Fall 2015 & AY 2015-2016
HR: Academic Personnel
Hiring & Processing Workshop

Presented by:

The Office of Human Resources

& The Office of Faculty Affairs

Tuesday, August 4, 2015

10:00 a.m. – 11:30 a.m

Jack and Florence Ferman Oviatt Presentation Room

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Today's Topics

- **Welcome**
- **Sign-In (New Links to Forms) and Benefits**
- **Navigation – How to find posted information**
- **Dates for Fall and Academic Year**
- **Basics of Faculty and Unit 11 Appointments**
- **Additional Work and Special Pay**
- **Module Processing, Student Classifications**
- **Salaries & Warrant Distribution**
- **Wrap Up AY 2014-2015 and Summer 2015**
- **NEWO for Lecturers**
- **StAMP – Student Assistant Mentorship Program**
- **Background Check Information**

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The Sign-in Process

Who?

- New Faculty, TAs, GAs, and ISAs and
- Returning Instructional Personnel that have not taught or worked in the past 18 months (Fall 2013 or prior)

What?

- Bring New Employee Sign-In Form
  - Obtained from Hiring Department
  - ❖ Verification of Degree Documentation
    - o Faculty, TAs & GAs (CSUN TA/GA Grads exempt)
  - ❖ SC-1 Faculty, TAs & GAs
- Present authorization to Work Documents; Complete I-9
- Complete Employee and Payroll Documents

Next - New Employee Welcome Page

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New Employee Welcome Page

http://www.csun.edu/hr/new-employees

Quick Access to:

Required Documents

    * I-9

    * Employee Confidentiality Statement

Optional Documents

    * Direct Deposit

    * Parking

Informational Documents

    * Retirement Information

    * Health Information

For:

* New Faculty Employees

* New Staff & Management Employees

* New Student Employees (ALL)

The Sign-in Process

Where?

- The Office of Human Resources: University Hall, Rm 165

When?

- 8:00 a.m. – 5:00 p.m.
- On or Before the effective date of appointment - 8/19/2015***

  ***To be in compliance with I-9 requirements

CSUN ID Card

Validation Sticker Request & Pick Up Process

Total Instructional Employment Disclosure Forms

Required in Faculty Affairs by first day of Semester

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Benefits Administration

- Benefit Eligibility Fliers
  - No Changes in Eligibility Requirements
  - Part-Time Temporary Faculty Handout
  - Teaching Associate Handout
  - Benefits & Wellness Fair – Tues., Sept. 22nd

- **Deadline to Enroll** in Benefits, if Eligible
  - **Friday, September 11, 2015** (Fall Hires)
    - Med/Dental/Vision Effective Date: October 1
    - FlexCash Effective Date: November 1

  - **Friday, February 12, 2016** (Spring Hires)
    - Med/Dental/Vision Effective Date : March 1
    - FlexCash Effective Date: April 1

Benefits Administration

- Benefits Summary
  - http://www.csun.edu/benefits

- Open Enrollment
  - September 14, 2015 – October 9, 2015
  -

- Contacts
  - Monica Baskerville   x 3810   Last Name A - K
  - Cathy Salazar   x 2119   Last Name L – Z
  - Main HR Number   x 2101   Retirement Inquiries
                                            Leaves of Absence and Workers'
                                                      Compensation
  -                                x2173 Fee Waiver & Reduction Program

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Navigation to HR and FA Sites

Human Resources

➢ All the guides, letter templates, charts will be posted on-line
  • From the CSUN main page, navigate to "INSIDE CSUN"

INSIDE CSUN   **GIVE**

Department of Police Services

Human Resources

Careers@   Human Resources

Volunteer Leadership
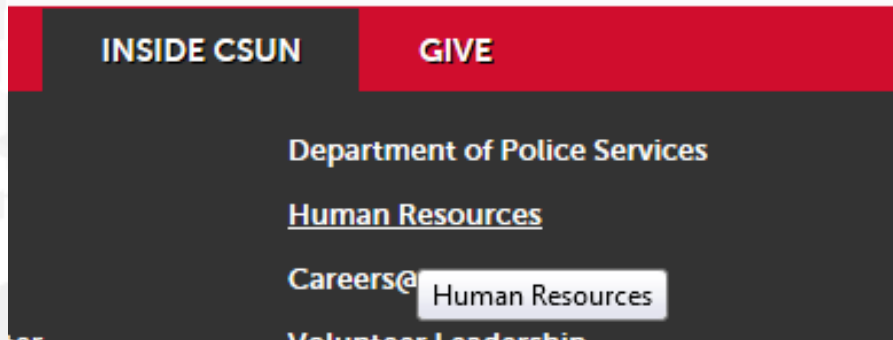
  • Go to Quick Links
    • Managers' and HR Facilitators Toolkit > Academic Personnel
  • For Payroll use the red Navigation Bar:

CSUN | Human Resources

BENEFITS | PAYROLL | PROFESSIONAL DEVE

Quick Links

myNorthridge Portal Log-In

New Employees!

