

# Fall 2016 & AY 2016-2017 HR: Academic Personnel Hiring & Processing Workshop

Presented by:

The Office of Human Resources  
& The Office of Faculty Affairs

Wednesday, August 3, 2016

10:00 a.m. – 12:00 Noon

Jack and Florence Ferman Oviatt Presentation Room

# Today's Topics

- Welcome
- Sign-In (**New Links to Forms**) and Benefits
- Dates for Fall and Academic Year
- Basics of Faculty and Unit 11 Appointments
- Additional Work and Special Pay (**New Info!**)
- Module Processing, Student Classifications
- Salaries & Warrant Distribution
- Master Payroll Certification
- Wrap Up AY 2015-2016 and Summer 2016
- **NEWO for Lecturers**
- **Background Check Information**

# 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 2014 or prior)

## What?

- Bring New Employee Sign-In Form
  - Obtained from Hiring Department
- ❖ Verification of Degree Documentation
  - 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*

# 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)



## Welcome

Welcome to California State University, Northridge!

We are delighted that you have chosen to join the CSUN community and to contribute to our mission of student success. Here at Northridge we pride ourselves on our educational programs, a close relationship between faculty, staff, and students, and the more than 300,000 alumni who call themselves Matadors.

Not only are we committed to the success of our students, but we are committed to you. Through CSUN we all rise. Northridge offers many professional and personal programs, as well as unlimited opportunities to engage, to help you develop and grow in all aspects of your work and life. In addition, the beauty of the campus and our accessible location will hopefully make it a joy to work at Northridge.

With dedicated and committed employees and outstanding students, Northridge is a forward-looking higher education institution set on changing lives. Whether you are faculty, staff, or an administrator, we are confident that you will find your work challenging and rewarding. Your work here makes a difference - so thank you.

Select the appropriate link below to access documents you will need to complete to Sign-In and begin your journey.

Again, welcome to CSUN and best wishes. The Office of Human Resources

[New Faculty Employees](#)

[New Staff & Management Employees](#)

[New Student Employees](#)



Human Resources  
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California State University

# The Sign-in Process

## Where?

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

## When?

- 8:00 a.m. – 4:00 p.m.
- On or Before the effective date of appointment - 8/24/2016\*\*\*  
\*\*\*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

# Benefits Administration

- Benefit Eligibility Fliers
  - No Changes in Eligibility Requirements
  - Part-Time Temporary Faculty Handout
  - Teaching Associate Handout
  - Benefits & Wellness Fair – Tues., **Sept. 20<sup>th</sup>**
- **Deadline to Enroll** in Benefits, if Eligible
  - **Friday, September 9, 2016** (Fall Hires)
    - Med/Dental/Vision Effective Date: October 1, 2016
    - FlexCash Effective Date: November 1, 2016
  - **Friday, February 10, 2017** (Spring Hires)
    - Med/Dental/Vision Effective Date : March 1, 2017
    - FlexCash Effective Date: April 1, 2017

# Benefits Administration

## Benefits Summary

- <http://www.csun.edu/benefits>

- Open Enrollment

- September 12, 2016 – October 7, 2016

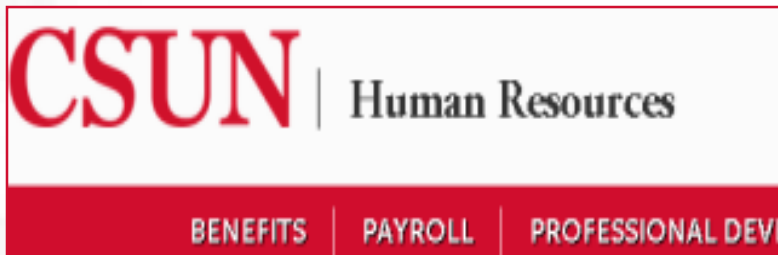
- Contacts

- Monica Baskerville x 3810 Last Name A - K
- Cathy Salazar x 2119 Last Name L – Z and Retirement Inquiries
- Karyn Cote x 3351 Leaves of Absence & Workers' Compensation
- Nikki Valadez x 2173 Tuition Reduction Program

# 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”
  - Select Human Resources
  - Go to Quick Links
    - Managers’ and HR Facilitators Toolkit > Academic Personnel
  - For Payroll select the red Navigation Bar:



