

Fall 2024
Academic Personnel
Processing Webinar

Presented by:
**The Office of Human Resources
& The Office of Faculty Affairs**

Thursday, August 1, 2024

10:00 a.m. – 11:30 a.m.

Via Zoom

Today's Topics

- Welcome
- New Faculty Orientation
- **UPDATE on Salary Increases**
- Dates for Fall and Academic Year
- Faculty and Unit 11 Appointment
 - Appointment Letter Process
- Additional Work and Pay
- Background Checks and Sign-In Process
- Benefits
- Module Processing
- Master Payroll Certification
- Wrapping Up AY 2023-2024 and Summer 2024
- Q&A

Faculty Development: Supporting our Newly Hired **Lecturer Faculty**

Lecturer New Faculty Orientation

Who All newly hired lecturer faculty starting Fall 2024

When Wednesday, August 21st, 2024, from 10 a.m. - 4:30 p.m.

Where Zoom

RSVP Faculty Development website <https://www.csun.edu/undergraduate-studies/faculty-development/upcoming-new-faculty-orientation>

New Faculty Handbook

What Self-paced online resources to explore right away

Where Faculty Development website

<https://www.csun.edu/undergraduate-studies/faculty-development/new-faculty-handbook>



Update on Salary Increases

- Currently awaiting guidance from Chancellor's Office
- Effective 07/01/24, **5% GSI for all eligible Unit 3 and Unit 11**
- Salary range minimums and maximums will be increased by 5%
- State Controller's Office will run mass update week of **August 12th 2024**
 - Info is then transmitted to campus payroll teams for review and PS update
- SSI's will be sequenced following posting of GSI's
- Continuing faculty will be reflected on August paycheck
- New tenure track and lecturers are not adjusted for GSI

2024-2025 Appointment Dates

Part Time Lecturers – 2358 Job Code

Appointment Type	Start Date	End Date
S1 - Fall only	08/21/2024	12/23/2024
S1 - Spring only	01/15/2025	05/23/2025
Y1 – One Year Appt.	08/21/2024	05/23/2025
Y3 – Three Year Appt.	08/21/2024	05/21/2027*

Teaching Associates – 2354 Job Code

Appointment Type	Start Date	End Date
S1 - Fall only	08/21/2024	12/23/2024
S1 - Spring only	01/15/2025	05/23/2025
Y1 – One Year Appt.	08/21/2024	05/24/2025

Graduate Assistants – 2355 Job Code

Appointment Type	Start Date	End Date
Fall Appt.	08/30/2024	01/30/2025
Spring Appt.	01/31/2025	06/30/2025

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 possible 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 E)

Appointment Notices


Unit 11 – TAs, GAs, ISAs & Unit 3 - Faculty

- **NRHR_PTF_APPT_LETTER**
- Available for those with access to SOLAR HR queries
- Lecturers on a 3-year appointment will need letters generated manually if they do not have any changes posted in the module
 - Faculty member not showing up in appointment letter query ?
 - leave all fields blank, run, and filter down to your respective college
- For more instructions, please see the Appointment Letter Quick Guide on the HR Toolkit.
- Contact your Ops Tech if you have any additional questions

NRHR_PTF_APPT_LETTER - PTF Appt Letter query

Date Greater Than (Optional): 

Union Code (Optional):

EmplID (Optional): 

[View Results](#)

ASE Hiring, Separations, Terminations

Before Hiring:

- Open Hire Positions must be posted via ASE-1 Form
- Must have a signed SC-1 (Statement of Professional Preparation and Experience) on file with the department.
- A copy of the SC-1 Employee Sign-In Form by all New TAs and GAs completing the Sign-In Process.

Resignation or Declining an Appointment:

- Employee submits written letter stating that they decline the appointment or resign from the position with an effective date
- If no written confirmation, the hiring dept should send/email a confirmation of the discussion and details surrounding the withdrawal.
- Submit Separation PAR to HR to separate effective last day of appt. period

Failure to Perform Duties:

- Hiring department or supervisor should consult with Faculty Affairs.

