

HR: Summer 2024 Academic Personnel Processing Workshop

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

Thursday, May 2, 2024

10:00 a.m. – 11:30 a.m.

Via Zoom

Today's Topics

- **Welcome**
- **Important Updates**
- **Dates & Deadlines**
- **Salary Information**
- **Appointment Letters**
- **Cancellation of Appointment**
- **Article 21 (Summer Term Appointment)**
- **Entitlements**
- **Workload & Additional Pay**
- **PARS/Calculators**
- **Module Review Session**
- **Payroll Topics**
- **Q & A**

Important Updates

- **CFA 5% GSI**
 - Retro to July 1, 2023
 - Done by SCO week of April 22nd
 - May 17th – faculty able to review new pay rate
 - June 1st – increase reflected on paycheck
 - HR reviewing exceptions
- **\$3000 increase to salary range minimums**
 - Lecturer A and B (rank 2 and 3)
 - Asst. professors, coaches, counselors, librarians, etc.
 - Increases applied after GSI
 - Retroactive portion summarized warrant/direct deposit
- **Other Job Changes**
 - Please reach out to Joe Medina x6687

Important Updates

- **Delay of Summer Faculty Module Opening**
 - Monday, May 20, 2024
- **Job Code 2457**
 - Only Instructional Faculty, Summer Session- State Support (Job Code 2457) will be used
 - Instructional Faculty, Summer Session- Self Support (Job Code 2357) will not be used*
 - Policy change: position numbers for 2357's will be inactivated and if dept's do not have 2457, HR will create
- **Retirement coding**
 - Compensation issued under job code 2457 is excluded from CalPERS contributions
 - Part-time faculty impact, teaching less than full-time
 - If Faculty have questions, please refer to Benefits

Summer 2024 Academic Dates

- **Summer Session 1**
 - May 24 – August 20
- **Summer Session 2**
 - May 24 – July 9
- **Summer Session 3**
 - July 10 – August 20
- Monday, May 27 – Memorial Day (observed)
- Wednesday, June 19 – Juneteenth
- Thursday, July 4 - Independence Day

Faculty Summer Hiring

Module Entry, Approval, PARS & Payroll Dates

Faculty Summer Module Open as of **Monday, May 20, 2024**

Summer 2024	Session 1	Session 2	Session 3
Start Date	May 24, 2024	May 24, 2024	July 10, 2024
End Date	August 20, 2024	July 9, 2024	August 20, 2024
Weeks	12	6	6
Academic Workdays	60	30	30
Census Data	June 8	June 8	July 20
Module Keying	June 14	June 14	July 19
Module Approval	July 1	July 1	August 12
All PARs to HR Due (Low Enrollment, Adjustments, etc.)	August 16	July 19	August 16
Grades Due	August 20	July 14	August 20
Pay Day	August 29	July 30	August 29

Academic Student Employees Processing & Payroll Dates

Teaching Associates (2324) and Graduate Assistants (2325):

- **For Summer, 2024 - Hired via a PAR submitted to HR Operations**
- Paid on a monthly basis, reflected on MPC

Session	Dates / Weeks	Summer TA PAR Due
1	May 24 to August 20 (12 Weeks)	May 24, 2024
2	May 24 to July 9 (6 Weeks)	May 24, 2024
3	July 10 to August 20 (6 Weeks)	July 10, 2024

Pay Period for Monthly GA	Master Pay Date
05/31 – 06/30/2024	June 28, 2024
07/01 – 07/30/2024	July 30, 2024
07/31 – 08/29/2024	August 29, 2024

Summer Module and Additional Pay System

The Summer Module and Additional Pay System are two separate systems that we will use this summer.

Summer Work Type	Where to Enter	Deadline to Enter	Job Code	Notes
Session 1 and 2 Courses	SOLAR HR Summer Module	06/14/2024	2457	
Session 3 Courses	SOLAR HR Summer Module	07/19/2024	2457	
State Additional Pay	Additional Pay System	Pre-Authorization Prior to Effective Date of Work	4660, 2403, 4662*	AY Faculty can use 4660 during summer
Extended Learning Additional Pay	Additional Pay System	Pre-Authorization Prior to Effective Date of Work	2322, 4660, 2403, 2363	
TUC Additional Pay	Additional Pay System	Pre-Authorization Prior to Effective Date of Work	N/A	

SALARY

Faculty Affairs

- **Continuing Faculty**

- **1/30th Rate (during 2023-2024 AY)**

- **Department Chairs**

- **1/30th Academic Year Rate (W/O Chair Stipend)**

- **New Faculty**

- **Hired within 2457 job code (\$1,049 - \$5,795)**

Enrollment

Based

Compensation

Salary / Current Faculty

Faculty in (2358, 2359, 2360, and 2361, job codes) who held a Fall 2023 and/or Spring 2024 appointment will be paid at the “1/30th rate” of AY Base Salary.