### 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](#)



# 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
- Select Faculty Affairs from the central menu
- Choose an area from the red navigation bar:

COMPENSATION

ACADEMIC STUDENT EMPLOYEES

FORMS & MEMOS

# 2016-2017 Appointment Dates

Please note the default beginning and ending dates for 2016-2017 appointments:

## Part-Time Lecturers

### AY Lecturers (Job Code 2358)

#### 1-Semester Appointment

Fall Only – S1:

08/24/2016 – 12/23/2016

Spring Only – S1:

01/19/2017 – 05/26/2017

1-Academic Year appointment – Y1:

08/24/2016 – 05/26/2017

3-Year appointment – Y3:

08/24/2016 – 05/24/2019

## Teaching Associates

### Teaching Associates (Job Code 2354)

#### 1-Semester Appointment

Fall Only – S1:

08/24/2016 – 12/23/2016

Spring Only – S1:

01/19/2017 – 05/26/2017

1-Academic Year appointment – Y1:

08/24/2016 – 05/26/2017

## Graduate Assistants

### Graduate Assistants (Job Code 2355)

Fall Appointment:

09/01/2016 – 01/31/2017

Spring Appointment:

02/01/2017 – 06/30/2017

# Appointment Notices

## Unit 3 Faculty

- August 17<sup>th</sup> and January 13<sup>th</sup> are the target dates for HR to send out initial PTF downloads. Spreadsheets with data keyed in by COB August 14<sup>th</sup> and January 11<sup>th</sup> 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.

# 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 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.**”

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.

# ASE Description of Duties Form, Appendix

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](http://www.csun.edu/sites/default/files/r11_appendix_F_description_of_duties_form_20120807Rev.pdf)

# 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.”

# ASE Hiring, Separations, Terminations

## Hiring:

Open Hire Positions must be posted via ASE-1 Form

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

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.

## 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.

# 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.

# 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.

# Graduate Assistant Overview

- Graduate Assistant
- (Job Code 2355)

- Graduate Assistant, Monthly
- (Job Code 2325)

## ➤ Preferred appointment for body of work

➤ Effective date of employment:

➤ Fall Semester =

1<sup>st</sup> day of September pay period  
(Through 01/31/2017)

➤ Spring Semester =

1<sup>st</sup> day of February pay period  
(Through 06/30/2017)

➤ 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.

## ➤ 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.

# ASE Hiring, Separations, Terminations

## Classification Reminder

Instructional Student Assistant  
(ISA)  
(Unit 11)

≠

Student Assistant (SA)  
(non-represented)

# 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.

# 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

## 3-Year Appointments:

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

### 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.



# Entitlements

## Why do you need to know this?

1.) Assignments (on behalf of \_\_\_\_\_)

2.) Processing

- Appointment Letters

- Part-Time Module/PAR forms

3.) Tracking/Recordkeeping

Type of Appt.		Description
S1	1 Semester Appointment	Taught 1 semester
Y1	1 Year Appointment	Taught 2 consecutive semesters
Y3	3 Year Appointment	Taught 6 consecutive years

# Entitlements

## Academic Year #1 Work Assignment

## Academic Year #2

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

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

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

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.

Note: The Summer terms may be used to make-up entitlements not met during the prior academic year.

# Entitlements

**If there are no classes to offer a 1-year or 3-year faculty member, please contact the Office of Faculty Affairs for Assistance at Ext. 2962.**

# 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.

# Additional Pay

## 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 at OT rate for any hours in excess of 40 per week:  
    100 % + 1 day as 4660 = 1 day (8 hour equivalent) at OT Rate

# **Additional Pay (Continued)**

## **NEW INFORMATION**

### **Automated Additional Pay System**

- **Replaces current paper process**
- **Pre-Authorization and Payment Authorization**
- **State, TUC and Extended Learning Additional Work**
- **Training Guides online**

### **Full-Time Faculty Additional Employment**

- **Job Code 2403**
- **Monthly Appointment**
- **Maximum of 10 hours per week**

# Substitute Pay

## **IF Anticipated substitute assignment does not exceed 20 calendar days:**

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 will exceed 20 calendar days:**

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.”