Collective Bargaining Agreements

CSUN Organizational Chart

Employment & Income Verification

Personal or Family Status Changes

Managers' & HR Facilitators Toolkit

Human Resources Annual Report

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Navigation to HR and FA Sites

Faculty Affairs

➢ Faculty and Academic Student Employees Classification Information and Forms are hosted on the Faculty Affairs Site. Navigate to "Inside CSUN" > Academic Affairs > Faculty & Staff Red Navigation bar
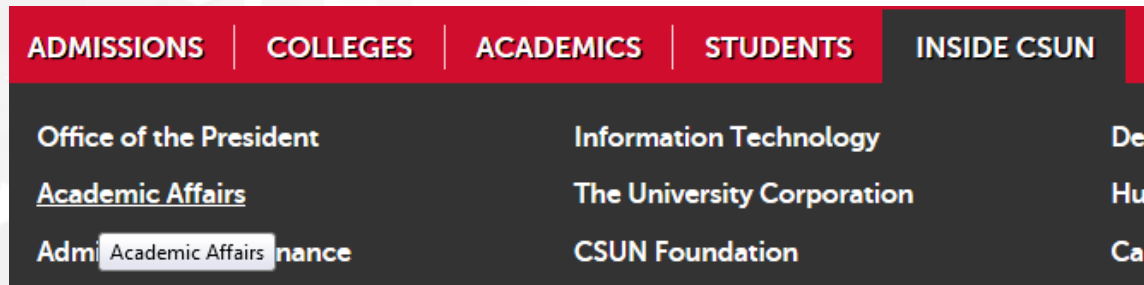
- Select Faculty Affairs from the central menu
- Choose an area from the red navigation bar:

CSUN
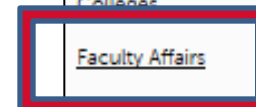
2015-2016 Appointment Dates

Please note the default beginning and ending dates for 2015-2016 appointments:

Part-Time Lecturers

AY Lecturers (Job Code 2358)

1-Semester Appointment

Fall Only – S1:	**08/19/2015 – 12/22/2015**
Spring Only – S1:	**01/22/2016 – 05/27/2016**
1-Academic Year appointment – Y1:	**08/19/2015 – 05/27/2016**
3-Year appointment – Y3:	**08/19/2015 – 05/25/2018**

Teaching Associates

Teaching Associates (Job Code 2354)

1-Semester Appointment

Fall Only – S1:	**08/19/2015 – 12/22/2015**
Spring Only – S1:	**01/22/2016 – 05/27/2016**
1-Academic Year appointment – Y1:	**08/19/2015 – 05/27/2016**

Graduate Assistants

Graduate Assistants (Job Code 2355)

Fall Appointment:	**09/01/2015 – 01/31/2016**
Spring Appointment:	**02/01/2016 – 06/30/2016**

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Appointment Notices

Unit 3 Faculty

- August 17th and January 13th are the target dates for HR to send out initial PTF downloads. Spreadsheets with data keyed in by COB August 14th and January 11th respectively will be sent out to Colleges and Departments to begin sending out Appointment letters.

- Appointment Letter Templates are posted to the HR Academic Personnel and the Faculty Affairs websites.

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Appointment Notices

Unit 11 Academic Student Employees

- Colleges and Departments must provide ASE with appointment notice at least 90 days prior to the effective date of the appointment or as soon as practicable after the hiring decision is made.

- Appointment Notice Templates are posted to the HR Academic Personnel and Faculty Affairs websites.

- Appointment Notice Packets must include:
  - ASE, Description of Duties Form (Appendix F)

ASE Description of Duties Form, Appendix

California State University
Northridge

Description of Duties Form
Academic Student Employee

Term: _____ Supervisor: _____ Course#: _____

Course Title: _____ Location: _____

Day/Time: _____ Employee: _____

The job duties designated below are required of the employee. Please check the appropriate items and describe, as applicable:

_____ Attend course lectures

_____ Present lectures   Frequency/dates: _____

_____ Instruction/supervision of _____ sections/courses/labs per week

_____ Preparation

_____ Hold _____ office hours per week

_____ Supervisor/ASE(s) meetings   Frequency/duration: _____

_____ Read and evaluate student papers. Describe: _____

_____ Proctor examinations

_____ Perform individual and/or group tutoring

_____ Maintain/submit student records (e.g. grades)

_____ Evaluate student assignments

_____ Provide research assistance

_____ Perform other tasks as assigned. Please list: _____
_____
_____

The supervisor will perform class observations. Yes _____ No_____

A Teaching Associate or exempt Graduate Assistant with a 50% time-base appointment shall normally be assigned a workload of no more than 320 hours per semester/220 hours per quarter/120 hours per 6 week summer session. A Teaching Associate or exempt Graduate Assistant with an appointment of 50% time-base or less shall normally be assigned a workload of no more than 8 hours in any one day and 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not normally total more than 73 hours per semester/50 hours per quarter/27 hours per 6 week summer session.

Appendix F   UAW – CSU   20110803

The form is located on the Faculty Affairs Web Site under Academic Student Employees at:

http://www.csun.edu/sites/default/files/r11_appendix_F_description_of_duties_form__20120807Rev.pdf

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ASE Hiring, Separations, Terminations

Hiring:

Open Hire Positions must be posted via ASE-1 Form

TAs, GAs and ISAs must have a signed <u>SC-1</u> on file with the department.

<u>An SC-1 and verification of the required degree must be submitted along with the New Employee Sign-In Form by all New TAs and GAs completing the Sign-In Process</u>.

End of Appointment / Separations:

– Prior to the end of a monthly appointment, the hiring department must submit a PAR to Human Resources to separate the employee effective the last day of the appointment period.

Resignation or Declining an Appointment:

– If an ASE declines or resigns from an appointment, the employee should submit a written letter stating that they decline the appointment or resign from the position (an effective date must be included). If the employee does not submit written documentation, the hiring department should send or email a confirmation of the discussion and details surrounding the withdrawal.

Failure to Perform Duties:

– If an Academic Student Employee fails to perform his or her duties in fulfillment of the appointment, the hiring department or supervisor should consult with Faculty Affairs.

– Remember, If the ASE is going to be evaluated, they are contractually entitled to know the evaluation criteria within 14 days of the appointment.

