartfield string, and the total payment amount. If billing several campuses with one IFT, you can provide the requested information above on a spreadsheet. The CO requires approval from the campus/CO stating they agree to pay the total amount to the home campus of the employee rendering services, and any backup associated with the request.

Once reimbursement has been received, the department will submit a staff consultant payment voucher.

Should you have any questions, please contact Human Resources directly.

Current CSU Non-Faculty Employee Receiving Payment from Sonoma State:

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