# Nuts and Bolts of Additional Pay Work

- Pre-Authorizations are Required for All Faculty Additional Work
- 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.
- If no current active Faculty appointment, 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



# 2016 – 2017 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: 01/18/2017  
Spring or Year Appt: 05/26/2017  
or 05/15/2017 (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.

# Payroll & PTF Module Processing Dates Fall, 2016

- **Pay Period**  
08/24 – 09/30/2016
- **Pay Issue Date**  
October 01, 2016
- **Keying Deadline**  
Thursday, September 01, 2016
- **Approval**  
Friday, September 02, 2016



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

\* Enter & approve in module by COB August 14, 2016 for inclusion in Fall PTF Appointment Letter Download

# Payroll & PTF Module Processing Dates Spring, 2017

## Pay Period

01/19 – 03/01/2017

## Pay Issue Date

March 01, 2017

## Keying Deadline

Wednesday, February 01, 2017

## Approval

Thursday, February 02, 2017

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

\* Enter & approve in module by COB January 13, 2017 for inclusion in Fall PTF Appointment Letter Download



# Master Payroll Certification (MPC)

## Purpose

- MPC is the process of authorized department Approvers certifying the accuracy of **salaried** employees scheduled to be paid for a given pay period. This includes number of days being paid and job information being certified to generate pay.

## Exceptions

- Approvers are not to approve any employees whose data is not accurate. Common inaccuracies include: terminated employees, employees on unpaid leave status, and/or assignment changes. Additionally, employees not reflected on the MPC will need to be submitted via MPC Exception Form.

## 2016-2017 University Payroll Calendar

	<b>Academic Day</b> – 84 academic days (Fall); 87 academic days (Spring).
	<b>Campus Closed</b> – All academic and administrative operations closed for a scheduled holiday or campus closure (see <i>University Holiday Schedule</i> below).
	<b>Payday for Faculty and Staff</b> – Pay warrants distributed to department designees by University Cash Services after 12:00 Noon.
	<b>Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and Special Pay</b> – Pay warrants distributed to department designees by University Cash Services.
	<b>Direct Deposit Posted for Faculty &amp; Staff</b> – Regular monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program.
	<b>Authorizations for Special Pay (ASP)</b> – Special pay authorizations due to Faculty Affairs.
	<b>Master Payroll Certification (MPC)</b> <b>I</b> Initial Run – Payroll data captured and available for review and certification. <b>F</b> Final Run – Final payroll data captured and available for review and certification. <b>*</b> Last day to certify MPC and submit exceptions to Payroll Administration.
	<b>Payroll Cutoff</b> – Last day for Payroll Administration to process unpaid leave time, NDWIDL, 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.
	<b>Fiscal Year-End Closing Deadline</b> – All payroll related transactions for fiscal year that are not in the system must be submitted to Payroll Administration by 5:00 p.m.

### Time and Labor & Absence Management

	<b>Monthly Time Entry Deadline</b> – Last day to enter time and attendance. Timekeepers to review and resolve all exceptions by close of business.
	<b>Monthly Approval Deadline</b> – 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.
	<b>Monthly Leave Balances</b> – Monthly leave accruals and balances are updated in the system.
	<b>Year-End Work Study Time Entry Deadline</b> – Last day to enter time, review all exceptions, and pay students from work study fund – 12:00 noon
	<b>Year-End Work Study Approval Deadline</b> – Last day to approve work study time.

### University Holiday Schedule

Independence Day observed – 07/04/16	Washington's Birthday observed – 12/28/16
Labor Day – 09/05/16	Columbus Day observed – 12/29/16
Veterans' Day – 11/11/16	Campus Closed – 12/30/16* (NOT A COVERED HOLIDAY)
Thanksgiving Day – 11/24/16	New Year's Day observed – 01/02/17
Admission Day observed – 11/25/16	Martin Luther King, Jr. Day – 01/16/17
Christmas Day observed – 12/26/16	César Chávez Day – 03/31/17
Lincoln's Birthday observed – 12/27/16	Memorial Day observed – 05/29/17

One Personal Holiday to be used by December 31<sup>st</sup> as requested and approved.

