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BENEFITS ADMINISTRATION

All Faculty & Staff Are Invited to Participate in WALKADOO, Information Session, May 4, 2015

Coming Soon: Blue Shield of California (BSC) will soon be offering Walkadoo to all CSUN faculty and staff, not just BSC members. Walkadoo is a get-moving program for busy people with busy lives. This digital and web based social activity tracking program makes walking fun and is a great way to connect with friends and family for support and some good natured competition.

Come learn more about the program and how to enroll at our [informational sessions scheduled for Monday, May 4th](#). **Two identical sessions are offered from 12:00 and 1:00 p.m. and 1:00-2:00 p.m. in the Oviatt Library Training Room, OV 16. Giveaways and a raffle are included in the sessions.**

Enrollment in the Walkadoo program will help support CSUN's and BSC's mutual goals of improving well-being. Check the HR Benefits Website for more information as it becomes available.

Kaiser Permanente Mobile Health Vehicle on Campus, Tuesday, May 5, 2015

Kaiser Permanente's Mobile Health Vehicle will be on campus Tuesday, May 5th between 10:00 am and 3:00 pm, by the Bookstore Lawn (East of Santa Susana Hall) to provide complimentary Biometric screenings to Faculty & Staff - You do not need to be a Kaiser Permanente subscriber to participate in this event!

1. Services Performed: Biometric screening to include [Cholesterol and Glucose (non-fasting), Body Mass and Blood Pressure]
2. Appointments are every 15 minutes and the Vehicle will be closed from 11:00 a.m.-12:00 p.m.
3. Walk-ins can be accommodated but appointments are preferred.
4. For ALL Faculty and Staff: Kaiser and Non-Kaiser members!

National 529 Day is May 29, 2015

Open a new ScholarShare account with \$50 on May 29, 2015 anytime from 12:01 a.m. to 11:59 p.m. (PST), and sign up for ongoing automatic contributions of \$25 or more per month, and ScholarShare will match your \$50. Visit ScholarShare.com/529day for more details.

CalPERS Spring 2015 PERSpective

Did you receive your PERSpective in the mail? Stay informed by viewing current and previous issues of PERSpective in the [CalPERS](#) Forms and Publications section.

CalPERS Webinars and Videos

Did you know CalPERS has informative webinars and videos on their programs and services? Visit www.calpers.ca.gov to view details and to register.

CalPERS On-Line Tool

Have you set-up your **my|CalPERS** account yet? If you have not, you're missing out on a resource which enables you to access your personal account information at any time. You can view your statements, produce retirement estimates, register for classes, apply for retirement and much more. To register, [visit CalPERS Central](#) today.

Retiree Benefits

If you are thinking about retiring soon and have questions about your health benefits, you can find information about medical, dental, vision, Medicare, and much more on the [Benefits Administration webpage](#).

Your Benefits and the Faculty Early Retirement Program (FERP)

If you will be participating in the Faculty Early Retirement Program (FERP) beginning 2015-2016 or are already enrolled, valuable information is available online about your benefits and pay while enrolled in the program. Please read "[Your Benefits and Participating in FERP - Faculty Early Retirement Program](#)."

Employee Assistance Program, LifeMatters@CSUN

If you haven't already done so, visit our [LifeMatters@CSUN](#) website to learn about all of the services and resources available to you and your family/household members as part of your new Employee Assistance Program benefit.

Are you committed to focusing on a healthier lifestyle? Visit the [LifeMatters](#) website and take the MyWellbeingProfile Assessment. This tool focuses on our relationships, finances, physical health, and our communities and how these five elements interact.

In addition, LifeMatters hosts monthly Webinars. Most Webinars are live, and some are posted for download.

This month's webinar on Thursday, May 14, 2015, 10:00 - 11:00 a.m. PST is:

Internet Information for Parents

In this webinar we will look at the realities of the internet as well as the benefits. We will discuss the importance of learning the language of the internet and how to identify concerns and risks. Participants will learn strategies to increase safety online with instant messaging, social networking, and chat rooms. A list of resources and monitoring software will be provided.

