Today’s Topics

- Welcome
- Overview: Self-Support vs. State Support
- Dates & Deadlines
- Processing
- Workload & Additional Pay
- Salary Information
- Appointment Letters
- Cancellation of Appointment
- Benefits
- Module Review Session
- Wrapping Up AY 2016-2017
- PARS
- Q & A
- Summer Student Employee Hiring
Summer 2017 Academic Dates

Summer Session 1
   Tuesday, May 30 – Tuesday, August 22, 2017*
   – [12 Weeks (60 Days)]

Summer Session 2
   Tuesday, May 30 – Tuesday, July 11, 2017*
   – [6 Weeks (30 Days)]

Summer Session 3
   Wednesday, July 12 – Tuesday, August 22, 2017
   – [6 Weeks (30 Days)]

*Tuesday, July 4, 2017 – Independence Day Holiday
### Faculty Summer Hiring

#### Module Entry, Approval, PARS & Payroll Dates

Faculty Summer Module Open as of Friday, April 28, 2017

<table>
<thead>
<tr>
<th></th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Start Date</strong></td>
<td>Tuesday, May 30, 2017</td>
<td>Tuesday, May 30, 2017</td>
<td>Wednesday, July 12, 2017</td>
</tr>
<tr>
<td><strong>Effective End Date</strong></td>
<td>Tuesday, August 22, 2017</td>
<td>Tuesday, July 11, 2017</td>
<td>Tuesday, August 22, 2017</td>
</tr>
<tr>
<td><strong>Weeks</strong></td>
<td>12</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td><strong>Academic Workdays</strong></td>
<td>60</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td><strong>Module Keying Deadline</strong></td>
<td>Friday, May 12, 2017</td>
<td>Friday, May 12, 2017</td>
<td>Friday, June 23, 2017</td>
</tr>
<tr>
<td><strong>Census Data (for Calculating Low Enrollment)</strong></td>
<td>Saturday, June 10, 2017</td>
<td>Saturday, June 10, 2017</td>
<td>Saturday, July 22, 2017</td>
</tr>
<tr>
<td><strong>Summer Validation Pay Rpt due in HR (Low Enrollment, Adjustment, Other Hires)</strong></td>
<td>Friday, July 28, 2017</td>
<td>Friday, June 23, 2017</td>
<td>Friday, July 28, 2017</td>
</tr>
<tr>
<td><strong>Grades Due</strong></td>
<td>Tuesday, August 29, 2017</td>
<td>Tuesday, July 18, 2017</td>
<td>Tuesday, August 29, 2017</td>
</tr>
<tr>
<td><strong>Pay Day</strong></td>
<td>Thursday, August 31, 2017</td>
<td>Tuesday, August 1, 2017</td>
<td>Thursday, August 31, 2017</td>
</tr>
</tbody>
</table>
### Academic Student Employees

**Processing & Payroll Dates**

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

- For Summer, 2017 - Hired via a PAR submitted to HR Operations
- Paid on a monthly basis

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Submit PAR By:</th>
<th>Master Payroll Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02 – 5/31/2017</td>
<td>Tuesday, May 9</td>
<td>Wednesday, May 31*</td>
</tr>
<tr>
<td>06/01 – 06/30/2017</td>
<td>Monday, June 5</td>
<td>Friday, June 30</td>
</tr>
<tr>
<td>07/01 – 08/01/2017</td>
<td>Wednesday, July 5</td>
<td>Tuesday, August 1</td>
</tr>
<tr>
<td>08/02 – 08/31/2017</td>
<td>Monday, August 7</td>
<td>Wednesday, August 31</td>
</tr>
</tbody>
</table>

* May 31<sup>st</sup> pay warrant would represent two (2) days of pay (May 30-31, 2017).

Contact HR Operations at Extension 6687 with any questions.
## Summer 2017
### Processing-At-A-Glance