ASE Hiring, Separations, Terminations

Unit 11 – Teaching Associate (TA)

2354 – Teaching Associate, Academic Year
2324 – Teaching Associate, Summer Term

The Teaching Associate classification provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study.

They teach university courses and may also assist faculty or teaching staff with various professional and technical activities.

Work assignments are closely associated with their program of study or the academic department in which they are enrolled.

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ASE Hiring, Separations, Terminations

Unit 11 - Graduate Assistant (GA)

2355— Graduate Assistant
2325— Graduate Assistant, Monthly (by exception)
2326— Graduate Assistant, On-Campus Work-Study

Under immediate supervision, the Graduate Assistant assists a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work.

Graduate Assistant work may involve supervising students in a classroom, workshop or laboratory (where final responsibility for the class and its entire instruction, including the performance of the Graduate Assistant is vested in a member of the faculty); training students in the use of equipment or other resources: assisting faculty with research and preparation of course materials: participating in the evaluation of students' work; tutoring students and other related work.

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ASE Hiring, Separations, Terminations

Unit 11 – Instructional Student Assistant (ISA)

1150 – ISA, On-Campus
1151 – ISA, On-Campus Work-Study
1152 – ISA, Off-Campus
1153 – ISA, Off-Campus Work-Study

Under supervision, Instructional Student Assistants perform:
  * teaching,
  * grading, or
  * tutoring duties
for the majority of work hours in a give appointment in a given academic department or equivalent administrative unit over the course of an academic term.

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Classification Reminder

Instructional Student Assistant
(ISA)
(Unit 11)

$$\neq$$

Student Assistant (SA)
(non-represented)

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ASE Important Articles

Article 2.9 – Appointments, Posting and Notifications

"Prior to the commencement of the term or as soon as practicable thereafter, the University shall provide the ASE the following information:

a. the faculty member or supervisor to whom the individual will report,
b. the location where the work will be performed,
c. the class assigned, if applicable,
d. the time and place of any applicable orientations,
e. the specific duties and expectations of the appointment as detailed in the form in Appendix F or a campus-based form that contains at least the same information. The University may include estimated time for effective completion of each duty.

The University shall provide advance notice when the above referenced duties are changed significantly. Such changes will be confirmed in writing."

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ASE Important Articles

Article 23.14 – Union Access and Rights)

"The Union shall be provided 30 minutes to present Union information at campus-wide, college-wide and tutoring center employment orientations. The Union shall also be provided 30 minutes to present Union information at department employment orientations if all of the unit members have not been required to attend an employment orientation as defined above."

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Graduate Assistant Overview

- Graduate Assistant
- (Job Code 2355)

➢**Preferred appointment for body of work**

➢Effective date of employment:

➢Fall Semester =

  1st day of September pay period (Through 01/29/2016)

➢Spring Semester =

  1st day of February pay period (Through 06/30/2016)

➢Non-leave Benefit Eligible

➢Salary Min- Max: $2054 to $2911

- (Rank 2)

➢Reminder: Entitled to five (5) checks. Automatically terminated in the module (via mass separation process). PAR form required only if late hire, early termination.

- Graduate Assistant, Monthly
- (Job Code 2325)

➢**Short –term appointment by exception only**

➢Effective date of employment will vary

  –Cannot be the semester begin & end dates

➢Non-Leave Benefit Eligible

➢PAR required to Separate

➢Salary Min- Max: $2054 to $4036 (Rank 0)

➢Reminder: Monthly Grad Assistants are hired for short-term appointments only and must be terminated at the end of their appointment via PAR form.

Cancellation of Classes/Assignments

Conditional:

Can be cancelled or rescinded because of budget or enrollment

Not-Conditional:

Cannot be cancelled or rescinded

Unit 3

- Appointments for Full-Time Lecturers are not conditional on budget or enrollment.

- For all other lecturers:
  - Classes may be cancelled any time prior to the third class meeting. You are obligated to pay the instructor from the beginning of the semester through the last day worked (day of first or second class meeting).
  - If a class is cancelled after the third class meeting, you are obligated to pay the instructor for the entire semester or provide an alternate work assignment.

Entitlements

1-Year Appointments:

If a part-time lecturer taught both semesters of the prior academic year and is offered units for the third consecutive semester (the next fall semester), they are entitled to:

- A one-year appointment for the academic year
- The same number of units (or more) that they taught in the previous academic year
- Similar distribution of units over the next two semesters as were assigned in the previous academic year

Cancellation of Classes/Assignments

Unit 11

- Teaching Associate (TA) and Graduate Assistant (GA) appointments are *non-conditional* on budget and enrollment (except for the spring semester of AY appointments) and therefore, cannot be cancelled.

- Instructional Student Assistant (ISA) appointments are *conditional* and may be rescinded based on budget and enrollment.

- If an appointment is rescinded, a TA is to be paid for class hours taught, and a GA or ISA is to be paid for actual hours worked.

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Entitlements

3-Year Appointments:

Lecturers with 3-YR appointments should have their unit entitlements met before lecturers with 1-YR or lesser entitlements.

Entitlement:

The same number of units (or more) that they taught in their 6th year, or in the last year of their previous 3-Yr appointment

Similar distribution of units over the next three years as in the year previous to the start of the 3-Yr Appointment

3-year appointments are renewed following determination by the appropriate administrator that the lecturer has been rated "satisfactory" and absent serious conduct problems.