$(\text{FT Monthly AY base} \times 12 / 30) = \text{Unit Rate} \times \text{WTU (weighted teaching units)} = \text{Salary} = \text{Total Pay Amount}$

Example:

A faculty member with a (full-time) monthly base of \$7,077 during 2023-2024, who is teaching one 3 unit course in any summer session would earn \$8,492.40 for that course:

$(\$7,077 \times 12 = \$84,924 / 30) = \$2,830.80 \times (3\text{WTU}) \$8,492.40$

Dept Chair Salary

Faculty Affairs

- **Department Chairs & other 12 month faculty:**

- Chair Appointment - Subtract Chair Stipend from current 12-month salary
- Convert to Academic Year (reduce 12-month salary by 15%).
- Apply the 1/30th rate (See next slide)

**Enrollment
Based
Compensation**

***Note:** Chair & 12 mo faculty appointments are completed on a PAR form and must be sent to Faculty Affairs before session end to additional.pay@csun.edu Vacation days will need to be claimed to subsidize the overage time. The PAR will include the vacation days needed so HR can apply the vacation usage centrally.

Salary / Dept Chair

Dept Chairs who held a Fall 2023 and/or Spring 2024 appointment will be paid at the “1/30th rate” of AY Base Salary.

Formula:

$(\text{FT Monthly base chair salary} - \text{Chair Stipend} / 1.15 \times 12 / 30) = \text{Unit Rate} \times \text{WTU} = \text{Total Summer Amount}$

Example:

A Chair with a (full-time) monthly base chair salary of \$9,412 with a \$305 chair salary increase during 2023-2024, who is teaching a 3 unit course in any summer session would earn \$9,502.95 for that course:

$$(\$9,412 - \$305 / 1.15 \times 12 = \$95,029 / 30) = \$3,167.65 \times (3\text{WTU}) = \$9502.96$$

Salary / Enrollment-Based Compensation

ALL classes for Summer 2024 are subject to enrollment-based compensation. At Summer Census, if a class has fewer than 20 students, the faculty salary is reduced by 5% for each student below 20 (maximum reduction is 35%).

***Note: PAR goes to HR.**

\geq 20 Students = 100% Salary
 19 Students = 95% Salary
 18 Students = 90% Salary
 17 Students = 85% Salary

16 Students = 80% Salary
 15 Students = 75% Salary
 14 Students = 70% Salary
 \leq 13 Students = 65% Salary

2024	Session 1	Session 2	Session 3
Census Date (for Calculating Low Enrollment)	Saturday, June 8, 2024	Saturday, June 8, 2024	Saturday, July 20, 2024
All PARs Due (Low Enrollment Adjustment)	Friday, August 16, 2024	Friday, July 19, 2024	Friday, August 16, 2024

Example (Refer to Summer 2024 Sample PAR #4):

Prof Greene has a Summer base rate of \$5007 and at Census on 06/08/2024, **19** students enrolled in his Summer Session 2 class worth 3 units:

$$\$5007 \times 12 = \$60,084 / 30 = \$2,002.80$$

$$\$2,002.80 \times 0.95 = \$1,902.66$$

$$\$1902.66 \times 3 \text{ WTU} = \$5,707.98 \text{ (Total Summer Salary)}$$

Salary / Academic Student Employees

Faculty Affairs

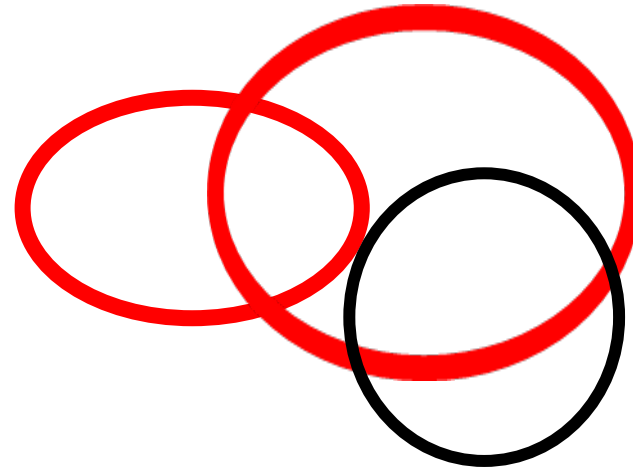
Academic Student Employees (ASEs) are to be hired within the following ranges:

- **Teaching Associate- Summer Term: Job Code 2324**
\$3,090 to \$12,543 per month
- **Graduate Assistants- Monthly: Job Code 2325**
\$3,246 to \$5,783 per month
- **Instructional Student Assistant- Job Code 1150, 1152**
\$17.01 to \$22.70 per hour
- **ASE Position Openings (updated!) are sent to Faculty Affairs**
- **faculty.affairs@csun.edu**

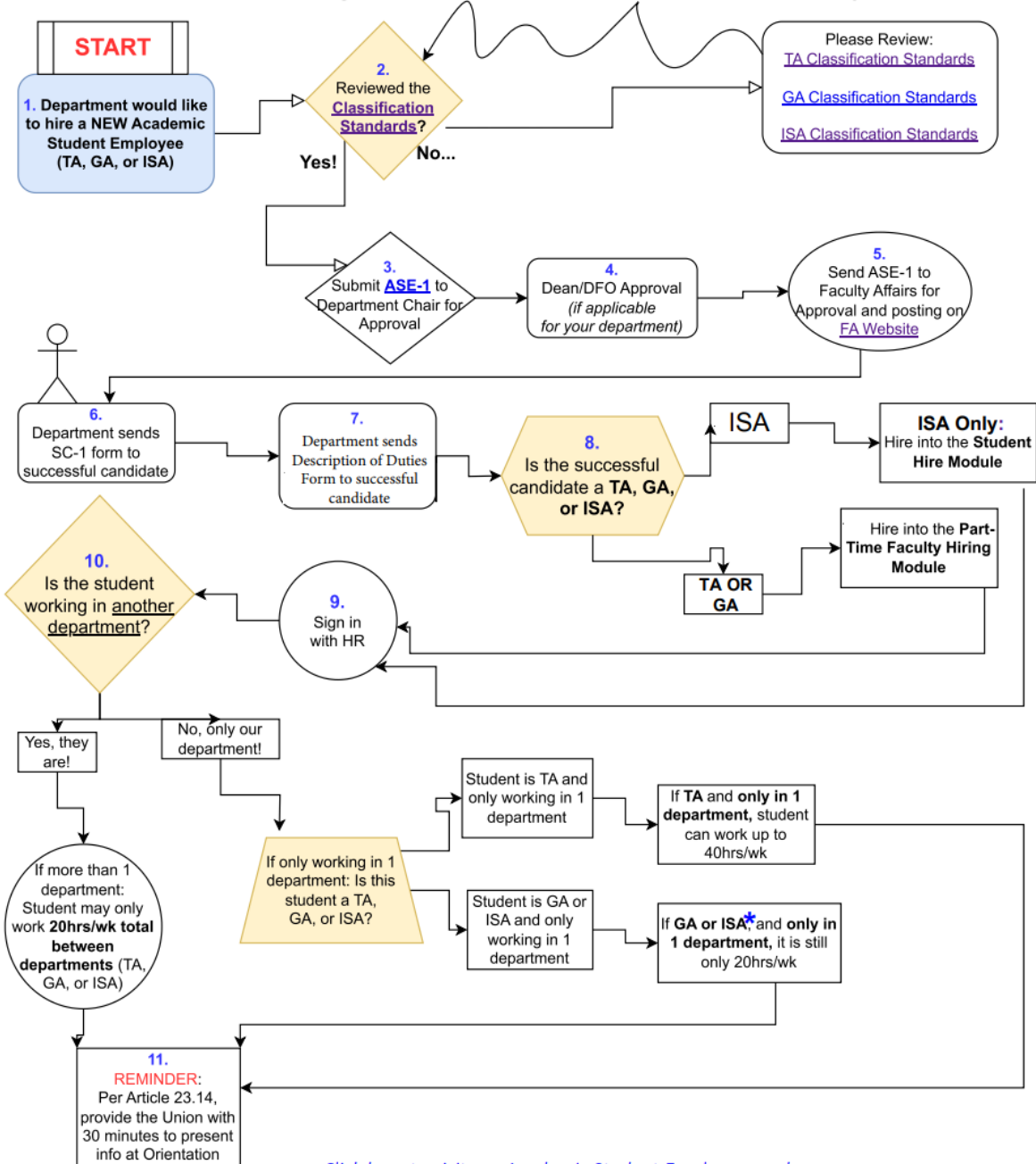
Summer Appointment Letters

Appointment Letters are required for ALL Faculty and ASEs.