[Register](#) or please check our [WorkLife Balance Webinar archives](#) the month after this live webinar is complete.

The following webinar is [available as a pre-recorded webinar](#)

Succeeding through Kindness

We lead busy lives - juggling countless pressures and responsibilities at work, at home and everywhere in between. It's easy to get caught in an inward focus of getting our own needs met. But what if we could succeed by shifting our focus outwardly and making kindness an active value in our lives?

To register for a live webinar:

- Go to [mylifematters.com](#) and log in using the password "Matadors."
- Click on the "Services" tab in the upper right section of your screen. Then with the scroll bar in the lower middle portion of the page find "Webinars" in the menu of LifeMatters services.
- Click on the link for the webinar you would like to attend and follow the registration instructions.
- You must register prior to the start of the webinar in order to attend.

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.

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	Monica Baskerville	X 3810	Monica.Baskerville@csun.edu
L – Z	Cathy Salazar	X 2119	Cathy.Salazar@csun.edu
Leaves of Absence	Monica Baskerville	X 3810	Monica.Baskerville@csun.edu
Retirement	Cathy Salazar	X 2119	Cathy.Salazar@csun.edu
Tuition Reduction Program	Sherrill Bunce	X 2173	Fee.Waiver@csun.edu
SOLAR HR Access	Sherrill Bunce	X 3354	Sherrill.Bunce@csun.edu
Workers' Compensation	Sophia Vegas	X 7141	Sophia.Vegas@csun.edu

PAYROLL ADMINISTRATION

Student Employee Work Schedules

Employees in Instructional Student Assistant (1150 and 1152) or Non-Resident Student Assistant (1868) classifications eligible to work during the summer period, May 25, 2015 through August 18, 2015, may be limited to either 20 or 40 hours per week depending on enrollment status. Timekeepers or Approvers should review and submit the appropriate timesheet “exception” approvals for all hours worked over 20 hours, and up to 40 hours maximum. This process can be managed via the online “Manage Timesheet Exceptions” page in the portal.

All student employee classifications are restricted from overtime and cannot be assigned to work over 40 hours in a work week (Sunday through Saturday). The State Controller’s Office will not issue overtime payment to student appointments.

ACADEMIC PERSONNEL

If you are planning to attend, but have not yet registered, it’s not too late to sign up for the [Summer 2015 Academic Personnel & Student Hiring Workshop](#) on Tuesday, May 5th from 10:00 – 11:30 A.M., or the [Summer 2015 Student Hiring Workshop](#) on Wednesday, May 6th from 10:00 – 11:00 A.M.

Summer Hiring & Processing for Academic Personnel and Student Employees

The following information and documents for hiring Academic Personnel and student employees during the Summer can be accessed on [Human Resources’ Managers & HR Facilitators Toolkit webpage](#) under Information for Departments and Colleges beginning May 4, 2015:

Summer 2015 Academic Personnel Hiring and Processing:

- Summer 2015 Academic Personnel Hiring & Processing Guide
- Summer 2015 PARS Needed List and Samples
- Summer 2015 AP Hiring Workshop Power Point Presentation

Summer 2015 Student Employee Hiring and Processing:

- Summer 2015 Hourly Student Employee Summer Form
 - Summer 2015 Letter to Summer Student Employees
 - Summer 2015 Student Employee Hiring Guide
 - Summer 2015 Student Employee Hiring Power Point Presentation
 - Summer 2015 Student Employee FAQs
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CLASSIFICATION & COMPENSATION

Summer Eligibility for Student Employees

The following are guidelines to assist you in hiring students during summer sessions:

