HR: Academic Personnel Summer 2016 Hiring & Processing Workshop Self- Support

Sponsored by The Tseng College

Presented by:

The Office of Human Resources

& The Office of Faculty Affairs

Friday, May 6, 2016

10:00 a.m. – 11:30 a.m

Jack and Florence Ferman Oviatt Presentation Room

CSUN

Today's Topics

- Welcome
- Overview: Self-Support vs. State Support
- Dates & Deadlines
- Processing
- Appointments & Workload
- Salary Information
- Appointment Letters
- Cancellation of Appointment
- Benefits
- Module Review Session
- Wrapping Up AY 2015-2016
- PARS
- Q & A
- Summer Student Employee Hiring

CSUN

Summer 2016 Academic Dates

Summer Session 1

Tuesday, May 31– Tuesday, August 23, 2016*

– [12 Weeks (60 Days)]

Summer Session 2

Tuesday, May 31 – Tuesday, July 12, 2016*

– [6 Weeks (30 Days)]

Summer Session 3

Wednesday, July 13 – Tuesday, August 23, 2016

– [6 Weeks (30 Days)]

*Campus Closed

Monday, May 30, 2016 – Memorial Day Holiday

Monday, July 4, 2016 – Independence Day Holiday

CSUN

Faculty Summer Hiring

Module Entry, Approval, PARS & Payroll Dates

Faculty Summer Module Open as of Monday, April 4, 2016

Summer 2016	Session 1	Session 2	Session 3
Effective Start Date	Tuesday, May 31, 2016	Tuesday, May 31, 2016	Wednesday, July 13, 2016
Effective End Date	Tuesday, August 23, 2016	Tuesday, July 12, 2016	Tuesday, August 23, 2016
Weeks	12	6	6
Academic Workdays	60	30	30
Module Keying Deadline	Monday, August 8, 2016	Thursday, June 23, 2016	Monday, August 8, 2016
Module Approval Deadline	Tuesday, August 9, 2016	Friday, June 24, 2016	Tuesday, August 9, 2016
Census Data (for Calculating Low Enrollment)	Saturday, June 11, 2016	Saturday, June 11, 2016	Saturday, July 23, 2016
All PARs Due to HR (Low Enrollment, Adjustment, Other Hires)	Friday, July 29, 2016	Thursday, June 23, 2016	Friday, July 29, 2016
Grades Due	Tuesday, August 30, 2016	Tuesday, July 19, 2016	Tuesday, August 30, 2016
Pay Day	Wednesday, August 31, 2016	Monday, August 1, 2016	Wednesday, August 31, 2016

CSUN

Academic Student Employees
Processing & Payroll Dates

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

- **For Summer, 2016 - Hired via a PAR submitted to HR Operations**
- Paid on a monthly basis

Pay Period	**Submit PAR By:**	**Master Payroll Date:**
05/01 – 5/31/2016	Monday, May 9	Tuesday, May 31*
06/01 – 06/30/2016	Monday, June 6	Thursday, June 30
07/01 – 08/01/2016	Tuesday, July 5	Monday, August 1
08/02 – 08/31/2016	Monday, August 8	Wednesday, August 31

* May 31st pay warrant would represent one day of pay (May 31, 2016).

Contact your HR Operations at Extension 6687 with any questions.

CSUN

Summer 2016
Processing-At-A-Glance

Position	Entry Point					
	Summer Session Module	Part Time Faculty Module	Student Module	*Personnel Action Request* (PAR) Form	*Hourly Student Employee Summer Form*	*Action Request* Form (ARF)
2357, 2457 Faculty, (Hire or Re-Hire from 2358, 2360)	✓					
2357, 2457 Faculty, NEW	✓					
2357, 2457 Faculty, Late Start				✓		
2357, 2457 Faculty, Low Enrollment Adjustment	✓			✓		
2481 Department Chair hired as 2357 or 2457				✓		
2357, 2457 Rehired Annuitant *(non-FERP)*				✓		
2357, 2457- New position # needed OR New position # for a different reporting relationship				✓		✓
All Faculty Salary Updates and After-the-Fact Corrections				✓		
2324 - Teaching Associate – Summer Term				✓		
2325 - Graduate Assistants (monthly)				✓		
1150, 1152 - Instructional Student Assistant			✓		✓	
1870 - Student Assistant			✓		✓	
1874 – Taxable Student Assistant (Bridge Student Assistant)			✓		✓	
1868 – Non-Resident Alien Student Assistant			✓		✓	