\*12/30/16: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					8	9
3	4	5		6	7	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Pay Period 07/01/16 – 08/01/16 (22 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Pay Period 10/01/16 – 10/31/16 (21 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Pay Period 01/01/17 – 01/31/17 (22 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Pay Period 04/01/17 – 05/01/17 (21 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Pay Period 08/02/16 – 08/31/16 (22 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Pay Period 11/01/16 – 11/30/16 (22 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Pay Period 02/01/17 – 03/01/17 (21 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Pay Period 05/02/17 – 05/31/17 (22 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Pay Period 09/01/16 – 09/30/16 (22 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Pay Period 12/01/16 – 12/31/16 (22 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Pay Period 03/02/17 – 03/31/17 (22 days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Pay Period 06/01/17 – 06/30/17 (22 days)

# General Salary Increase (GSI) Updates

- **95% Completion Rate**
  - **5% Exceptions**
  - **Faculty inactive on 07/01/16**
    - **Eligible on return if worked AY 2015/2016**
- ✓ **HR is reviewing all exceptions and working to ensure 100% accuracy!**



Fall 2016 - Spring 2017

Pay Warrant Distribution Schedule

Academic Year Faculty & Academic Year Teaching Associates

# AY Pay Warrant Distribution Schedule 2016/2017

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

I am teaching Fall 2016 Only....

Semester Teaching	Pay Period	Pay Period Dates	"Paper" Pay Day	Issue Date	Direct Deposit Posting Date
Fall Warrant #1 <sup>a</sup>	Sep-16	08/24/16 – 09/30/16	09/30/2016	10/01/2016	10/03/2016
Fall Warrant #2	Oct-16	10/01/16 – 10/31/16	10/31/2016	11/01/2016	11/01/2016
Fall Warrant #3	Nov-16	11/01/16 – 11/30/16	11/30/2016	12/01/2016	12/01/2016
Fall Warrant #4	Dec-16	12/01/16 – 12/31/16	12/30/2016	01/01/2017	01/03/2017
Fall Warrant #5	Jan-17	01/01/17 – 01/31/17	01/31/2017	02/01/2017	02/01/2017
Fall Warrant #6 (Final) <sup>b</sup>	Feb-17	02/01/17 – 03/01/17	03/01/2017	03/01/2017	03/02/2017

I am teaching Spring 2017 Only....

Semester Teaching	Pay Period	Pay Period Dates	"Paper" Pay Day	Issue Date	Direct Deposit Posting Date
Spring Warrant #1 <sup>c</sup>	Feb-17	01/19/17 - 03/01/17	03/01/2017	03/01/2017	03/02/2017
Spring Warrant #2	Mar-17	03/02/17 - 03/31/17	03/30/2017	04/01/2017	04/03/2017
Spring Warrant #3	Apr-17	04/01/17 - 05/01/17	05/01/2017	05/01/2017	05/02/2017
Spring Warrant #4	May-17	05/02/17 - 05/31/17	05/31/2017	06/01/2017	06/01/2017
Spring Warrant #5	Jun-17	06/01/17 - 06/30/17	06/30/2017	07/01/2017	07/03/2017
Spring Warrant #6 (Final) <sup>b</sup>	Jul-17	07/01/17 - 08/01/17	08/01/2017	08/01/2017	08/02/2017

I am teaching Fall 2016 and Spring 2017

Semester Teaching	Pay Period	Pay Period Dates	"Paper" Pay Day	Issue Date	Direct Deposit Posting Date
Fall Warrant # 1 of 12 total <sup>a</sup>	Sep-16	08/24/16 – 09/30/16	09/30/2016	10/01/2016	10/03/2016
Fall Warrant # 2 of 12 total	Oct-16	10/01/16 – 10/31/16	10/31/2016	11/01/2016	11/01/2016
Fall Warrant # 3 of 12 total	Nov-16	11/01/16 – 11/30/16	11/30/2016	12/01/2016	12/01/2016
Fall Warrant # 4 of 12 total	Dec-16	12/01/16 – 12/31/16	12/30/2016	01/01/2017	01/03/2017
Fall Warrant # 5 of 12 total	Jan-17	01/01/17 – 01/31/17	01/31/2017	02/01/2017	02/01/2017
Spring Warrant # 1 of 12 total <sup>c,d</sup>	Feb-17	01/19/17 - 03/01/17	03/01/2017	03/01/2017	03/02/2017
Spring Warrant # 2 of 12 total	Mar-17	03/02/17 - 03/31/17	03/30/2017	04/01/2017	04/03/2017
Spring Warrant # 3 of 12 total	Apr-17	04/01/17 - 05/01/17	05/01/2017	05/01/2017	05/02/2017
Spring Warrant # 4 of 12 total	May-17	05/02/17 - 05/31/17	05/31/2017	06/01/2017	06/01/2017
Spring Warrant # 5 of 12 total	Jun-17	06/01/17 - 06/30/17	06/30/2017	07/01/2017	07/03/2017
Spring Warrant # 6 of 12 total	Jul-17	07/01/17 - 08/01/17	08/01/2017	08/01/2017	08/02/2017
Fall Warrant # 6 (Final) of 12 total <sup>e</sup>	Aug-17	08/02/17 - 08/31/17	08/31/2017	09/01/2017	09/01/2017



