

## Guest Engagement Details Instructions

### Overview

Each different guest engagement process has different criteria and timelines. If you don't know which process to use, communicate your intent to bring a guest **at least 10 weeks prior** to the engagement to the Department Administrative Support Coordinator (ASC) to ensure the correct process can be initiated in a timely manner.

### E-Requisitions\*

1. Performer Engagement Contracts (PECs) are required for paid independent contractors (non-CSU/California State employees) providing performance-based services as principal/headlining performers.
  - a. *Submit the [Performer Engagement Contract Details MS Form](#) at least 8 weeks prior to the engagement.*
2. Independent contractors (non-CSU/California State employees) providing recurring, non-performance-based services would be paid using the standard e-requisition process.
  - a. *Email details (e.g., quote or email including service description) to the Department ASC at least 8 weeks prior to the start of service.*

\*A Purchase Order must be dispatched prior to the guest performing any services or being publicized.

### Guest Lecturer/Honorarium Agreements

3. Guest Lecturer/Honorarium (GL/HON) Agreements are used to pay non-CSU/State of CA employed independent contractors for a special, non-recurring activity/service.
  - a. No more than 3 total days of engagement per service.
  - b. No more than 5 agreements within 12 months per independent contractor.
4. *Submit the [Guest Lecturer/Honorarium Agreement Details MS Form](#) at least 6 weeks prior to the engagement.*

### CHRS

- The CHRS process is used for current Stanislaus State University staff performing special assignments of limited duration for either Stanislaus State University or another agency in the CSU system.
- *Email engagement details to the Department ASC at least 8 weeks prior to the engagement.*

### Interagency Financial Transfers

- An Interagency Financial Transaction (IFT) is used to pay an exempt, CSU employee performing special assignments of limited duration for another agency in the CSU system. The employee's CSU campus of employment follows their own internal agreement/payment processes for the engagement, pays the employee, and then receives funds from the other CSU to offset that payment.
- *Submit the [Interagency Financial Transaction Details MS Form](#) at least 6 weeks prior to the engagement.*

### **Special Consultant Agreements (and Payment Vouchers)**

- Special Consultant Agreements (SCAs) are used for current, exempt Stanislaus State University employees performing special assignments of limited duration for either Stanislaus State University or another agency in the CSU system.
- Payment Vouchers are submitted following each month in which services were rendered with an approved SCA in place.
- *Submit the [Special Consultant Details MS Form](#) at least 6 weeks prior to the engagement.*

### **Volunteer Identification**

- Volunteers are individuals who provide services for the university without promise, expectation, or receipt of compensation. These services are performed under the supervision of Stan State staff or faculty as appropriate to the services being performed.
- *Submit the [Volunteer Identification Details MS Form](#) at least 4 weeks prior to the engagement.*
  - The volunteer may not perform services without a completed Volunteer ID (VID) Form on file.

Contact the Music Department Administrative Support Coordinator (ASC) if you have any questions about these processes.