CSUN

Appointments & Workload

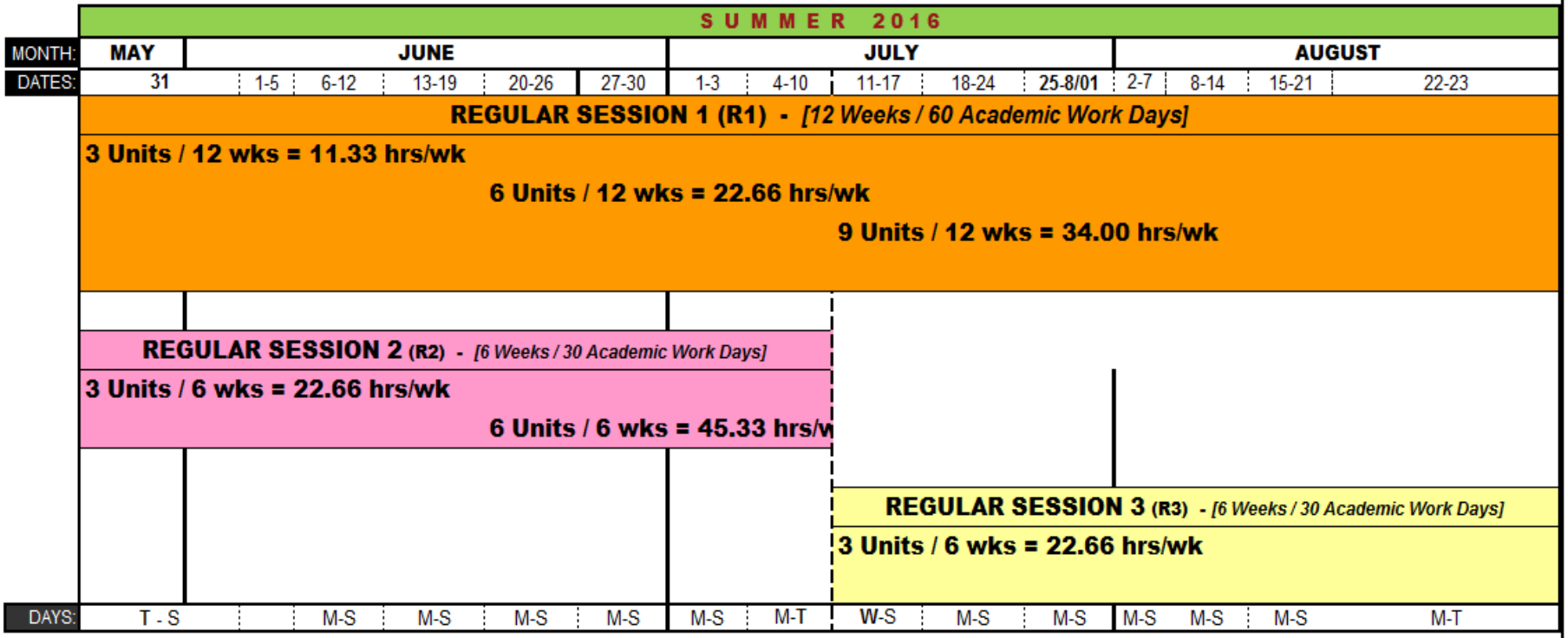
Carmen Lichtscheidl, Faculty Affairs

Appointment	Conditional	Not Conditional
Faculty	X	
TAs	X	
GAs		X
ISAs		X
SAs	X	

Unless part of a Prior Appointment or Offer

- **FERP Faculty -** May Not Work In Summer
- **Department Chairs -** Vacation Time must be charged in Excess of 10 Hrs/week **over the entire summer**
- **Non-Exempt Staff Hired as Instructors –** Due OT Pay if TB > 1.0
- **125% Additional Employment Rule**
- **TA Appointment Postings**

CSUN



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

Note: These calculations are inclusive for Academic Year faculty. Hours for 12 Month faculty are calculated differently.
Please consult with Faculty Affairs before assigning an instructor a combination which exceeds any combination listed above or if you have any questions.