Processing:

- Enter new < FT 3-YR appointments directly in the module with a Y3 duration
- Enter renewing < FT 3-YR appointments directly in the module with a Y3 duration
- Submit a PAR to return all three year persons from an inactive semester
  - Those who were on Spring Leave or Teach Fall semester only
  - Indicate original end date of the most recent three year appointment.
- Submit a PAR for all new and/or renewing FT 3YR appointments or to correct any end dates.

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Entitlements

Academic Year #1 Work Assignment

Scenario	Fall	Spring	SUMMER
1	9	6	
2	9	6	3
3		6	3
4	9		
5		6	
6			3
7	9		3

Academic Year #2

Scenario	Does Work in Year #1 earn a One-Year entitlement if Reappointed in Fall of Year #2?
1	Yes
2	Yes
3	Yes
4	No
5	No
6	No
7	No

Academic Year #2

Scenario	If reappointed for the following year beginning in the Fall, what is the amount of entitlement for the year?
1	15 WTU
2	15 WTU
3	9 WTU
4	0 WTU
5	0 WTU
6	0 WTU
7	0 WTU

Scenario	Does AY Service Count toward 6 yrs required to earn a Three-Year Entitlement Under 12.12?
1	Yes
2	Yes
3	Yes
4	Yes
5	Yes
6	No
7	Yes

Note: Must work 2 consecutive terms in prior academic year and only first 2 consecutive terms count in establishing entitlement. Fall is first term of the year. In Summer, only State-Supported units potentially count toward entitlement. The Summer terms may be used to make-up entitlements not met during the prior academic year.

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Entitlements

If there are no classes to offer for a
   1-year or 3-year entitled faculty member

Please contact:

– Dr. William Whiting,
– Associate Vice President for Faculty Affairs

– Dr. Daisy Lemus,
– Senior Director for Academic Personnel

– Office of Faculty Affairs
– Ext. 2962

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Document, Document, Document

Declines Units, Resigns / Retires

- Ask faculty to submit a letter/email stating that they decline units or are resigning/retiring.
- If a faculty member fails to submit a letter/document; an email from the department chair with a statement indicating their understanding of the faculty member resigning should be sent with a minimum number of hours or days to respond/correct such information.
- Submit a PAR & Part 1 of Separation/Clearance immediately; Follow-up with Part 2 of Separation/Clearance.

Leave of Absence without Pay

A faculty member must have an appointment and submit an application for Leave of Absence and receive approval prior to declining units in order to maintain any entitlement.

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Additional Work & Special Pays

125% Rule

- An employee is allowed up to 125% ONLY IF certain conditions are met:
    - Consists of employment of a substantially different nature or,
    - Funded from non-general fund sources, or
    - Accrual of part-time employment from more than one CSU Campus
- Full Time = 40 Hours = 100%   25% = approximately 10 hrs/week
- Part Time Faculty up to 40 Hours = 100%   25% = approximately 10 hrs/week

- There are three distinct periods
    AY (Fall & Spring)   Winter/Intersession   Summer

- Non-Exempt Staff with additional Appointments must be compensated ad OT rate for any hours in excess of 40 per week:
    100 % + 1 day as 4660 = 1 day (8 hour equivalent) at OT Rate

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Substitute Pay

IF Anticipated substitute assignment <u>does not exceed 20 calendar days:</u>

Hire a current PT instructor as a **Substitute (Job Code 2356)**

Pay by the hour via ASP. Substitutes are paid for classroom contact hours only.

IF substitute assignment <u>will exceed 20 calendar days:</u>

Increase the time base of an existing PT Lecturer to cover the classes, or

Hire a new temporary Lecturer (Job Code 2358) as an Emergency Hire

Payment based on weighted teaching units (WTU).

Reminder:

- Total time base cannot exceed 1.0 if the substitute assignment is similar in nature to the regular assignment (teaching).
- Departments should remind Lecturers that a mid-semester time base change can impact their next or final pay warrant(s) because of how pay is processed, including a reduction to settlement pay.

FT Tenured & TT faculty cannot be substitutes for pay

They may be compensated by an appropriate workload reduction as soon as practical. Only if the employee is not employed in the next academic term, can they be appropriately compensated upon separation, for class hours taught.

There is nothing in the contract to preclude a faculty member from making "informal voluntary substitute arrangements of a short duration with a University colleague, subject to the approval of the department chair."

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Nuts and Bolts of Special Pay Work

- Pre-Authorizations <u>are</u> Required for All Faculty Additional Work (4660)

- Pre-Authorizations <u>are not</u> Required for Substitute Work (2356)

- Departments are restricted to 4660 & 2356
    - Job Codes 2322, 2323 and 2363 Tseng College EXL Only

- 4660 Special Consultant – Pays by daily rate only.
    - Current range is $91 - $1250 per day.

- An Authorization for Special Pay (ASP) requires original signatures once the work is completed.
- An ASP cannot overlap/cross pay periods.
- <u>If no current active Faculty appointment</u>, the appointment must be approved through Recruitment Services.
- New employees or those with a break in service of 18 months or more must complete the Sign-In Process in HR

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2015 – 2016 Appointment Dates

Instructional Student Assistants

Job Code 1150 – ISA, On-Campus

Job Code 1151 – ISA, On-Campus Work-Study

Job Code 1152 – ISA, Off-Campus

Job Code 1153 – ISA, Off-Campus Work-Study

Include First Day of Employment and Known Last Day of Employment or End of Sem/Year.
Recommended End Dates:
Fall Appt: 01/21/2016
Spring or Year Appt: 05/27/2016
                                or 05/15/2016 (WS)

Student Assistants

Job Code 1870 – Student Assistant

Job Code 1871 – SA, On-Campus Work-Study

Job Code 1872 – SA, Off-Campus Work Study

Include First Day of Employment; No End Date Required.