- **Unit 3 Faculty**
 - **Conditional Appointment**
- **Unit 11:**
 - **TAs - Conditional Appointment**
 - **GAs - NOT Conditional**
 - **ISAs - NOT Conditional**
- **Appointment letter templates are available on the HR Academic Personnel Webpage.**



The 11 Steps of Hiring Unit 11 Academic Student Employees at CSUN



Academic Student Employees

New Guide available on Faculty Affairs website:

[The 11 Steps of Hiring Unit 11 Academic Student Employees at CSUN - 2024](#)

***Reminder:**

Teaching Associates are non-exempt employees who may be appointed up to 1.0 Full time Equivalent.

Graduate Assistants are non-exempt employees and CSU policy limits their appointment to no more than 0.5 Full Time Equivalent.

Instructional Student Assistants are non-exempt employees and CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.

[\(Click here to read the Bargaining Agreement: Unit 11 Academic Student Employees \(UAW\)\)](#)

[Click here to visit our Academic Student Employees web page: https://www.csun.edu/faculty-affairs/academic-student-employees-ase](https://www.csun.edu/faculty-affairs/academic-student-employees-ase)

CANCELLATIONS

- **Faculty & TAs (Conditional)**
 - Appointment may be cancelled based on budget / enrollment
 - Faculty paid for time up to cancellation
 - Faculty member may withdraw through second class meeting if the class has fewer than 20 students. (Article 21.16)
- **GAs (Not Conditional)**
 - If class is cancelled, alternate work must be assigned
- **ISAs (Not Conditional)**
 - Appointment may be made in range of hours

Article 21 – Summer Term Appointments

Appointments (Voluntary):

- Must meet the campus headcount of 41%
- Follow the Order of Assignment (Article 12)
 - Probationary and Tenured faculty first
 - Volunteers, Administrators, or Teaching Associates
 - Y3 or Y1 Lecturers whose entitlement were not met in the Academic Year
 - Y3, Y1, or S1 from the preceding academic year
 - Any other candidates

Entitlements

WTUs worked as part of the Spring semester and a State Supported Summer Session (JC 2457) are potentially eligible for credit in the time base for subsequent appointments.

Example	Fall	Spring	Summer	Entitlement
1	9	6		
2	9	6	3	15
3		6	3	9
4	9			
5		6		
6				

Workload & Additional Pay

Faculty Affairs

Additional Employment Policy (125%) – Applies during summer term

- AY Faculty: May perform stipend additional work up to: 60 days (125%)
- Max units is 12 units total among State and Extended Learning/Tseng

Department Chairs & other 12-mo Faculty

- 12-mo Faculty may do stipend(non-teaching work) additional work up to: 15 days (25%)
- **Note:** 12-mo faculty who are teaching a 3 unit course over summer are not allowed to do any other stipend Additional Pay work
- If teaching a course, vacation time must be charged in excess of 10hrs/week **over 12 weeks.**
- **PARs will be required to process teaching work. Send before session ends to additional.pay@csun.edu.**
- **Vacation time must be included in PAR & will be automatically processed by HR.**

Workload & Additional Pay

Faculty Affairs

- **Non-Exempt Staff Hired as Instructors** – Due Over Time Pay if Time Base > 1.0 applies all year long.
- **FERP Faculty** - Cannot work during the Summer Term.
- **Rehired Annuitant (RA)**– If working during the summer, RA should **contact Faculty Affairs to determine their workload limits. (960 hours or 50% of their time base preceding retirement whichever is less)**
- **Leaves** (Sabbaticals, DIPs, Personal, Professional, etc. – requests must be reviewed by Faculty Affairs)

Summer Session Table

SUMMER 2024													
MONTH:	MAY/JUNE					JULY				AUGUST			
DATES:	5/24-6/2	3-9	10-16	17-23	24-30	1-7	8-14	15-21	22-28	7/29-8/4	5-11	12-18	19-20
REGULAR SESSION 1 (R1) - [12 Weeks / 60 Academic Work Days]													
3 Units / 12 wks = 11.33 hrs/wk													
6 Units / 12 wks = 22.66 hrs/wk													
9 Units / 12 wks = 34.00 hrs/wk													
12 Units / 12 wks = 45.33 hrs/wk													
REGULAR SESSION 2 (R2) - [6 Weeks / 30 Academic Work Days]													
3 Units / 6 wks = 22.66 hrs/wk													
6 Units / 6 wks = 45.33 hrs/wk													
REGULAR SESSION 3 (R3) - [6 Weeks / 30 Academic Work Days]													
3 Units / 6 wks = 22.66 hrs/wk													
6 Units / 6 wks = 45.33 hrs/wk													
DAYS:	Tue-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Tue

An instructional workload may not exceed 50 hours in any one week period.