CSUN

SALARY

Michelle Kilmnick, Faculty Affairs

- **Continuing Faculty**
  - **1/30th Rate (2015-2016 AY)**
- **Department Chairs**
  - **1/30th AY Rate** (W/O Chair Stipend)
- **New Faculty**
  - **Hired within 2357/2457 job code ($792 - $4,381)**

Enrollment

Based

Compensation

***Note – Chair Appointments are done on the PAR**

CSUN

Salary / Current Faculty

Faculty who held a Fall 2015 and/or Spring 2016 appointment (2360, 2361, 2358, and 2359) will be paid at the "1/30th rate" of they AY Base Salary Calculated according to the 1/30th formula.

(FT AY Salary x 12 / 30) = 1/30th Unit Rate x (# Summer WTUs) = Total Pay Amount

Example:

A faculty member with a (full-time) monthly base of $7,109 during 2015-2016, who is teaching one 3 unit course in any summer session would earn $8,530.80 for that course:

($7,109 x 12 = $85,308 / 30) = $2,843.60 x (3WTU) $8,530.80

(Monthly base x 12 / 30) = Unit Rate x WTU = Salary

Salary / Enrollment-Based Compensation

ALL classes for Summer 2016 are subject to enrollment-based compensation. If as of Summer Census, a class has fewer than 20 students, faculty salary is reduced by 5% for each student below 20, to a maximum reduction of 35%.

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

≥ 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
≤ 13 Students = 65% Salary

2016	Session 1	Session 2	Session 3
Census Date (for Calculating Low Enrollment)	Saturday, June 11, 2016	Saturday, June 11, 2016	Saturday, July 23, 2016
All PARs Due	Friday, July 29, 2016	Thursday, June 23, 2016	Friday, July 29, 2016

Example (Refer to Summer 2016 Sample PAR #4):

Prof Lang has a Summer base rate of $3,595 and at Census on 06/11/2016, 19 student enrolled in his Summer Session 2 class worth 3 units:

$3,595 x 12 = $43,140 / 30 = $1,438

$1,438 x .05 = $71.90; $1,438 - $71.90 = $1,366.10

$1,366.10 x 3 WTU = $4,098.30 (Total Summer Salary)

Salary / Academic Student Employees

Albert Alcazar, Faculty Affairs

Academic Student Employees (ASEs) are to be hired within the following ranges in effect since July 2015:

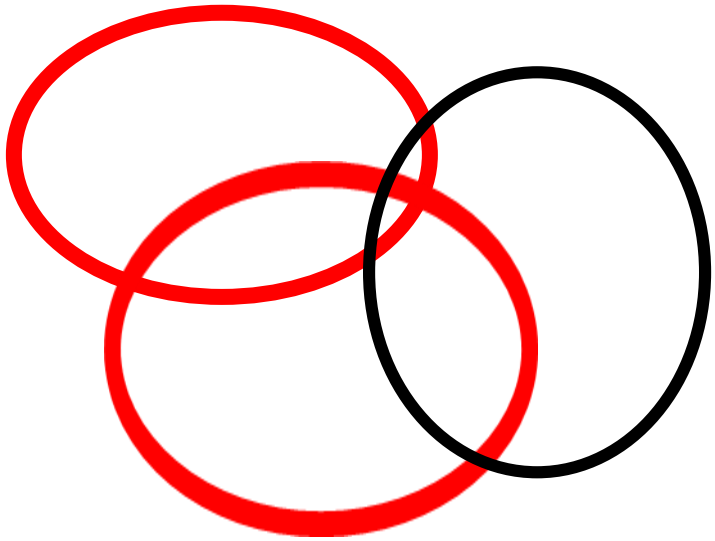
- **Teaching Associate- Summer Term: Job Code 2324**
  $2148 to $8,753 per month
- **Graduate Assistants- Monthly: Job Code 2325**
  $2,054 to $4,036 per month
- **Instructional Student Assistant- Job Code 1150, 1152**
  $12.00 to $18.42 per hour
- **ASE Position Openings are sent to Faculty Affairs (albert.alcazar@csun.edu)**