Job Code 1874 – Taxable Student Assistant

Job Code 1868 – SA, Non Resident Alien Tax Status

Include First Day of Employment and End Date as recommended above.

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Payroll & PTF Module Processing Dates
Fall, 2015

Pay Period	Pay Issue Date	Keying Deadline	Approval
08/19 – 09/30/2015	Sept. 30, 2015	Wed., Sept. 2, 2015	Thur., Sept. 3, 2015
10/01 – 10/31/2015	Oct. 30, 2015	Thurs., Oct. 1, 2015	Fri., Oct. 2, 2015
11/01 – 12/01/2015	Dec. 1, 2015	Mon., Nov 2, 2015	Tues., Nov. 3, 2015
12/02 – 12/31/2015	Dec. 31, 2015	NA	PAR Required
01/01 – 01/31/2016	Jan. 29, 2015	NA	PAR Required

Refer to the HR Payroll Calendar and AY Faculty Paycheck Distribution Chart for additional information.

* Enter & approve in module by COB August 14, 2015 for inclusion in Fall PTF Appointment Letter Download

Payroll & PTF Module Processing Dates
Spring, 2016

Pay Period	Pay Issue Date	Keying Deadline	Approval
01/22 – 03/01/2016	Mar. 01, 2016	Wed., Feb. 3, 2016	Thur., Feb. 4, 2016
03/02 – 03/31/2016	Apr. 01, 2016	Wed., Mar. 2, 2016	Thur., Mar. 3, 2016
04/01 – 04/30/2016	May 01, 2016	Mon., Apr. 4, 2016	Tues., Apr. 5, 2016
05/01 – 05/31/2016	June 01, 2016	Wed., May. 4, 2016	Thur., May. 5, 2016
06/01 – 06/30/2016	July 01, 2016	NA	PAR Required
07/01 – 07/30/16	August 01. 2016	NA	PAR Required

Refer to the HR Payroll Calendar and AY Faculty Paycheck Distribution Chart for additional information.

* Enter & approve in module by COB January 8, 2016 for inclusion in Fall PTF Appointment Letter Download

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California State University
Northridge

2015-2016 University Payroll Calendar

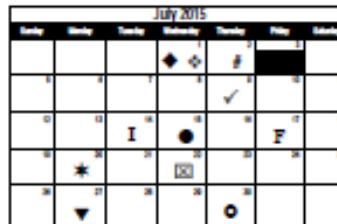|	
▓	Academic Day – 86 academic days (Fall 2015); 86 academic days (Spring 2016).
■	Campus Closed – All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).
○	Payday for Faculty and Staff – Pay warrants distributed to department designees by University Cash Services after 12:00 Noon.
●	Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and Special Pay – Pay warrants distributed to department designees by University Cash Services.
◆	Direct Deposit Posted for Faculty & Staff – Regular monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program.
▼	Authorizations for Special Pay (ASP) – Special pay authorizations due to Faculty Affairs.
	Master Payroll Certification (MPC)
I	Initial Run – Payroll data captured and available for review and certification.
F	Final Run – Final payroll data captured and available for review and certification.
✱	Last day to certify MPC and submit exceptions to Payroll Administration.
⊠	Payroll Cutoff – Last day for Payroll Administration to process unpaid leave time, NDI/IDL, separations, and all other payroll irregularities. Information reported after this date may require re-issuance of master warrants. All Docks must be keyed and approved in Absence Management by 12:00 noon.
⬇	Fiscal Year-End Closing Deadline – All payroll related transactions for fiscal year 2015-2016 that are not in system must be submitted to Payroll Administration by 5:00 p.m.

Time and Labor & Absence Management

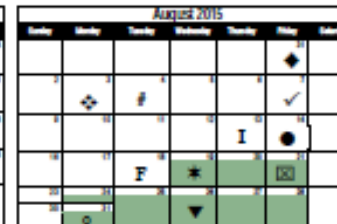|	
❖	Monthly Time Entry Deadline – Last day to enter time and attendance. Timekeepers to review and resolve all exceptions by close of business.
#	Monthly Approval Deadline – Last day to approve time and attendance. Approvers to review and resolve all exceptions by close of business. Late approvals may result in inaccurate balances and/or a delay in pay.
✓	Monthly Leave Balances – Monthly leave accruals and balances are updated in the system.
⊘	Year-End Work Study Time Entry Deadline – Last day to enter time, review all exceptions, and pay students from work study funds.
⊗	Year-End Work Study Approval Deadline – Last day to approve work study time.

University Holiday Schedule 2015-2016

Independence Day observed – 07/03/15	Washington's Birthday observed – 12/29/15
Labor Day – 09/07/15	Columbus Day observed – 12/30/15
Veterans' Day – 11/11/15	■ Campus Closed – 12/31/15*
Thanksgiving Day – 11/26/15	New Year's Day – 01/01/16
Admission Day observed – 11/27/15	Martin Luther King, Jr. Day – 01/18/16
Christmas Day – 12/25/15	Cesar Chavez Day – 03/31/16
Lincoln's Birthday observed – 12/28/15	Memorial Day – 05/30/16

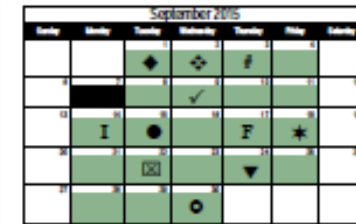One Personal Holiday to be used by December 31st as requested and approved.
*12/31/15: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.
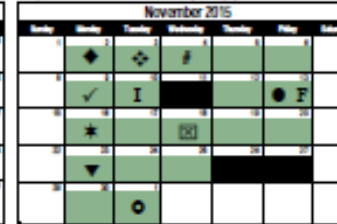

Prepared by California State University, Northridge - Office of Human Resources

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AY Pay Warrant Distribution Schedule 2015/2016

Fall 2015 – Spring 2016
Pay Warrant Distribution Schedule
Academic Year Faculty & Academic Year Teaching Associates

I am teaching Fall 2015 Only...