at:

<http://www.csun.edu/payroll/payroll-calendars-schedules>

# 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	<p><b><u>Recommended End Dates:</u></b></p> <p>Fall Appointment: 01/18/2017            Spring Appointment: 05/26/2017            or 05/15/2017 if Work-Study</p>

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



# 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 2016 – 2017 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.

# Part Time Faculty Module

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

- **September Keying Deadline:** Thursday, September 01, 2016
- **September Approval Deadline:** Friday, September 02, 2016

## The Student Module

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

- Hire directly in the Student Module with an end date
  - Terminate in Module at end of appointment

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

- Hire directly in the Student Module (1874 & 1868 require end dates)

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

# 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 exist 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 including TAs and GAs

# 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, 2016 – Temporary Faculty and TAs – Spring 2016 Only
- September 09, 2016 – Temporary Faculty and TAs, AY 2015-2016
  - If not reappointed for Fall, 2016

# Wrapping Up Last Year

## AY 2015 – 2016

- Retirements
- Transitions from/to 12 Month Appointments
  - Separations

## • Summer 2016

- 1874 Terminations 08/04/16
- 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

# **Hands On Lab**

**Contact Bobbi Van Every xt 6262 Or Joe Medina xt 6687  
to schedule training on a date and time that works for  
you!**

**PARs NEEDED**

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.

<b>PARS Needed to Wrap up Prior Academic Year</b>	
<b>Transaction Type</b>	<b>Comments</b>
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.*

<b>PARS Needed for the Upcoming Fall Semester and Academic Year</b>	
<b>Transaction Type</b>	<b>Comments</b>
<b>New Appointments</b> (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.

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 *	<b>PAR &amp; documentation required for Retirements and Resignations.*</b> Attach copy of documentation. <b>PAR for End of Temp Appt</b> (not being reappointed) <b>is optional</b> . 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 transition 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 transition 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.



# New Employee Welcome Orientation

New Lecturers  
& New Staff

**Friday, August 26, 2016**  
**Noski Auditorium**

**9:00 – Noon New Staff & New  
Lecturers**

- Benefits
- Payroll
- Equity & Diversity

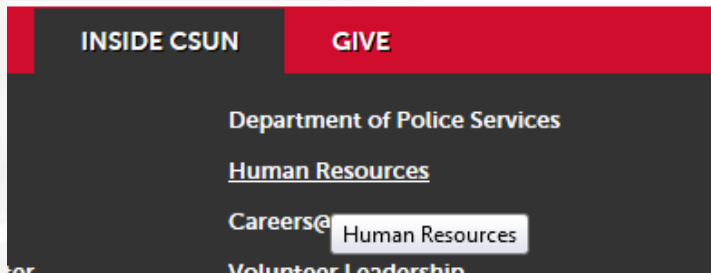
**Noon – 3:00 New Lecturers**

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

# Background Check Information

Now on line -

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



**Contact for Questions:**

**Mika Williamson**

Director, Recruitment Services & Compensation

[Mika.Williamson@csun.edu](mailto:Mika.Williamson@csun.edu) or (818) 677-3817

## Quick Links

*HR News - July 2016 Issue!*

myNorthridge Portal Log-In

Spring 2016 Professional  
Development Programs

*New Employees!*

Background Check Policy

Collective Bargaining Agreements

# 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 (Only if Level 1 data) 3. Handles cash
- Volunteers, consultants, and employees of auxiliaries, outside entities, and independent contractors in positions that require background checks

**Questions?**

**Human Resources &  
Faculty Affairs**

**Thank You!**