Appointment Letters

Appointment Letters are required for ALL Faculty and ASEs.

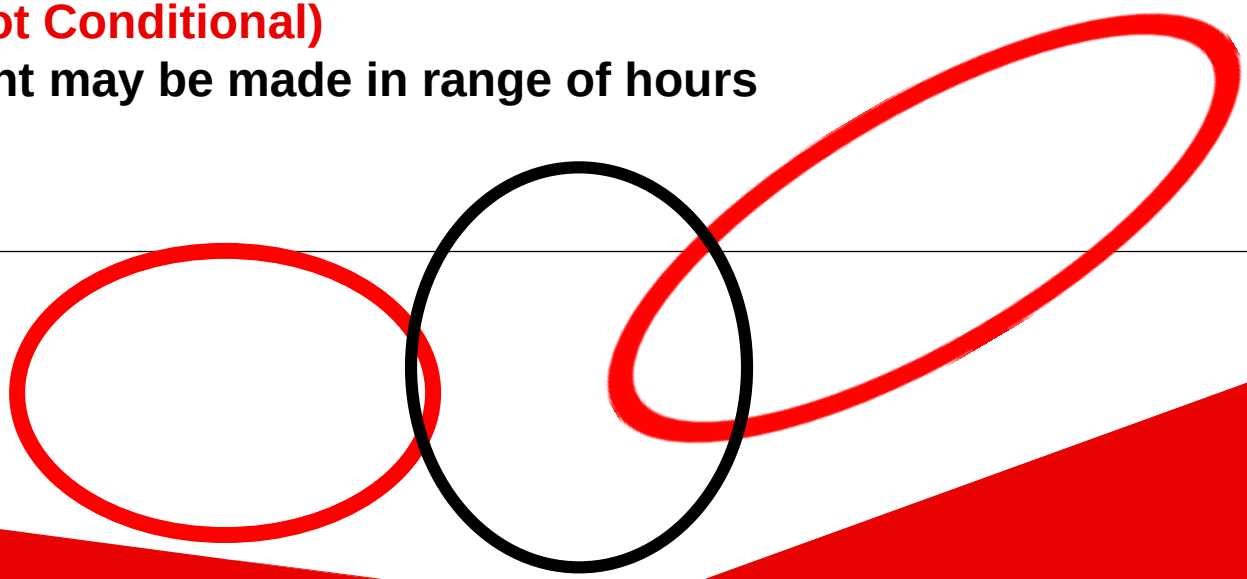
- **Appointment letter templates are available on the HR Academic Personnel Webpage.**

- **Unit 3 Faculty**
  - **Conditional**
- **Unit 11 TAs**
  - **Conditional / Notice**
- **Unit 11 GAs**
  - **NOT Conditional / Notice**
- **Unit 11 ISAs**
  - **NOT Conditional / Notice**



CANCELLATIONS

- **Unit 3 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 class has fewer than 20 students**
- **Unit 11 GAs (Not Conditional)**
  - **If class is cancelled, alternate work must be assigned**
- **Unit 11 ISAs (Not Conditional)**
  - **Appointment may be made in range of hours**



Entitlements

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

Other Upcoming Changes

- CBA Changes (June/July set of increases)
- Indirect Instruction (expected $150)