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 given appointment in a given academic department or equivalent administrative unit over the course of an academic term.

ASE Hiring, Separations, Terminations

Unit 11 – Teaching Associate (TA)

2354 – Teaching Associate, Academic Year

2353 – Teaching Associate, Monthly 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. TAs can be appointed to any time base up to full time (40 hours per week) However, a TA who also holds a GA or ISA appointment can only be appointed up to a combined 20 hours per week.

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

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; 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.

Graduate Assistant Overview

- **Graduate Assistant Academic Year**
- (Job Code 2355)
- **Graduate Assistant, Monthly**
- (Job Code 2325)

- **Preferred appointment for body of work**
- Effective date of employment:
- Fall Semester =
1st day of September pay period
(Through 01/30/2025)
- Spring Semester =
1st day of February pay period
(Through 06/30/2025)
- Non-leave Benefit Eligible
- Salary Min- Max: \$3,090 to \$4,171
- **Reminder:** Entitled to five (5) checks.
Automatically terminated in the module (via
mass separation process). PAR form required
only if late hire, early termination.
- no Timesheets, paid monthly

- **Short –term appointment by exception only**
- Effective date of employment will vary
- Non-Leave Benefit Eligible
- PAR required to Separate
- Salary Min- Max: \$3,246 to \$5,783 (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 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 E 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.”**

Please do NOT put “other duties as assigned” in ANY job posting for *Academic Student Employees.*

APPENDIX E

DESCRIPTION OF DUTIES FORM

Term: _____ Supervisor: _____ Course #: _____

Course Title: _____ Location: _____

Day/Time: _____ Employee: _____

The job duties designated below are required of the employee. Care should be taken to ensure that the time required to complete these duties is consistent with the hours established in the appointment notice. 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: _____
- Attend pedagogy classes required for training purposes
- 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

Teaching Associates are non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment. Graduate Assistants and Instructional Student Assistants are non-exempt employees. CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.

The full-time workweek is a work week of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.

Please refer to Article 26.6-26.11 regarding overtime provisions.

ASE Description of Duties Form, Appendix E

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

https://www.csun.edu/sites/default/files/appendix-e-description-of-duties-form_0.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.”

To contact: president@uaw4123.org

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 (30 units per AY) are not conditional on budget or enrollment.
- Part-Time Lecturers (less than full-time)
 - Classes may be cancelled prior to the third class meeting (day of first or second class meeting).
Otherwise, the lecturer may be paid from the beginning of the semester through the last day worked.

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
- 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:

- Same number of units (or more) 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-YR 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.) Processing

- Appointment Letters
- Part-Time Module/PAR forms

2.) 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

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.

Entitlements

If there are no classes to offer an entitled part time faculty member, please contact the Office of Faculty Affairs for Assistance at Ext. 2962.

Entitlement

Document, Document, Document

Declines Units, Resigns / Retires

- Ask faculty to submit a letter/email stating he/she declined units or is 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.

Total Instructional Employment Disclosure (TIED) Form

Faculty Affairs

UPDATE!

- Unit 11 employees (TAs, GAs, ISAs) are no longer required to submit TIED form
- New form to be submitted by all Unit 3 at the beginning of every Fall & Spring semesters
 - Dynamic Sections: displays only relevant sections for your appointment type
 - Tenure Track, Lecturers, Univ. Counselors, Librarians, Athletics Coaches...
 - User-Centric Design: refined language & layout for a more intuitive form
 - IT has made approval system automated for more efficient routing
- Updated Web Pages:
 - One Stop Shop TIED form site: <https://www.csun.edu/it/total-instructional-employment-disclosure>
 - TIED tab on Faculty Affairs website: <https://www.csun.edu/faculty-affairs/total-instructional-employment-disclosure-tied-form>

Additional Pay

Faculty Affairs

Additional Employment Policy

Employees can work up to 125% ONLY IF certain conditions are met:

- Consists of employment of a substantially different nature;
- Funded from non-general fund sources;
- Accrual of part-time employment on more than one CSU Campus

Full-Time = 40 Hours = 100%

25% = approximately 10 hrs/week

Part-Time Faculty can work up to 125%, 50 hrs/week

Non-Exempt Staff with additional appointments must be compensated at Over Time rate for any hours in excess of 40 per week:

Example: 100 % + 1 day as 4660 = 1 day (8 hour equivalent) at OT Rate

Additional Pay

Approval of Pre-Authorizations

Employees CANNOT begin doing the work before the Pre-Authorization is approved.