Semester Teaching	Pay Period	Pay Period Dates	"Paper" Pay Day	Issue Date	Direct Deposit Posting
Fall Warrant #1 ª	Sep-15	08/19/15 – 09/30/15	09/30/2015	10/01/2015	10/01/2015
Fall Warrant #2	Oct-15	10/01/15 – 10/31/15	10/30/2015	11/01/2015	11/02/2015
Fall Warrant #3	Nov-15	11/01/15 – 12/01/15	12/01/2015	12/01/2015	12/02/2015
Fall Warrant #4	Dec-15	12/01/15 – 12/31/15	12/31/2015	01/01/2016	01/04/2016
Fall Warrant #5	Jan-16	01/01/16 – 01/31/16	01/29/2016	02/01/2016	02/01/2016
Fall Warrant #6 (Final) ᵇ	Feb-16	02/01/16 – 03/01/16	03/01/2016	03/01/2016	03/02/2016

I am teaching Spring 2016 Only...

Semester Teaching	Pay Period	Pay Period Dates	"Paper" Pay Day	Issue Date	Direct Deposit Posting
Spring Warrant #1 ᶜ	Feb-16	01/22/16 – 03/01/16	03/01/2016	03/01/2016	03/02/2016
Spring Warrant #2	Mar-16	03/02/16 – 03/31/16	03/30/2016	04/01/2016	04/01/2016
Spring Warrant #3	Apr-16	04/01/16 – 04/30/16	04/29/2016	05/01/2016	05/02/2016
Spring Warrant #4	May-16	05/01/16 – 05/31/16	05/31/2016	06/01/2016	06/01/2016
Spring Warrant #5	Jun-16	06/01/16 – 06/30/16	06/30/2016	07/01/2016	07/01/2016
Spring Warrant #6	Jul-16	07/01/16 – 08/01/16	08/01/2016	08/01/2016	08/02/2016

I am teaching Fall 2015 and Spring 2016

Semester Teaching	Pay Period	Pay Period Dates	"Paper" Pay Day	Issue Date	Direct Deposit Posting
Fall Warrant # 1 of 12 total	Sep-15	08/19/15 – 09/30/15	09/30/2015	10/01/2015	10/01/2015
Fall Warrant # 2 of 12 total	Oct-15	10/01/15 – 10/31/15	10/30/2015	11/01/2015	11/02/2015
Fall Warrant # 3 of 12 total	Nov-15	11/01/15 – 12/01/15	12/01/2015	12/01/2015	12/02/2015
Fall Warrant # 4 of 12 total	Dec-15	12/02/15 – 12/31/15	12/31/2015	01/01/2016	01/04/2016
Fall Warrant # 5 of 12 total	Jan-16	01/01/16 – 01/31/16	01/29/2016	02/01/2016	02/01/2016
Spring Warrant # 1 of 12	Feb-16	02/01/16 – 03/01/16	03/01/2016	03/01/2016	03/02/2016
Spring Warrant # 2 of 12	Mar-16	03/02/16 – 03/31/16	03/30/2016	04/01/2016	04/01/2016
Spring Warrant # 3 of 12	Apr-16	04/01/16 – 04/30/16	04/29/2016	05/01/2016	05/02/2016
Spring Warrant # 4 of 12	May-16	05/01/16 – 05/31/16	05/31/2016	06/01/2016	06/01/2016
Spring Warrant # 5 of 12	Jun-16	06/01/16 – 06/30/16	06/30/2016	07/01/2016	07/01/2016
Spring Warrant # 6 of 12	Jul-16	07/01/16 – 08/01/16	08/01/2016	08/01/2016	08/02/2016
Fall Warrant # 6 (Final) of	Aug-16	08/02/16 – 08/31/16	08/31/2016	09/01/2016	09/01/2016

The 2015-2016 Academic Year consists of 86 academic days during the Fall 2015 Semester and 86 academic days during the Spring 2016 semester.

A Lecturer or AY Teaching Associate initially hired to teach Fall Only and then appointed to teach Spring also, will be paid as if "I am teaching Fall 2015 and Spring 2016."

ª The first warrant of the Fall semester includes Academic Days worked August 19, 2015 through September 30, 2015.

ᵇ Late starts, leaves without pay, or dock time during a semester can affect the 6th pay warrant for that semester. Time-base changes will affect the upcoming and future pay warrants.

c The first warrant of the Spring semester includes Academic Days worked January 22, 2016 through March 01, 2016.

ᵈ The first warrant of the Spring semester may vary in amount from Fall Warrant #5 due to a change in Time

ᵉ The 12th warrant reflects the Time Base/Units of the preceding Fall appointment and the effect of any late starts, leaves without pay, or dock time during a semester which can affect the 6th pay warrant for that semester.

