

Dear Campus Colleague,

Welcome to the 2014-2015 academic year! I hope that you enjoyed your summer and you are excited to be back in the full swing of this semester.

I am delighted to introduce to you this year's exciting professional training and personal development opportunities! We have again partnered with a number of campus departments to connect the dots and provide you a single resource to access various training workshops throughout the entire campus. This robust programming highlights the University's commitment to the campus planning priorities and covers topics related to student success, sustainability, using athletics as a tool for engagement, visibility and reputation of the University, planning for a future less dependent on state funding, increasing research activity and sponsored programs, and focus on employees for success – including career development, personal enrichment, fitness and lifestyle, and financial wellness. Through our continued partnership with Faculty Development, this year we have numerous workshops facilitated by our own faculty community. This is an absolutely wonderful opportunity for the entire campus to learn from the wealth of skills and talent we have here at CSUN!

Our first training session kicks off with Key Note Speaker, **Brigid Schulte** on **Monday, September 15th**. Brigid is the author of *Overwhelmed: Work, Love and Play When No One Has the Time*. In this engaging session, Brigid will offer us a revelatory, at times hilarious, and at heart optimistic view of how we can begin to find time for the things that matter most and live more fulfilled lives. She will focus on how innovative workplaces are already building on existing brain and performance research to show us all a better way to work hard and smart and still have time for life. Brigid is an award winning journalist at the Washington Post and Washington Magazine and was part of the team that won a Pulitzer Prize.

For more information on this session and a full listing of all training opportunities as part of the 2014-2015 program, please visit our [Professional & Personal Development Training website](#). Also, look out for a copy of our brochure, which will be circulated through your departments this week. Registration for all these training sessions is easily available through the portal under the Employee Learning & Training link. Once you register, you will receive a confirmation e-mail that allows you to save the event to your outlook calendar! We hope you take advantage of these many learning opportunities and register now.

Again, welcome back to campus and thank you for your commitment to our students in the semester ahead. Together we can make it a rewarding and successful semester for the entire CSUN community.

Please take a moment and read the [September, 2014 Issue of HR News](#) that follows for important information on benefits open enrollment, the benefits fair, student assistant eligibility and hours of work, our updated website, and much more.

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[Save the Date: Tuesday, September 16, 2014, 9-11 A.M. for the HR Benefits & Wellness Fair at the USU Northridge Center!](#)
[The Annual Open Enrollment Period for Health Plans Takes Place from September 15th through October 10th](#)
[Do You Plan on Getting THE CURE? Read THE POSTMORTAL by Drew Magary and Ask a Student What They Would Do?](#)

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HR WEBSITE

We have made many updates to the Human Resources website to improve the look, feel and user experience. Please take the time to view these updates at www.csun.edu/hr. Important tools previously found under employee relations, classification and compensation, academic personnel, and A-Z are now easily available in the managers tool box. Please contact us at x7421 if you have trouble locating anything.

PAYROLL ADMINISTRATION

Take Advantage of Direct Deposit!

Direct Deposit is a convenient method to automatically deposit all of your net earnings into the financial institution of your choice.

Some of the advantages of Direct Deposit are:

- Direct deposit is more secure than a paper check in that you don't have to worry about lost or stolen checks.
- No more trips to the bank or ATM to deposit a check.
- If payday is on a holiday, or if you are on vacation or away from work, your funds will automatically be credited to your account and available for your use on the direct deposit date.
- Employees still receive a pay statement that shows all deductions, taxes and the amount that was deposited into their bank account.
- Some financial institutions waive account fees when you enroll in direct deposit.

Once you enroll, all your payments, including supplemental payments such as overtime, awards/ bonuses, etc., are transferred to your financial institution. We invite you to learn more about [Direct Deposit](#) and sign up today!

Payday Calendar

You can find the [2014-2015 Payday Calendar](#) and other helpful calendars and schedules on the new [Payroll Administration website](#).

New California Minimum Salary Rate

As a reminder, the California Minimum Salary rate was increased to \$9.00 per hour on July 1, 2014.

BENEFITS ADMINISTRATION

Open Enrollment

The annual Open Enrollment period begins September 15, and ends October 10, 2014. During Open Enrollment, you can enroll in Medical, Dental, FlexCash and Health Care/Dependent Care Reimbursement Account Plans, change health plans, or add eligible family members.