Maximum Possible workload scenarios include:

a	Session 1:	12 units	and	Session 2:	0 units	and	Session 3:	0 units
b	Session 1:	9 units	and	Session 2:	0 units	and	Session 3:	0 units
c	Session 1:	6 units	and	Session 2:	3 units	and	Session 3:	3 units
d	Session 1:	3 units	and	Session 2:	3 units	and	Session 3:	3 units
e	Session 1:	0 units	and	Session 2:	6 units	and	Session 3:	6 units

Please consult with Faculty Affairs before assigning an instructor a combination which exceeds any combination listed above or if you have any questions.

Additional Pay Module – Entering Summer Requests

New requests in the Additional Pay module for any of the areas (State, Extended Learning or TUC), will be followed by the following message:

Message

Is the employee for this additional pay request teaching courses (2357/2457) this summer?

Yes No

2457 summer teaching are processed thru the *SOLAR HR Summer Module*. Here we are capturing those teaching assignments here in the *Additional Pay Module*.

If the employee is teaching during summer, select “Yes” and complete the following page:

Additional Pay Module – Entering Summer Requests

Summer Session Course Units Teaching Load								
Assigned Teaching Workload By Session								
Session	Session Begin Date	Session End Date	Weeks Of Instr	Assigned Units	Hours Per Week	Total Wkly Hours	Hrs Remaining	Days Left
Session 1	05/30/2023	08/22/2023	12	<input type="text"/>				75.00
Session 2	05/30/2023	07/11/2023	6	<input type="text"/>			50.00	37.50
Session 3	07/12/2023	08/22/2023	6	<input type="text"/>			50.00	75.00

The system will calculate the total time each class that is taught will take in the session, and it will also provide the total time left for other additional work thereafter.

Units for summer courses through EXL/Tseng College using 2322 or 2363 **SHOULD NOT** be entered here.

Summer Additional Pay System

Tseng College

- Job Codes used for Tseng College/EXL Cohorted courses only (2322/2363)
 - Contact Silvia Argueta in Tseng College for questions
- If changes are needed, only FA will have access to make changes

Guides & Resources on Additional Pay System

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

email: Additional.pay@csun.edu

PARS Needed & NEW Summer Rate/ Low Enrollment Calculators



Summer 2024 PAR List

Submit Personnel Action Request Forms (PARs) to Human Resources for the following Summer transactions using the effective dates indicated throughout this guide. Late transactions can cause overpayments to employees and the assessment of fees to the University by the State Controller's Office.

PARS Needed for Summer 2024

Transaction Type	Comments	Summer Sample
Class Cancellation	Adjust the salary pro-rata for faculty members whose summer course has been cancelled. A faculty member is to receive compensation pro-rata for each class taught prior to cancellation.	# 1
Withdrawal by Instructor	Adjust the salary pro-rata for faculty members who have withdrawn from a course. Attach any documentation regarding the nature of the withdrawal and reference in the Action Requested field as well.	#2
Late Start	Faculty who are hired to teach a summer course later than the Session start date must be processed via a PAR. Indicate in the Action Requested field the number of pro-rata days the faculty member is to be compensated.	# 3
Low Enrollment Adjustment	Faculty teaching courses determined to be low enrolled as of census, must have their compensation adjusted accordingly via a PAR. Indicate in the Action Requested field the number of students below 20 enrolled in the course along with the percentage of reduction in compensation. Note that a course with 13 or fewer students may only reduce a faculty members' full salary by up to 35%.	# 4
Low Enrollment & Late Start Adjustment	See PAR Sample 3 and 4 above.	# 5
Instructor with one Regular and one Low Enrolled Course	If a faculty member has two concurrent courses and one course is determined to be low enrolled, use Sample PAR #6. Reflect the course with full pay in Job #1 (lines 9 & 10) and the course with low enrollment in Job #2 (lines 11 & 12).	# 6
Department Chair	12-month Department Chairs teaching summer courses must be processed via a PAR. Compensation for a chair is determined by taking the 1/30 th rate from the chair's academic year salary . Indicate in the Action Requested field the academic year salary, unit rate, number of units being taught, and total summer salary. Please contact Faculty Affairs for assistance with chair stipend and AY Salary figures. PARS for Department Chairs teaching during Summer must be submitted to Faculty Affairs.	# 7
Rehired Annuitant	Rehired Annuitants teaching in Summer must be processed via a PAR.	# 8
Summer Teaching Associate	Provide the 2023-2024 AY Base Salary and Summer WTU's on the PAR. Additional instructions are noted on the PAR.	# 9 A
Graduate Assitant Monthly	Provide Base Salary and timebase. Note effective date of hire and separation date.	#9 B