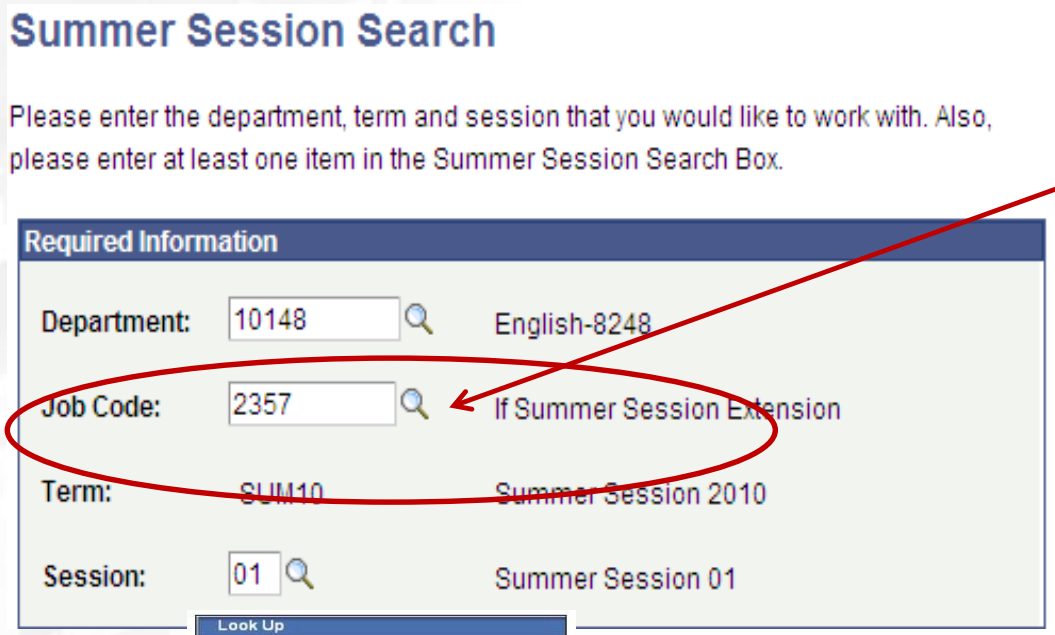
Parking

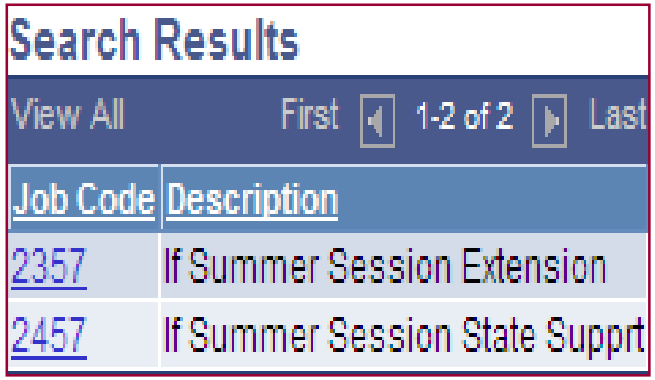
Faculty who are scheduled to teach during Summer 2016 and need to purchase a Parking Permit **must**:

- ✓ Present a signed appointment letter & CSUN ID
- ✓ Session 1 (12 Wks) go to Univ Cash Svc
- ✓ Sessions 2 & 3 (6 Wks each) go to Parking & Transportation Svc

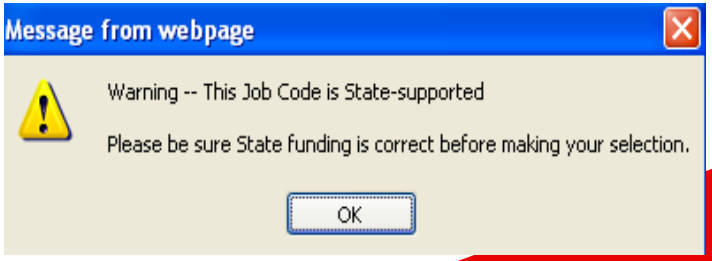
Hiring Faculty in the Summer Module

- Additional Field on Search Page is for selecting Job Code Warning if State Support is selected.
- Hire Sessions in numeric order – 01, 02, 03