- Summer session appointments may be made if the student has been enrolled for the current Spring semester and is planning on attending in the Fall.
- Students who have graduated and who are not admitted/enrolled for either the Summer or Fall semester are not eligible for appointment as Student Assistants. The last day that a graduating student may work this semester is May 22nd, the last day of the academic year.
- If a student is enrolled at least half time (6 or more units for undergraduate students or 4 or more units for graduate students) cumulatively during the Summer session, the student may be appointed as a Student Assistant. He/she may work up to, but not in excess of, 20 hours per week total in all positions. The CSU policy for Student Assistants limits their normal working hours to 20 per week during academic sessions.
- If the eligible student (***see statement #1 above***), is not enrolled, or is enrolled in less than half time for a summer session, they may work as a “taxable” Student Assistant (Job Code 1874). They may work up to a maximum of 40 hours per week, but 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 168 hours for a 21-day pay period, or in excess of 176 hours for a 22-day pay period.

If you have questions regarding International Students and eligibility to work over the summer, please contact the International Exchange Student Center (IESC) for their review and clarification of the International Student's status and eligibility to work.

Specific information for summer student employment options may be found in the “Summer 2015 Student Employee Hiring & Processing Workshop Guide” which can be accessed in the [Managers & HR Facilitators' Toolkit webpage](#) beginning May 4, 2015.

EMPLOYEE RECOGNITION

49th Annual Staff Service and Recognition of Excellence Awards - 2015

On Tuesday, June 2, 2015, the Office of Human Resources will host the 49th Annual Staff Service and Recognition of Excellence Awards Event. The event celebrates staff and administrators who have achieved service milestones at five year increments (5, 10, 15, etc.).

The event provides us, through our Recognition of Excellence Awards, the opportunity to recognize both individual staff members and teams, for outstanding efforts made over the course of the calendar year. These awards include the Presidential Award, Award of Merit, Alumni Award, the Jolene Koester Team Award, and the Excellence in Diversity & Inclusion Award.

A list of staff scheduled to be honored for their years of service has been posted to the [Work/Life - Employee Recognition](#) webpage. If you have received an invitation to attend the event and have not yet replied, it is not too late to do so.

PROFESSIONAL & PERSONAL DEVELOPMENT – May 2015

May 5:30 – 6:30 pm	<u>Commit To Be Fit – Monday thru Thursday!</u> (May 4 – 7, The last week consisting of Physical Assessments)
May 12:00 – 1:00 pm	<u>1.5 Alive – Tuesday thru Friday!</u> (May 4 – 8, The last week of the semester)
May 5, 2015 10:00 – 11:00 am	<u>The Benefits of Asian Medicine</u>
May 5, 2015 11:00 am – 12:00 pm	<u>Yoga – Last Session of the Spring Semester</u>
May 5, 2015 10:00 am – 3:00 pm	<u>Kaiser Permanente Mobile Health Mobile</u> (Walk-Ins Available, Appointments Preferred. Closed for lunch 11-12)
May 6, 2015 2:00 – 3:00 pm	<u>The Path to Doubling Research and the Impact on Students, Faculty & Staff</u>
May 7, 2015 12:00 – 1:00 pm	<u>Orientation to Smoking Cessation for Faculty & Staff</u>
May 12, 2015 10:00 – 11:00 am	<u>Diabetes Informational</u>
May 19, 2015 10:00 – 11:00 am	<u>Navigating Through the Procurement Trail</u>

View the complete [Spring 2015 Professional & Personal Development Calendar](#) at:

Web: <http://www.csun.edu/development/training>

PDF: <http://www.csun.edu/sites/default/files/spring-2015-pd-calendar.pdf>

[Workshop](#)

[Registration Steps:](#)

Register for Professional & Personal Development Workshops and Training sessions in **4 EASY STEPS:**

1. Log into the *myNorthridge* Portal
 2. Locate the Training/Professional Dev pagelet and select the Employee Learning & Training link
 3. Select Instructor Led Training Sessions under Upcoming Events and find the session you want to attend
 4. Select Enroll
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