



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

We have a new Personnel Transaction Report “PTR” form just for CSUSB Faculty and CSUSB Staff who perform work for the Foundation?

- Effective as of receipt of this notice, (no later than November 1st), ALL CSUSB Faculty and CSUSB Staff Foundation employment transactions, including separations, need to be completed on this new form. (See attached sample).
- All pay rates must be authorized by the employee’s department Administrative Analyst/Specialist (“AAS”), an authorized representative of the Academic Affairs office or the campus Central HR office, as appropriate, before the PTR can be processed through the Foundation. (See new signature line).
- As always, the rate provided on the PTR must match what is submitted on the overload time sheet each pay period.
- The new form is also available on our website.
<http://adminfin.csusb.edu/foundation/humanresources.htm>
- This new form will assure the that all pay rates provided to CSUSB Faculty and CSUSB Staff Foundation employees are approved and meet the requirements the Foundation must adhere to!

Should you need any further assistance with this new form,
please let us know!

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!