Fall term is available, submit Fall Additional Pay requests asap.

Description Box of Pre-Authorization:

- Must include a concise description of the tasks/scope of duties that will be performed (1-2 sentences).
- Must include a brief description of the source of funding used to pay for the request.

Additional Pay & Automated System

Information and Reminders

- **Fall 2024:** 21.25 days available for additional work (25%)
- **Spring 2025:** 22 days available for additional work (25%)

Full-Time Faculty Additional Employment (Job Code 2403)

- One-step process (pre-authorization only)
- Only for faculty and lecturers whose primary appointment(s) are full-time
- Considered an appointment – paid monthly

Special Consultant (Job Code 4660)

- Two-step process (pre-authorization & payment authorization)
- Only for staff and for faculty whose primary appointment(s) are less than full-time

Viewing Access

- Anyone can initiate a request; Only initiator and those in approval path can view request

Final Approvers

- Faculty Affairs approves all Faculty (R03) requests
- Human Resources approves all Staff-Only appointments on State & ExL requests

Additional Pay

Restrictions

Leave of Absences

- Sabbatical/DIP
- Medical Leave

FERP

- Restricted to 90 academic work days total per Article 29.8 of the faculty CBA
- Cannot work during summer term
- If working only one semester at 100%, cannot do additional work during that time.

Rehired Annuitants (Faculty)

- Post-retirement workload is restricted to 960 hours or 50% of their workload preceding retirement, **whichever is less**, within a fiscal year (July 1 – June 30)

Additional Pay & Automated System

Tips

- Submit Pre-Authorizations ASAP. May have to steer requests along so that it reaches FA/HR level.
- Keep additional pay deadlines in mind when submitting requests
- Vague descriptions may cause delays in approvals. Descriptions should be as if explain duties to someone who has no familiarity about your department.
- Work with your Chair/Dean/Offeror of work to have a game plan for Additional Pay requests.
- Always enter a comment in Notes section when denying or closing out a request.
- For training guides, submission deadlines and other information, please visit: <http://www.csun.edu/faculty-affairs/additionalpay>
- For additional pay questions or inquiries, please email: additional.pay@csun.edu

Substitute Pay

If anticipated substitute assignment does NOT exceed 20 calendar days:

Hire a current PT instructor as a **Substitute (Job Code 2356) must submit as an Additional Pay Pre-Authorization.** Submit ASAP to get full approvals.

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 mid-semester time base changes and late hires can impact their next or final pay warrant(s) because of how academic pay is calculated, including a reduction to settlement pay.

*****Full-time faculty cannot be substitutes for pay*****

Background Checks

Human Resources

- All New and REHIRED (those who have been separated for 12 months or more)
- Faculty must have a current and cleared background check on file
- Background Check Policy
 - Contingent Offers must be extended to initiate
 - Submit requests through Chargeback System
- Background Check Limited Exception Form
- Exception to Background Checks
 - Student Employees (TA/GA/ISA) unless required by law
- Direct Inquiries: backgroundchecks@csun.edu

Sign-in Process

Who will need sign-in:

- All **New** Faculty/TA/GA/ISA
- All **Rehired** Faculty/TA/GA/ISA
 - Separated for 18 months or more
- Must be completed on or before **August 21, 2024**
 - If background check is still pending, HR will hold the sign-in packet until the background check clears and/or approved Limited Exception Form is received, whichever comes first.
- To schedule a sign in appointment, please e-mail hrcustomerservice@csun.edu
 - Office Hours: Monday-Friday, by appointment only.
 - Provide all new hires with New Employee Sign in Form as it is required for appointment scheduling – must be completed by dept.