Summer Rate & Low Enrollment Calculator

STEP 1: What is the AY Base Salary?	7,109.00
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Summer 1/30th Unit Rate is:	2,843.60
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STEP 2: What are the Summer Paid Units?	3
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Total Pay Amount is:	8,530.80
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THIS IS A LOW ENROLLED COURSE PROCEED TO STEP

STEP 3: What is the % of full pay due?	95%
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Reduced 1/30th Rate is:	2,701.42
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Total Gross Due to Employee is:	8,104.26
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Hiring Faculty in the Summer Module

- Additional Field on Search Page is for selecting Job Code
- Hire Sessions in numeric order – 01, 02, 03

Summer Session Search

Please enter the department, term and session that you would like to work with. Also, please enter at least one item in the Summer Session Search Box.

Required Information

Department: Kinesiology-8287

Job Code: If Summer Session State Supprt

Term:

Session: Summer Session 01

Look Up Job Code

Search by: begins with

Search Results

View 100 First 1 of 1 Last

Job Code	Description
2457	If Summer Session State Supprt

Look Up Session

Search by: begins with

Search Results

View 100 First 1-5 of 5 Last

Session	Description
01	Summer Session 01
02	Summer Session 02
03	Summer Session 03
9A	Summer Session 9A
9B	Summer Session 9B

Summer Rate Calculation

- Salary / Current Academic Year
 - ❖ Will populate rate in Unit Rate field if Summer Department is the same as the AY Department
 - ❖ Rate will not calculate for faculty who worked Fall, but who are not active this Spring. **YOU WILL NEED TO CALCULATE AND INSERT**

Job Data			
Department:	10142		
Job Code:	2457	If Summer Session State Supprt	Total:
Position Number:	99743059	Unit Rate: <input type="text" value="3148.40"/>	
Reports To:	99739311		
Paid Units:	<input type="text"/>	Unit Rate:	<input type="text" value="3148.40"/> Monthly AY Base: 7871.00
		Session End Date:	08/20/2024

[Return to Search Page](#)

Save

Payroll Topics



- Cal Employee Connect
- Direct Deposit
- Tax Withholding Changes
- Personal or Family Status Changes

Cal Employee Connect (CEC) Overview

Employees can:

- View and download Paystubs
- View W-2 / Enroll in paperless W-2 option
- Enroll in Direct Deposit
- Update Tax Withholding status

New Employees can register for CEC after receiving their first pay warrant.

Registration

1 User Agreement 2 Employee Validation 3 User Sign-Up 4 Email Verification

Before starting the registration process, we will need to know what department you work for. Please select your department from the drop-down list and enter the agency code from your earnings statement.

Department

Select your department

What if my department isn't listed?

Agency Code

999

Help me find this

I'm not a robot

reCAPTCHA Privacy - Terms

Submit Cancel

Direct Deposit via CEC

The **ONLY** method to enroll in or change direct deposit information.