<table>
<thead>
<tr>
<th>Position</th>
<th>Entry Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>2357, 2457 Faculty (Hired or Rehired from 2358, 2360 position)</td>
<td>√</td>
</tr>
<tr>
<td>2357, 2457 Faculty, NEW</td>
<td>√</td>
</tr>
<tr>
<td>2357, 2457 Faculty, Late Start</td>
<td>√</td>
</tr>
<tr>
<td>2357, 2457 Faculty, Low Enrollment Adjustment</td>
<td>√</td>
</tr>
<tr>
<td>2481 Department Chair hired as 2357 or 2457</td>
<td>√</td>
</tr>
<tr>
<td>2357, 2457 Retired Annuitant (non-FERP)</td>
<td>√</td>
</tr>
<tr>
<td>2357, 2457 - New position # needed OR New position # for a different reporting relationship</td>
<td>√</td>
</tr>
<tr>
<td>All Faculty Salary Updates and After-the-Fact Corrections</td>
<td>√</td>
</tr>
<tr>
<td>All Additional Pay Job Code (4660, 2403, 2322, 2363)</td>
<td>√</td>
</tr>
<tr>
<td>2324 - Teaching Associate – Summer Term</td>
<td>√</td>
</tr>
<tr>
<td>2325 - Graduate Assistants (monthly)</td>
<td>√</td>
</tr>
<tr>
<td>1150, 1152 - Instructional Student Assistant</td>
<td>√</td>
</tr>
<tr>
<td>1870 - Student Assistant</td>
<td>√</td>
</tr>
<tr>
<td>1874 - Taxable Student Assistant (Bridge Student Assistant)</td>
<td>√</td>
</tr>
<tr>
<td>1868 – Non-Resident Alien Student Assistant</td>
<td>√</td>
</tr>
</tbody>
</table>
• **Additional Employment Policy (125%)** – It still applies during summer term

• **Summer Term:** May 30 – August 22
  • AY Faculty: May perform additional work up to: 75 days (125%)
  • 12-Month Faculty: May perform additional work up to: 15 days (25%)

• **Summer Sessions:**
  • Session 1: May 30 – August 22 (12 weeks)
  • Session 2: May 30 – July 11 (6 weeks)
  • Session 3: July 12 – August 22 (6 weeks)

• **FERP Faculty** - May Not Work In Summer

• **Department Chairs** - If teaching a course, vacation time must be charged in Excess of 10hrs/week over the entire summer

• **Non-Exempt Staff Hired as Instructors** – Due OT Pay if TB > 1.0
Summer Module and Additional Pay System

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

<table>
<thead>
<tr>
<th>Summer Work Type</th>
<th>Where to Enter</th>
<th>Deadline to Enter</th>
<th>Job Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 and 2 Courses</td>
<td>SOLAR HR Summer Module</td>
<td>05/12/2017</td>
<td>2357/2457</td>
<td></td>
</tr>
<tr>
<td>Session 3 Courses</td>
<td>SOLAR HR Summer Module</td>
<td>06/23/2017</td>
<td>2357/2457</td>
<td></td>
</tr>
<tr>
<td>State Additional Pay</td>
<td>Additional Pay System</td>
<td>Pre-Authorization</td>
<td>4660, 2403</td>
<td>AY Faculty can use 4660 during summer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prior to Effective Date of Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended Learning</td>
<td>Additional Pay System</td>
<td>Pre-Authorization</td>
<td>2322, 4660,</td>
<td></td>
</tr>
<tr>
<td>Additional Pay</td>
<td></td>
<td>Prior to Effective Date of Work</td>
<td>2403, 2363</td>
<td></td>
</tr>
<tr>
<td>TUC Additional Pay</td>
<td>Additional Pay System</td>
<td>Pre-Authorization</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prior to Effective Date of Work</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Summer Session Table

#### SUMMER 2017

<table>
<thead>
<tr>
<th>MONTH:</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES:</td>
<td>30</td>
<td>1-5</td>
<td>6-12</td>
<td>13-19</td>
</tr>
</tbody>
</table>

#### 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

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: 9 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.
## SALARY

Albert Alcazar, Faculty Affairs

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Faculty</td>
<td>• 1/30th Rate (2016-2017 AY)</td>
</tr>
<tr>
<td>Department Chairs</td>
<td>• 1/30th <strong>AY</strong> Rate (W/O Chair Stipend)</td>
</tr>
<tr>
<td>New Faculty</td>
<td>• Hired within 2357/2457 job code ($849 - $4,692)</td>
</tr>
</tbody>
</table>

*Note – Chair Appointments are done on the PAR and will be sent directly to Human Resources. Please keep in mind that Chairs teaching in the summer need to claim vacation time.*
Salary / Current Faculty

Faculty who held a Fall 2016 and/or Spring 2017 appointment (2360, 2361, 2358, and 2359) will be paid at the “1/30th rate” of their AY Base Salary. Calculated according to the 1/30th formula.

\[
\text{(FT AY Salary} \times 12 / 30) = \frac{1}{30} \text{th Unit Rate} \times (\# \text{ Summer WTUs}) = \text{Total Pay Amount}
\]

Example:
A faculty member with a (full-time) monthly base of $7,109 during 2016-2017, who is teaching one 3 unit course in any summer session would earn $8,530.80 for that course:

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

\[
(\text{Monthly base} \times 12 / 30) = \text{Unit Rate} \times \text{WTU} = \text{Salary}
\]
Salary / Enrollment-Based Compensation

