

# **HR: Academic Personnel**

## **Fall 2023 and AY 2023-2024**

### **Processing Workshop**

**Presented By The Office of Human Resources  
& The Office of Faculty Affairs**

Thursday, August 3, 2023  
Via Zoom

Available On-Line at:  
<https://www.csun.edu/hr/hr-toolkit>

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## Fall 2023 and 2023-2024 AY Appointment Default Dates

Please note the default beginning and ending dates for 2023-2024 appointments:

### **Part-Time Lecturers**

#### AY Lecturers (Job Code 2358)

1-Semester Appointment	
Fall Only – S1:	08/23/2023 – 12/22/2023
Spring Only – S1:	01/17/2024 – 05/24/2024
1-Academic Year appointment – Y1:	08/23/2023 – 05/24/2024
3-Year appointment – Y3:	08/23/2023 – 05/22/2026*

### **Teaching Associates**

#### Teaching Associates (Job Code 2354)

1-Semester Appointment	
Fall Only – S1:	08/23/2023 – 12/22/2023
Spring Only – S1:	01/17/2024 – 05/24/2024
1-Academic Year appointment – Y1:	08/23/2023 – 05/24/2024

### **Graduate Assistants**

#### Graduate Assistants (Job Code 2355)

Fall Appointment:	09/01/2023 – 01/30/2024**
Spring Appointment:	01/31/2023 – 06/30/2024**

\*Y3 End Date may be subject to change.

\*\* Please note that GA Appointment Default Dates represent the five pay warrants per semester or normal AY dates in active pay status. The dates an AY GA should be scheduled to work mirror the traditional first and last academic work days of the semester, like a Lecturer or TA.

### **Instructional Student Assistants**

Job Code 1150 – ISA, On-Campus	Include 1 <sup>st</sup> Day of Employment and Known Last Day of Employment or End of Academic Year.
Job Code 1152 – ISA, Off-Campus	
Job Code 1151 – ISA, On-Campus Work-Study	
Job Code 1153 – ISA, Off-Campus Work-Study	

To facilitate processing and minimize adjustments when hiring by semester, the following dates are suggested for hiring ISAs into the Student Module

Fall Appointment	08/23/2023 – 05/24/2024
<i>Or from first day of employment to expected last day of employment, but not later than 05/24/24 (05/15/24 for work study).</i>	

### **Student Assistants**

Job Code 1870 – Student Assistant	Include 1 <sup>st</sup> Day of Employment and Known Last Day of Employment or End of Semester/Year.
Job Code 1871 – Student Assistant, On-Campus Work Study	
Job Code 1872 – Student Assistant, Off-Campus Work Study	

Job Code 1874 – Taxable Student Assistant #	Include 1 <sup>st</sup> Day of Employment and End Date as recommended
Job Code 1868 – Student Employee - NCS (Non Citizen Status)	
# Please consult with your HR Operations Representative before using this Job Code during the Fall or Spring Semester(s).	

## The Sign-In Process

All **NEW** Full-Time and Part-Time Faculty, Teaching Associates, Graduate Assistants, and Instructional Student Assistants, and **REHIRED** Full-Time and Part-Time Faculty, Teaching Associates, Graduate Assistants and Instructional Student Assistants who have not been employed at CSUN during the past 18 months must complete the Sign-In Process **on or before the effective date of their appointment.**

The Sign-In Process includes the verification of an employee's eligibility to work in the United States; ***Federal Law requires that all new employees complete Form I-9 (Employment Eligibility Verification Form) on or before the first day of their appointment.*** Failure to comply with these requirements can result in the University being assessed civil penalties.

Academic Personnel completing the Sign-In Process should obtain a completed and signed [New Employee Sign-In Form](#) from their hiring department, which includes a list of required documents. Please have the new academic personnel contact [hrcustomerservice@csun.edu](mailto:hrcustomerservice@csun.edu) to schedule a sign-in appointment.

Currently, HR is open by appointment only. To assist us in this, please ensure all academic personnel complete and print their sign-in documents prior to their appointment with HR.

All new and rehired (if break in service of 18 months or longer) Part-Time Faculty, Teaching Associates and Graduate Assistants will need to bring the following with them to Human Resources when signing in:

- New Employee Sign-In Form
- Statement of Professional Preparation and Experience (SC-1 form)
- Verification of academic degree
  - For Rehires, only needed if a new degree has been obtained since last date worked

### Acceptable Forms of Degree Verification

*Attached to the SC-1 and New Employee Sign-In Form should be one of the six items listed:*