1

Login to CEC

2

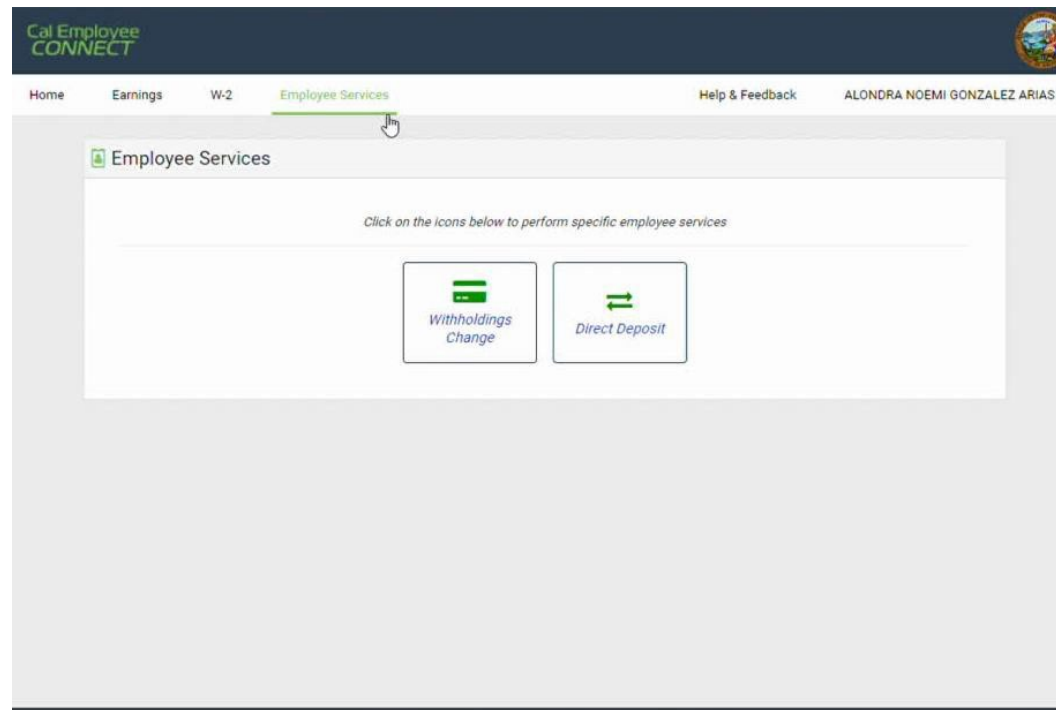
Select
Employee Services

3

Select **Direct
Deposit**

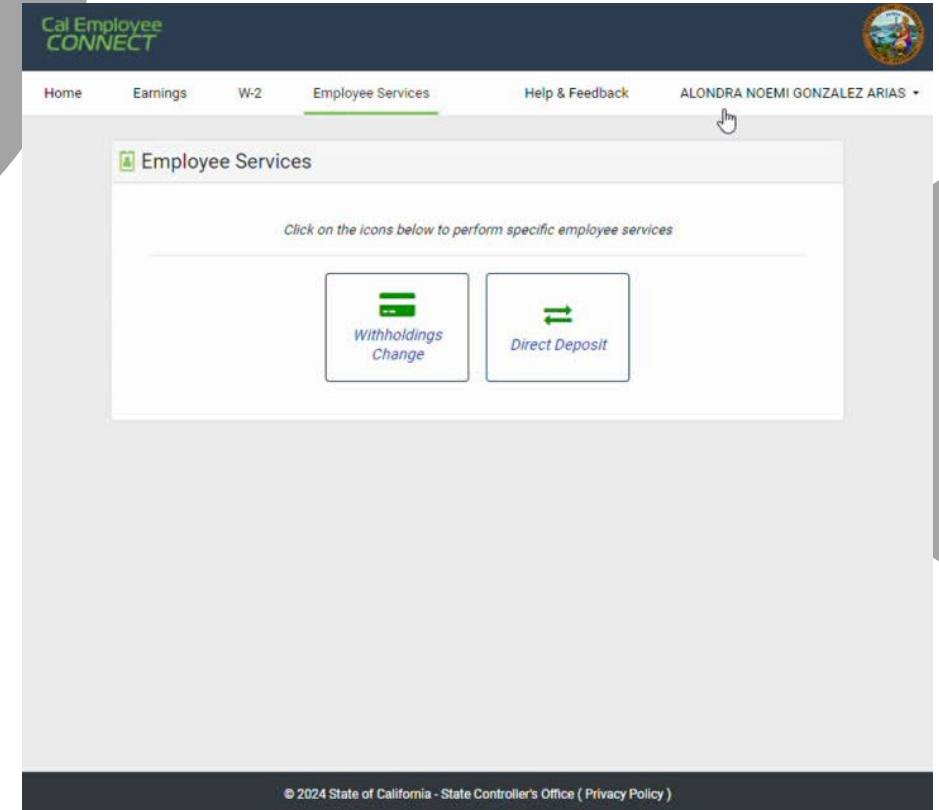
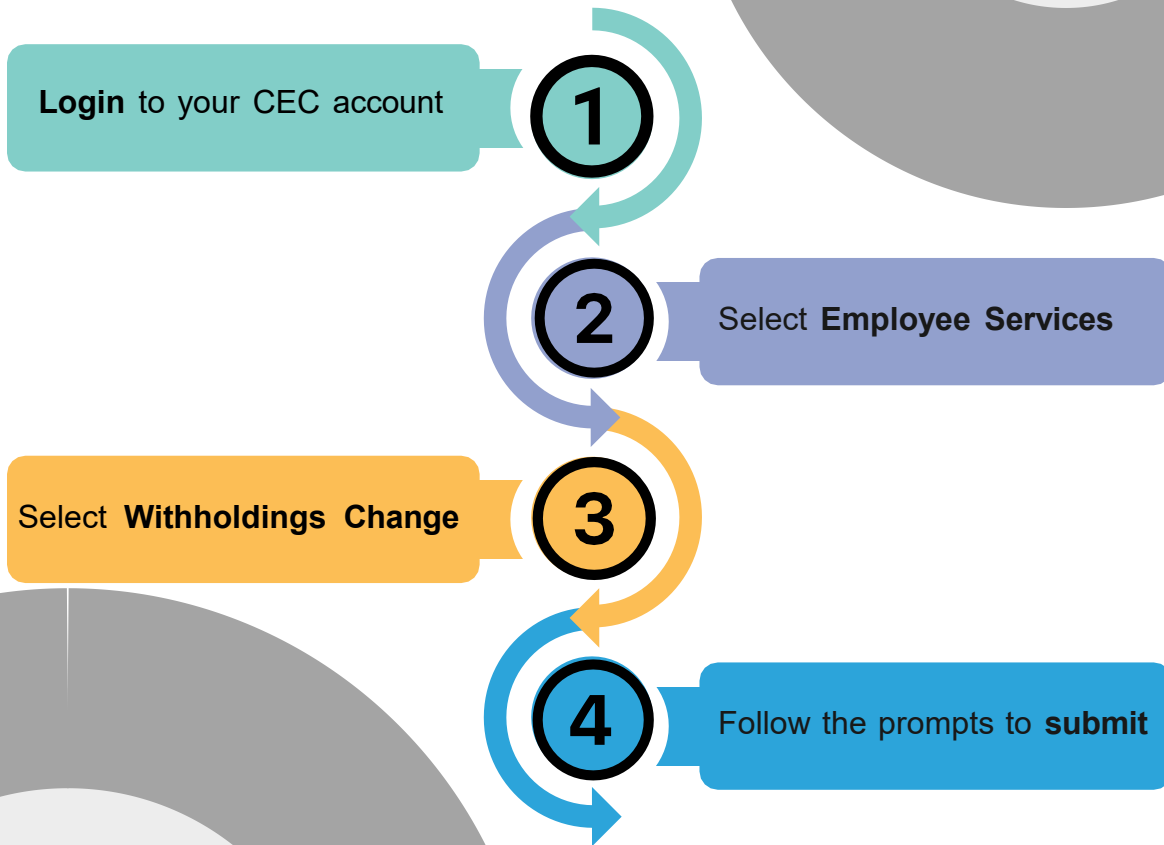
4