The schedule and the Payroll Calendar are located on the HR Web Site under Payroll > Calendars & Schedules

CSUN | Human Resources

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Calendars & Schedules

at:
http://www.csun.edu/payroll/payroll-calendars-schedules

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Student Assistant & Instructional Student Assistant

Job Code	Job Title	Expected End Date Required	Automatic Separation
1870	Student Assistant	No	Yes-after 2 Months with no Pay; An Automatic Separation does not preclude the need to separate or terminate a closed or finished position.
1871	Work Study- On Campus	No	Yes–HR separates after last Work-Study cycle of the academic year.
1872	Work Study- Off Campus	No	
1874	Taxable Student Assistant	Yes	Yes–HR separates after July Pay Period closes.
1868	Student- Nonresident Alien Tax Status	Yes	No. Separation effective date must be one day greater than last hours reported/approved.
1150 / 1152	Instructional Student Asst on/off Campus	Yes	
1151/ 1153	Instructional Student Asst on/off Campus Work Study	Yes	**Recommended End Dates:** Fall Appointment: 01/21/2016 Spring Appointment: 05/27/2016 or 05/15/2016 if Work-Study

ISA and SAs are paid on or about the 15th of the month following a complete pay period. Gross pay is determined by the worked hours entered and approved during each pay period.

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Taxable Students & the FICA Exemption

➤ According to IRS Tax Code and the CSU Student Employment Program, exemption from Social Security and Medicare is tied to enrollment. To be exempt during the 2015 – 2016 Academic Year, a TA, GA, ISA or SA must be enrolled at least half-time at CSUN:

   * Undergraduate Student: half-time means 6 units each semester.

   * Graduate Student: half-time means 4 units each semester.

➤ Not being eligible for the FICA Exemption results in:

   ➤ 1.45% of pre-tax gross earnings deducted for Medicare Tax.

   ➤ 7.5% of pre-tax gross pay each applicable pay period contributed toward automatic enrollment in the Part-Time/Seasonal/ Temporary (PST) Retirement Plan

   ➤ Human Resources will audit enrollment of Academic Student Employees and change FICA coding as necessary.

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Part Time Faculty Module

PTF (2358), **TAs** (2354) & **GAs** (2355, 2325)

- **September Keying Deadline:** Wednesday, September 2, 2015
- **September Approval Deadline:** Thursday, September 3, 2015

The Student Module

Instructional Student Assistants **(ISAs)** (1150,1151,1152,1153)

- Hire directly in the Student Module <u>with an end date</u>
  - Terminate in Module at end of appointment

Student Assistants (1870, 1871, 1872, 1874, 1868)

- Hire directly in the Student Module (<u>1874 & 1868 require end dates</u>)

At Drop-Add Deadline, Review Student Enrollment and adjust as necessary.

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Student Business Rules

- Hire, Separate, Pay and Position changes can be done via the Student Module.

- Valid Work Authorization required for Job Code 1868.

- Where end dates are required, no gap can exists between the Appointment End Date and the beginning of the next appointment unless a separation and subsequent rehire are transacted.

- Students cannot hold both Student and Staff positions.

- Correction of Effective Date, Expected End Date, Action/Reason errors require Student Employee Job Data Change Form to HR.

- It is campus policy that a student, who is not actively enrolled for a semester, may not be hired into a Student Classification for that term.
  - ❑ This applies to all Classifications <u>including TAs and GAs</u>

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Separations, Resignations and Mass Separations

Separations
- Monthly TAs and Monthly GAs (when approved) need to be separated via a PAR
- ISAs need a termination processed in the student module
    - Query of Expiring Appointments Available (PTF Guide)

Resignations
- Documentation!!!
- Timely submission of PARs and Separation/Clearance Forms

Mass Separations
- GAs – Separated before February and July Payroll Cut-Offs
- August 10, 2015 – Temporary Faculty and TAs – Spring 2015 Only
- September 11, 2015 – Temporary Faculty and TAs, AY 2014-2015
    - If not reappointed for Fall, 2015

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Wrapping Up Last Year

AY 2014 – 2015

- Retirements

- Transitions from/to 12 Month Appointments

- Separations

Summer 2015

- 1874 Terminations 08/10/15
- All PARS for low enrollment adjustments due
- Take time to ensure all Summer Appointments are entered
- Spreadsheets for Indirect Instructional Compensation will be distributed to MARS at end of month

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Hands On Lab

Friday, August 9th   **10:00 – 2:00 UN 277**

Bring your questions and transactions for individual assistance.

PARs NEEDED

CSUN

California State University
Northridge

Submit Personnel Action Request Forms (PAR's) to Human Resources for the following **Full-Time Faculty** transactions using the effective dates indicated below. PARs should be submitted **30 days prior to the beginning of a semester and not later than August 1st** to ensure processing for the September pay period for AY employees.

PARS Needed to Wrap up Prior Academic Year

Transaction Type	Comments
Return from Leave without Pay	Indicate the Effective Date of return from Leave. Those who worked the previous Fall and were on leave in the Spring must be returned on August 1 to receive a Full August warrant (the 6th warrant from the previous Fall).
Return from Difference in Pay (DIP) or Irregular Sabbatical Leave	PARs required for returns from DIP or Irregular Sabbaticals. No PAR needed for returns from Regular (Full) Sabbaticals - HR will process these returns centrally.
Retirements * -Will Not FERP (1 of 1) -Retire Will FERP (1 of 2)	Effective Date of Separation must be prior to 1st day of new AY or Semester and should be at least one day before the PERS Retirement Date.* Attach documentation and indicate on the PAR whether or not the person will participate in FERP.
Separation / Resignation *	Attach Copy of Resignation Letter.*
Completing 5 Years of FERP	Attach Copy of Resignation Letter.*