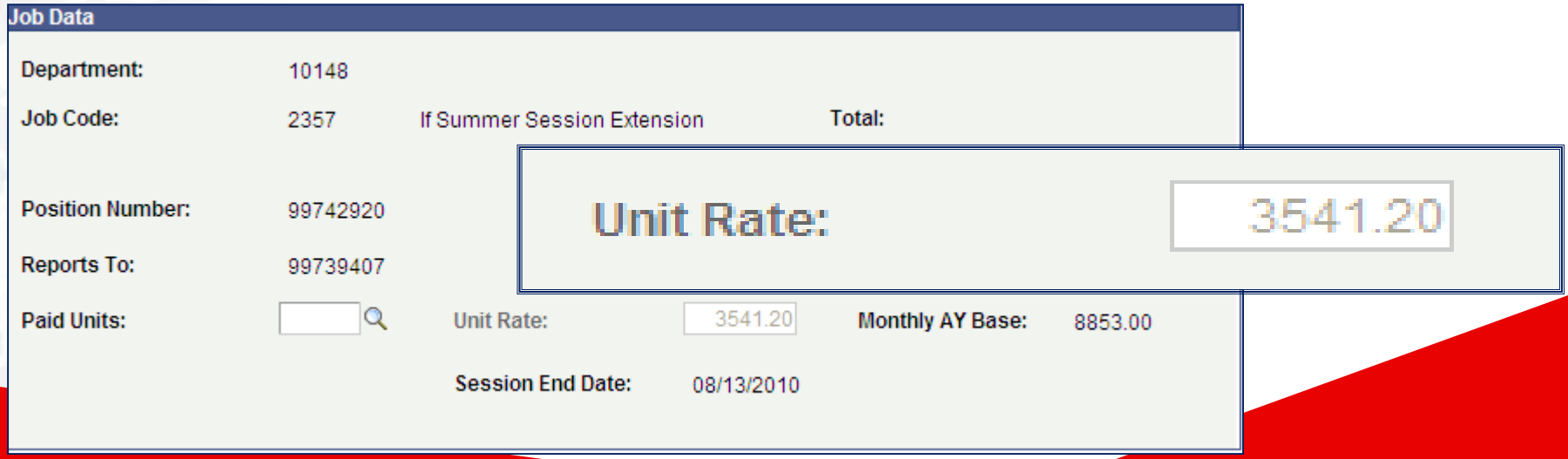
Warning!!



CSUN

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



Hands On Lab

Monday, May 9th **9:30 – 11:30 UN 166**

Bring your questions and transactions for individual assistance.

Summer PARs NEEDED

Excel file of templates available on the HR Academic Personnel webpage

CSUN

PARS NEEDED

California State University
Northridge

Summer 2016 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 2016

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 1/30th 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
Teaching Associate	Provide the 2014-2015 AY Base Salary and Summer WTU's on the PAR. HR will calculate Summer Pay Rate.	# 9 A
Graduate Assitant Monthly	Provide Base Salary and timebase. Note effective date of hire and separaion date.	#9 B

PARS Needed to Wrap up Spring 2016 and AY 2015-2016

Transaction Type	Comments	Summer Sample
Retirements *	Effective Date of Separation must be prior to 1st day of new AY or Semester and should be at least one day before the PERS Retirement Date.* Attach documentation and indicate on the PAR whether or not the person will participate in FERP.	# 10
Separation / Resignation *	Attach Copy of Resignation Letter.*	# 11
Completing 5 Years of FERP	Attach Copy of Separation Clearance Forms (Parts 1 & 2).*	# 12
New FERP	If a faculty member is beginning FERP partiicpation with the 2014-2015 Academic Year, submit the FERP PAR with the Service Retirement PAR.	# 13 A # 13 B

* Separation/Clearance Forms (Parts 1 & 2) must be submitted for resignations, separations and retirements; Only Part 1 of the Separation/Clearance Forms must be submitted for retirements participating in FERP with Part 2 to be submitted upon Final Separation, completion of FERP.

CSUN

Questions?

Human Resources & Faculty Affairs

Thank You!

CSUN