Information and Health Plan Rate information is available at [Open Enrollment webpage](#).

Benefits and Wellness Fair

Don't miss our Benefits and Wellness Fair on Tuesday, September 16th, 2014 from 9:00-11:00 a.m. in the University Student Union (USU), Northridge Room. Benefit plan representatives will be available to answer your questions. In addition, several of our campus partners will be present sharing information, products and services available on campus to support your wellbeing. We hope to see you there!

Employee Assistance Program, LifeMatters@CSUN

We are pleased to announce a new Employee Assistance Program (EAP) benefit, LifeMatters@CSUN. The program is designed to provide professional assistance to all faculty, staff and their families. The benefit includes three face-to-face counseling sessions available on a per problem basis with a licensed professional, and an array of work/life resources.

We invite you to visit our [LifeMatters@CSUN](#) website to learn about all services available to you and your family/household members. California State University, Northridge believes that the services provided through LifeMatters@CSUN can be a most valuable resource in helping faculty and staff maintain satisfying and productive lives, and we are pleased to include this service as an employee benefit.

Special Note to Faculty

Faculty currently enrolled in Medical/Dental/Vision benefits or FlexCash who fall below 6 units should notify Benefits Administration regarding continuation of coverage. COBRA coverage may be available. For information on COBRA please visit <http://www.csun.edu/benefits/cobra>.

To be eligible for benefits, part-time faculty must have an Academic Year (AY) classification and have an appointment of at least 6 units (.4 time base) for one semester.

Benefits Administration Representatives

If you need to clarify information from our website or would prefer to speak with your Benefits representative, please see their contact information below.

**If your last name begins with,
or you need information on:**

Representative:	Extension:	E-Mail Address:
A – K	X 3810	Monica.Baskerville@csun.edu
L – Z	X 2119	Cathy.Salazar@csun.edu
Leaves of Absence & Workers' Compensation	X 3351	Kari.Dom@csun.edu
Retirement	X 2119	Cathy.Salazar@csun.edu
Tuition Reduction Program	X 2173	Fee.Waiver@csun.edu
SOLAR HR Access	X 3354	Sherrill.Bunce@csun.edu

CLASSIFICATION & COMPENSATION

New Hire / Position Description Reminder

Please remember to have new staff sign their position description (full description, not recruitment posting) within seven days of their hire date and to forward a copy of the signed position description to the Office of Human Resources, University Hall 165, mail drop 8229. If significant changes are made to a position description of a current staff member, that staff member should also sign their newly revised position description, with a copy sent to the Office of Human Resources. The signed position Description is maintained in the employee's file and the position file. Retaining an electronic version of position descriptions within the department will make future updates easier.

Student Assistant Workers

Eligibility

Appointments may be made if the student meets the criteria for minimum units enrolled at CSUN:

- Undergraduate: 6 units
- Graduate: 4 units

Hours of Work

Generally, students shall be given a 15-minute break during a 4-hour shift, and at least a 30-minute break for lunch during a 6-hour to 8-hour shift. Breaks and meal periods should occur as close to the middle of the shift time period as possible, and breaks cannot be combined with (or replace) the meal period. During the Academic Semester, Student Assistants may work up to, but normally not in excess of **20 hours per week total** in all positions.

- All hours in excess of 20 hours per week will generate a system warning and must be reviewed and approved, if valid. The approvals should be supported with an explanation for the excess hours.
- Students **may not be scheduled to work overtime**. Overtime is defined as more than 40 hours per week. A schedule may exceed 8 hours a day, provided the total for the week does not exceed 40 hours. **Overtime should not be authorized, because the State Controller's Office will not issue payments to Student Assistants** in excess of 40 hours per week.
- Student Assistants are expected not to work on campus holiday closure days.
- We want to support holidays as a time of celebration, or in recognition of the designated individual. This is a reminder that only employees absolutely necessary to University operations should be assigned or allowed to work on official campus holidays.
- As with any workday, the appropriate supervising staff member(s) should be on site with the student employees when they are scheduled to work.

Multiple Concurrent Student Assistant Appointments

- Students holding more than one job should inform their departments of the multiple appointments.
- The departments share responsibility to ensure that all hours worked do not exceed the weekly maximum. Please coordinate scheduling of work with the student and the other hiring department.

For more information please visit <http://www.csun.edu/careers/student-assistant-compensation-plan>