PARS Needed for the Upcoming Fall Semester and Academic Year

Transaction Type	Comments
New Appointments (Temporary and Tenure Track)	Indicate # of yrs credit granted toward tenure; and any outstanding visa or degree requirements on PAR. This PAR type to be sent with Hiring Packet, including Verification of Degree to Faculty Affairs.
Temporary Transition or Reappointments	Indicate Reason for Change, Duration of Appointment and appropriate Appt End Date. Includes transition to 2361 (12mo), 2387 (GRIF), etc.
Begin Leave without Pay	Indicate the anticipated Leave End Date on PAR and whether a Professional or Personal Leave. Attach copy of approved application.
Begin Sabbatical -Regular Sabbatical -Difference in Pay Sabbatical / DIP	Indicate type of Sabbatical per Sample. DIP Leave salary must be manually calculated to accommodate current minimum rate of AY Instructor (Rank 2).
FERP Appointment -New 50/50 -New or Continuing Fall Only, Spring Only, or Other	Beginning or Returning FERP Participation. New PARs should be submitted along with Retirement PAR. FERPers teaching Fall Only, Spring Only or Other, require a PAR at the beginning of each term they will be teaching. FERPers teaching Other require a PAR to separate at end of each term or period.
Reassignments	AY to 12 mo & 12 mo to AY, etc. Faculty Affairs will prepare the PARs for all incoming and outgoing Chairs. Indicate if transferring prior to Retirement/FERP.

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California State University Northridge

Submit Personnel Action Request Forms (PAR's) to Human Resources for the following **Temporary/Part-Time Academic Personnel** transactions using the effective dates indicated below. **PARs should be submitted as soon as possible and not later than September 1st to ensure processing for the September pay period for AY Employees.**

PARS Needed to Wrap up Prior Academic Year

Transaction Type	Comments
Retirements, Resignations & End of Temporary Appointments *	**PAR & documentation required for Retirements and Resignations.*** Attach copy of documentation. **PAR for End of Temp Appt** (not being reappointed) **is optional**. HROPS will separate PT faculty centrally before the September Payroll Cutoff Date if not reappointed for the Fall Semester.
Return from Leave Without Pay (LWOP)	Adjust Salary for SSI/GSI if appropriate.

PARS Needed for Upcoming Fall Semester and Academic Year

Transaction Type	Comments
Base Salary Correction/Adjustment or Increase	Base Salary corrections/adjustments/increase processed via PAR. If an increase (not a correction), explanation and/or justification required.
Hire Full-Time Lecturer	Full-Time (15 units) transactions cannot be processed in the PTF Module and must be processed via a PAR.
Temporary Transition	Temporary transiton to FT, 12 Month or other Status. Full-Time (15 units) transactions cannot be processed in the PTF Module and must be processed via a PAR. Remember to submit a PAR to transiton back at end of Temporary Assignment.
Return Temporary Faculty with a 3 Year Appointment who didn't work this past Semester	3-year temporary faculty who did not work in the most recent Semester must be reappointed on a PAR, including on leave or only work one Semester.
Begin Rehired Annuitant Appointments	Appointments of Rehired Annuitants cannot be keyed into the PTF Module but must be processed via a PAR s they require special coding in PS and PIMS.
Temporary Separation of Appointment	Indicate if no units available, etc.
Begin Leave Without Pay	Attach Copy of Approved Leave Application.
Retroactive Corrections	Corrections that are effective prior to the last transaction keyed into PeopleSoft are considered retroactive and must be processed on a PAR.
Corrections to Duration of Appointment	If you keyed and saved the wrong Duration of Appointment, you must process the correction on a PAR.
Separation of GA at end of Appointment	Graduate Assistants must be separated via a PAR at the end of their appointment.

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Coming Up - What's New

- NEWO

- StAMP

- Background Check

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New Employee Welcome Orientation

New Lecturers
& New Staff

**Friday, August 21, 2015
Noski Auditorium**

9:00 – Noon New Staff & New Lecturers

- Benefits
- Payroll
- Equity & Diversity

Noon – 3:00 New Lecturers

- Lunch
- CA Faculty Association
- Faculty Development
- Faculty Technology

Student Assistant Mentorship Program

Booklet and website designed to provide New Student Employees with tips to help them succeed and make the most of their employment experience on campus:

- Putting the Customer First
- The Work Environment
- Communicating with Your Supervisor
- Phone Etiquette
- Professional Development

Website for staff and faculty supervisors designed to help orient new student employees and build a mentoring relationship.
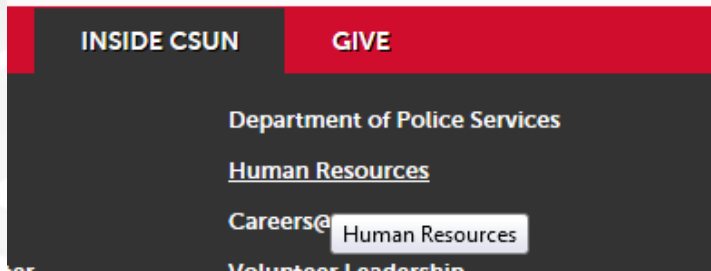
(Websites under construction)

Background Check Information

Now on line -

- **http://www.csun.edu/hr/background-check-policy**

- **Make-up sessions to be announced**

Contact for Questions:

Mika Williamson

Director, Recruitment Services & Compensation

Mika.Williamson@csun.edu or (818) 677-3817

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Background Check Information

Affected Employee Group(s)/Units

- All new hires (including Lecturers)

- Current employees in positions for which background checks are required by law

- Current employees under voluntary consideration for sensitive positions for which background checks are required

- Student workers in positions that require background checks (in Sensitive jobs)
  - Examples: 1. Works in a Clinic or Camp   2. Access to SOLAR Student records for advisement 3. Handles cash

- Volunteers, consultants, and employees of auxiliaries, outside entities, and independent contractors in positions that require background checks

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Questions?

Human Resources & Faculty Affairs

Thank You!

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