



SAN JOSÉ STATE
UNIVERSITY

RESEARCH FOUNDATION


Human Resources

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Date: December 5, 2011

To: Principal Investigators, Project Directors, Primary Account Signers,
and Central Office Employees

From: Cheree Aguilar-Suarez 
Director, Human Resources

Subject: Out-of-State Employment Administration

Over the last few years, an increasing number of SJSU Research Foundation programs have required the employment of personnel who work and reside outside of California. The administrative requirements to support an out-of-state workforce is significant because each state has its own employment, tax, insurance, legal, risk management and other requirements, all of which are subject to changes and require continuous monitoring. Rather than continuing to develop and expand the very technical, out-of-state personnel function, Research Foundation management has determined that a more efficient and cost effective process is to outsource this service to a firm that specializes in this area.

I am pleased to advise you that the Research Foundation has contracted with the international staffing firm Adecco to manage the employment of **out-of-state personnel hired after January 1, 2012**. This means that effective January 1, 2012, **new** out-of-state hires will be employed directly by Adecco on behalf of the Research Foundation, but they will not be employed by the Research Foundation. Based on the Research Foundation's contract with Adecco, Principal Investors/Project Directors will continue to be responsible to provide work supervision, direction, and oversight, and to ensure compliance with program and grant/contract guidelines. The PI's will also be responsible to approve all work hours and payments.

The largest company in the staffing industry nationally and worldwide, Adecco has systems in place to support the full complement of human resources and payroll administrative services needed. Working through Adecco, the Research Foundation can better ensure all necessary regulatory compliance associated with employing staff in multiple states while taking advantage of cost efficiencies resulting from Adecco's economies of scale.

As noted previously, implementation is planned for all **new** out-of-state personnel to be hired after January 1, 2012. *This decision does not affect current out-of-state employees or out-of-state consultants/independent contractors.* If you have any questions or concerns about the planned new employment system, please contact me at 408-924-1505, Steve Barranti at 408-924-7299, or Lupe Lechuga at 408-924-1410. I am happy to meet with you to discuss the new process in further detail.

In the meantime, please look for a communication from me in the coming weeks that will provide you with more detailed information regarding the new out-of-state employment process.