**ALL** classes for Summer 2017 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

**Example (Refer to Summer 2017 Sample PAR #4):**

Prof Greene has a Summer base rate of $3,995 and at Census on 06/10/2017, 19 student enrolled in his Summer Session 2 class worth 3 units:

\[
\$3,995 \times 12 = \$47,940 / 30 = \$1,598
\]

\[
\$1,598 \times .05 = \$79.90; \ $1,598 - \$79.90 = \$1,518.10
\]

\[
\$1,518.10 \times 3 \text{ WTU} = \$4,554.30 \text{ (Total Summer Salary)}
\]
Academic Student Employees (ASEs) are to be hired within the following ranges in effect since July 2016 & January 2017 (2324):

• Teaching Associate- Summer Term: Job Code 2324
  $2212 to $9,016 per month

• Graduate Assistants- Monthly: Job Code 2325
  $2,116 to $4,157 per month

• Instructional Student Assistant- Job Code 1150, 1152
  $12.50 to $18.92 per hour

• ASE Position Openings are sent to Faculty Affairs
  (albert.alcazar@csun.edu)
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 (July set of increases)
  - 3.5% GSI; SSI
• TA Substitutes
• Indirect Instruction, $150 per unit
Faculty who are scheduled to teach during Summer 2017 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

Search Results

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2357</td>
<td>If Summer Session Extension</td>
</tr>
<tr>
<td>2457</td>
<td>If Summer Session State Suprt</td>
</tr>
</tbody>
</table>

Warning!!

Message from webpage

Warning -- This Job Code is State-supported
Please be sure State funding is correct before making your selection.
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**
Summer 2017 Academic Personnel &
Student Hiring & Processing Overview
Monday, May 8th 10:00 – 11:30 OV 16

Summer PARs NEEDED
Excel file of templates available on the HR
Academic Personnel webpage
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 2017

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Comments</th>
<th>Summer Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Cancellation</td>
<td>Adjust the salary pro-rata for faculty members whose summer course has been canceled. A faculty member is to receive compensation pro-rata for each class taught prior to cancellation.</td>
<td># 1</td>
</tr>
<tr>
<td>Withdrawal by Instructor</td>
<td>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.</td>
<td># 2</td>
</tr>
<tr>
<td>Late Start</td>
<td>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.</td>
<td># 3</td>
</tr>
<tr>
<td>Low Enrollment Adjustment</td>
<td>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 26 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%.</td>
<td># 4</td>
</tr>
<tr>
<td>Low Enrollment &amp; Late Start Adjustment</td>
<td>See PAR Sample 3 and 4 above.</td>
<td># 5</td>
</tr>
<tr>
<td>Instructor with one Regular and one Low Enrolled Course</td>
<td>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 &amp; 10) and the course with low enrollment in Job #2 (lines 11 &amp; 12).</td>
<td># 6</td>
</tr>
<tr>
<td>Department Chair</td>
<td>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.</td>
<td># 7</td>
</tr>
<tr>
<td>Retired Annuitant</td>
<td>Retired Annuitants teaching in Summer must be processed via a PAR.</td>
<td># 8</td>
</tr>
<tr>
<td>Summer Teaching Associate</td>
<td>Provide the 2016-2017 AY Base Salary and Summer WTUs on the PAR. Additional instructions are noted on the PAR.</td>
<td># 9 A</td>
</tr>
<tr>
<td>Graduate Assistant Monthly</td>
<td>Provide Base Salary and timebase. Note effective date of hire and separation date.</td>
<td># 9 B</td>
</tr>
</tbody>
</table>

### PARS Needed to Wrap up Spring 2017 and AY 2016-2017

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Comments</th>
<th>Summer Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirements</td>
<td>Effective Date of Separation must be prior to 1st day of new AY or Semester and should be at least one day before the FERS Retirement Date.* Attach documentation and indicate on the PAR whether or not the person will participate in FERP.</td>
<td># 10</td>
</tr>
<tr>
<td>Separation / Resignation</td>
<td>Attach Copy of Resignation Letter.*</td>
<td># 11</td>
</tr>
<tr>
<td>Completing 5 Years of FERP</td>
<td>Attach Copy of Separation Clearance Forms (Parts 1 &amp; 2) *</td>
<td># 12</td>
</tr>
<tr>
<td>New FERP</td>
<td>If a faculty member is beginning FERP participation with the 2017-2018 Academic Year, submit the FERP PAR with the Service Retirement PAR</td>
<td># 13 A</td>
</tr>
</tbody>
</table>

*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.
Questions?

Human Resources & Faculty Affairs

Thank You!