Follow the prompts
and **submit**



- Must be on campus or connected to the CSUN VPN to access.
- Enrollment takes up to 2 pay cycles (30 to 60 days).

Tax Withholding Changes



Allow **two business days** for the changes to take effect.

Personal or Family Status Changes

Confirm your information is up to date!

- Direct Deposit
- Personal Email Address
- Emergency Contact(s)
- Federal & State Withholding Allowances
- Health Benefits
- Life Insurance
- Mailing Address
- Name (Legal & Preferred)
- Payroll Designee
- Phone Numbers
- Retirement Beneficiary

The screenshot shows the CSUN HR portal. At the top, there is a navigation bar with the CSUN logo and several menu items: 'Campus & Operations', 'Faculty', 'Financial Services', 'HR', 'Student Admin', and 'My Menu'. The 'HR' menu is expanded, showing a list of options: 'SOLAR HR', 'Personal Information', 'Time & Attendance', 'Payroll', 'Benefits', 'Training & Professional Development', 'CHRS Recruitment', 'Forms & Policies', 'HR Admin', and 'HR Reports'. The 'Personal Information' option is highlighted with a red circle and the number '2'. Below the navigation bar, there is a red banner with the text 'Personal Information' and 'Human Resources' below it. To the right of the banner, there is a list of three options: 'Update Personal Information', 'Update Veteran Info', and 'Update Disability Info'. The 'Update Personal Information' option is highlighted with a red circle and the number '3'.

More information:

<https://www.csun.edu/hr/personal-or-family-status-changes>

QUESTIONS?

Ask your
Payroll Technician

<https://www.csun.edu/hr/hr-contacts-payroll-administration>

For Cal Employee Connect,
Direct Deposit and W-2

For general HR inquiries



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Questions?