Sign-In Paperwork

- Cleared Background Check
- New Employee Sign-In Form
- SC-1 (Statement of Professional Experience)
- Faculty Degree Verification will be handled by HR internally
- Acceptable Documents to Complete Form I-9
- Utilizing New Faculty Sign-In Express Document

Resources available at <http://www.csun.edu/hr/new-employees>

Upon Sign-In Completion

- Faculty/TA/GA/ISAs will receive:
 - Proof of Sign-In
 - Faculty: user credentials, e-mail and CSUN ID memo.
- Records and Registration Office at A&R is open Monday-Friday, 10am – 4pm for walk-ins and CSUN virtual ID processing.

Benefits Administration

- Benefit Eligibility – No Changes
 - Benefits Summary <http://www.csun.edu/benefits>
- **Deadline to Enroll** in Benefits, if Eligible
 - **September 20, 2024** (Fall Hires)
 - Med/Dental/Vision Effective Date: October 1, 2024
 - FlexCash Effective Date: November 1, 2024
 - **February 14, 2025** (Spring Hires)
 - Med/Dental/Vision Effective Date: March 1, 2025
 - FlexCash Effective Date: April 1, 2025

Benefits Administration

- Open Enrollment
 - September 16, 2024 – October 11, 2024
 - Open Enrollment changes effective January 1, **2025**
 - Benefits and Wellness Fair
 - **September 25: 9 a.m. - 11:00 a.m., USU**
 - **Virtual Fair October 2nd, 2024 (More info to follow)**
- Contacts

Name	Phone Ext.	Areas
Monica Baskerville	x. 3810	Last Name A-H
Art Travis	x. 3820	Last Name I –Mb
Cathy Salazar	x. 2119	Last Name Mc-Z
Debbie Stewart	x. 3351	Leave of Absence & Workers Compensation; Last Name A-L
Joyce Dacher	x. 6510	Leave of Absence & Workers Compensation; Last Name M-Z

Part Time Faculty Module

Job Codes used in the Part-Time Faculty Module:



- **Academic Student Employees (R11)**
 - 2354 - Teaching Associates
 - 2355 - Graduate Assistants
 - 2325 - Monthly Graduate Assistants*
- **Faculty (R03)**
 - 2358 - Part-Time Faculty

*short term assignment, please submit PAR to Ops to hire and term

Part Time Faculty Module

Part Time Faculty Search

Please enter the department and jobcode you would like to work with.
Also, enter at least one field in the PTF search information.

Required Information	
Department:	<input type="text"/> 
Job Code:	<input type="text"/> 

PTF Search Information (enter at least 1)	
Empl ID:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
SSN:	<input type="text"/>

Part Time Faculty Search

Under “HR Admin” in the CSUN Portal, select “Part Time Faculty” and it should take you to the Part Time Faculty Search page.

- Department and Job Code required
- Enter at least one of the following search information fields to locate the faculty member you want to hire

Part Time Faculty Module

Job Actions available:

- New Faculty
 - **HIR/CON:** Hire/Concurrent Job
- Continuing Faculty
 - **CAN:** Termination/Cancelled Appointment
 - **TIM:** Pay Rate Change/Time Base Change
 - **REA:** Reappointment

PTF Search Results

Click the select button next to the employee that you would like to work with, or click the More Info hyperlink to view that employee's job information. If you do not see your employee, click the appropriate hyperlink at the bottom of the page to return to the search page or to hire a new employee.

Please note that you will not be allowed to hire a new employee if a record for that employee already exists.

