Part-Time Faculty Appointment Processing Calendar
(Lecturers, Teaching Associates, and Graduate Assistants)

Spring 2003

Employee Sign-In		Department/College		HRS/Payroll		Faculty Affairs	
1/21 to 2/7	Extended Sign-In: Monday through Friday, 9:00 to 11:45 a.m. and 1:00 to 3:45 p.m. Oviatt Library 16 (ground level)	1/2 to 1/7	PTF and TA **validation (parking) stickers** list to Elizabeth Dulac in Human Resources. **	**1/13**	**Make PeopleSoft PTF Module available to departments for data entry and changes.**	Early January	PTF Processing Memo to Colleges and Departments
2/10 to Next Sem	Mondays, Tuesdays & Wednesdays, 9:00 a.m. - Noon University Hall #165.	1/2 to 2/4	**Submit PAR's to Faculty Affairs for the following PTF transactions:** - All separations (except cancellations) - Changes in Base Salary or Rank/Grade - Retroactive Changes - Retired Annuitants	Begin 1/7	Validation (parking) stickers sent to Departments.	1/14	Personnel/Compensation Workshop (by invitation) 9:00 a.m. - 11:00 a.m.
Sign-In Send PTF, TA or GA to sign-in if:	1. New employee 2. Was not a Staff or Faculty employee since Fall 2001	**1/13 to 5/30**	**PeopleSoft system is available for data entry of part-time Lecturer, TA, and GA appointments/changes.**	1/17	Provide Refresher Training on PeopleSoft PTF Module (Time & Location TBA)	2/20 to 2/28	Review by Faculty Affairs of PTF PeopleSoft data for compliance with Business Rules.
SC-1 Required if:	1. New faculty and/or TA 2. Has not taught since Fall 2001	**1/14**	**Colleges begin approving PTF data input by departments. (See PS Approval Panel)**	1/21 to 2/7	Extended employee Sign-In schedule: Monday thru Friday, 9:00 to 11:45 a.m. and 1:00 to 3:45 p.m.	March	Generate PTF, TA, and GA appointment letters.
		1/17	Attend Refresher Training on PTF Module (schedule to be announced).	**2/20**	**Payroll Cutoff.** All PTF appts & changes must be keyed in Payroll for Feb pay warrant.	March	Review and distribute PTF appointment letters.
		2/4	**Send PTF Total Employment Disclosure Forms & SC-1's to Elizabeth Dulac. ****	2/28	February pay warrants issued.		
		2/4	**PTF DATA PROCESSING DEADLINE: Last day for guaranteed processing of PTF data for the Feb pay warrant.**				
		2/5	**APPROVAL DEADLINE: Last day for MARS to approve PTF data for guaranteed processing for the Feb pay warrant.**				
		2/6 to 5/30	**Continue to input & approve PTF appointment/change data into PS.** Every effort should be made to **input PTF data <u>BEFORE</u> 2/6/03**. Data input or approved after 2/5 may not be reflected in the February pay warrant and could impact benefit eligibility.				

**** Send to Elizabeth Dulac in Human Resources, mail drop 8229, or e-mail at elizabeth.dulac@csun.edu**

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