Personalize Find View All  		First	1 of 1	Last
Empl ID	Name	More Info	Select	
[REDACTED]	[REDACTED]	More Info	Select	

[Return to Search Page](#)

[Hire New PTF Employee](#)

Look Up Job Action

Search by: begins with

[Look Up](#)

[Cancel](#)

[Advanced Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Job Action	Description
CAN	Cancellation of Appointment
REA	Reappointment
TIM	Timebase Change

Part Time Faculty Module

Job Actions available:

- Rehired Faculty
 - Search and select inactive employee
 - Update Paid units

Empl ID: [REDACTED] Empl Rcd Nbr: 0 Pay Status: T
*Effective Date: 08/21/2024 [BT] Last Effective Date: 08/02/2023

Personal Data

Name Prefix:
First Name:
Last Name:
Address 1:
Address 2:
City:
County:
State:
Telephone:
SSN:



Job Data

Department: 10142
Job Code: 2358 Lecturer AY Comp Rate: 1274.200000
Position Number: 99741379 Lecturer AY
Reports To: 99739311 McLaughlin, Douglas W
Paid Units: 3.000 [Q] Duration of Appointment: S1 [Q]
Grade: 3 Compensation Base: 6371
Appt End Date: 12/23/2024 [BT]

[Return to Search Page](#)

Save

Payroll & PTF Module Processing Dates Fall, 2024

- **Pay Period**
08/21/2024 – 09/30/2024
- **Pay Issue Date**
October 01, 2024
- **Keying Deadline**
Tuesday, August 27, 2024*
- **Approval Deadline**
Wednesday, August 28, 2024
- **MPC Initial**
September 12, 2024
- **MPC Final**
September 17, 2024

Note: "Deadline" does NOT mean that the PTF module has closed!

Even if transactions are late, please continue to enter via PTF module instead of sending PAR (if less than full-time)

Deadline is to ensure all entries for AY 24-25 in before Mass separation by August 29th

Personnel Action Request Form (PAR)

- Used when a correction or action is needed that cannot be done via the module
 - Rehiring employee whose salary has an outdated minimum
 - Hiring a lecturer who is teaching 15 units (1.0 FTE)
- See Part-Time PAR list for descriptions and templates
- **Not** needed to hire after entry deadline if you are able to enter into the module
 - notify HR Ops if late entry is entered in module
- Please have all PARs in to HR by August 21, 2024

Personnel Action Request Form (PAR)

What can you do in the module?	What goes on the PAR?
Hires	Corrections
Time Base Changes (decreases and increases)	Leaves
Cancellations	Adjustment to Full-time 1.0 FTE
Rehires	Rehired Annuitants
Reappointments	Outdated base salary in system
	Check PAR samples on HR Toolkit for more examples

Master Payroll Certification (MPC)

HR Payroll

What does it mean to certify?

- MPC is a chance for departments to review all **salaried** employees scheduled to be paid for a given pay period.
- If the employee is entitled to **full** or **partial** pay, certify the employee along with the corrected note in the comment box.
 - Example: time base change effective..., EE had two dock days, EE separated on..., start date changed to... This will eliminate sending MPC exception.

Exceptions to look for:

- terminated employees,
- employees on unpaid leave status,
- and/or assignment changes.
- New hires/rehires with effective date higher than Final MPC

Master Payroll Certification (MPC)

MPC Initial vs. Final

- Initial: make sure that **all** changes are entered prior to 6am on the MPC Initial date in order to be reflected on MPC.
- Final: Only Terminations, New Hires/Rehires, Dock days only if approved

MPC Exception form is used when...

- Employees are not reflected on MPC
- Any hire/rehire entered in PTF module after Final MPC

Mid Semester Time Base Changes

- Certify MPC, leave comment for Payroll

For any MPC questions, contact your Payroll tech

Separations, Resignations and Mass Separations

Separations

- Monthly TAs and Monthly GAs (when approved) need to be separated via a PAR
- ISAs **require** 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
- Effective July 31st: Temporary Faculty and TAs – Spring 2024 Only
- Effective August 21st– Temporary Faculty and TAs, AY 2023-2024
 - If not reappointed for Fall, 2024*

Wrapping Up Last Year - PARs

AY 2023 – 2024

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

Summer Session 2024

- Sessions 01 and 03 PAR's due August 16th
 - low enrollment adjustments
- Take time to ensure all Summer Appointments are entered

Questions?

**Human Resources &
Faculty Affairs**

Thank You!

Links for Academic Personnel materials:

<https://www.csun.edu/hr/hr-toolkit>

<https://www.csun.edu/faculty-affairs>