1. *A printout of the degree verification from the National Student Clearinghouse.*
2. *A copy of the official transcripts from the institution granting the degree. Indicate "Original sealed document opened (date) by (your name)" on first page.*
3. *For degrees conferred overseas for which the degree cannot be verified by the above two methods, a copy of the diploma or diploma equivalent.*
4. *If the degree has not yet posted in the National Student Clearinghouse or transcripts are not yet available, a copy of the letter from the chair of dissertation committee indicating the degree and date on which the employee expects to be awarded the degree.*
5. *For CSUN graduates, a printout from SOLAR indicating the degree earned at CSUN.*
6. *An exception notice from the department chair if no degree is required for the position (Part-Time Faculty only).*

*Completion of the new hire process in SOLAR HR is dependent on receipt of this information in Human Resources at the time of sign-in. Departments needing assistance accessing the National Student Clearinghouse should contact Todd Wolfe, University Registrar, at [todd.wolfe@csun.edu](mailto:todd.wolfe@csun.edu).*

All new Faculty will be issued a CSUN ID number, user ID, password and email account as part of the Sign-In Process; CSUN Photo ID cards are generated by Admissions and Records.

### **Upon Completion of Sign-In:**

Upon completion of sign-in, new faculty are provided with information on how to obtain their user account and e-mail information, and faculty virtual ID card.

Feel free to contact [hrcustomerservice@csun.edu](mailto:hrcustomerservice@csun.edu) with any questions related to sign-in.

### ***Total Instructional Employment Disclosure Form***

A CSU System-wide mandate and the Unit 3 Collective Bargaining Agreement limit the total employment of a CSU employee and require the University to capture and monitor the amount of work assigned in excess of 40 hours per week. To accomplish this, the campus created the Total Instructional Employment Disclosure Form which is available from the Faculty Affairs "[Forms - Miscellaneous](#)" webpage. At the beginning of each academic term, the department provides each Instructional Personnel member (Tenured, Probationary, Part-Time Faculty, and Academic Student Employees) with a Disclosure Form; the employee completes the form and returns it to the Department Chair for review and signature. Employees are to indicate their total "Instructional," "Non-Instructional" and other CSUN and CSU employment.

**Disclosure forms are to be reviewed and signed by the Department Chair and Forwarded to Faculty Affairs by the 1<sup>st</sup> Instructional Day of each semester.**

## Benefits Administration

**Friday, September 22, 2023** is the deadline for eligible employees to enroll for medical, dental or vision coverage to be effective October 1, 2023. This deadline applies for Flex-Cash to be effective beginning November 1, 2023.

**Open Enrollment Period** will take place from September 18, 2023 through October 13, 2023.

There are no changes in Eligibility Requirements for Academic Personnel. *Eligible* employees have 60 days from the effective date of their appointment to elect and enroll in a medical, dental, vision benefits or FlexCash and a flexible spending account. Flex-Cash is an optional benefit plan that allows an otherwise benefit-eligible individual to waive medical and/or dental insurance coverage in exchange for cash, provided the individual has other non-CSU coverage. Eligibility for benefits is conditioned upon the job code/classification, the duration of the appointment and the time base. Detailed information on Employee Benefits and Programs may be found on Human Resources' Benefits website at: <http://www.csun.edu/benefits>.

The **Annual Benefits & Wellness Fair** will take place October 5th 2023 from 9:00 AM to 11:00 AM – watch the HR/Benefits webpage or CSUN Shine Weekly for more information.

**Part-Time Lecturers, AY (Job Code 2358)** with a one-semester, one-year, or three-year appointment during the 2023-2024 academic year are eligible for State group medical, dental and vision insurance and FlexCash during any semester in which they teach at least 6.0 units. If their appointment drops below 6.0 units during the semester or from one-semester to the next, they will lose benefit coverage. **If this situation occurs, please contact the Benefits Coordinator at extension 3810 or 2119 immediately.**

**Temporary Faculty in 12-month classifications (Job Code 2359)** are eligible for State group medical, dental and vision insurance (or FlexCash) if appointed for more than 6 months with a timebase of 50% (7.5 units) or more.

**Teaching Associates, AY (Job Code 2354)** appointed both Fall 2023 and Spring 2024 with a minimum of 7.5 units each semester are eligible for State group medical, dental and vision insurance (or FlexCash). Teaching Associates who establish eligibility for benefits in the Fall semester will lose benefits in the Spring semester if their timebase falls below 7.5 units.

**Graduate Assistant, AY or Monthly (Job Code 2355 or 2325)** are not eligible for State funded medical, dental and vision insurance.

Summary Fliers for Part-Time Faculty and Teaching Associates are available at the start of each semester. These Fliers should be printed out and provided to your Part-Time Faculty and Teaching Associates as appropriate.

**Departments and Employees may contact the following Benefits Coordinators:**

- **Monica Baskerville**      **x3810 (Last Name A - H)**
- **Art Travis**              **x3820 (Last Name I-Mb)**
- **Cathy Salazar**          **x2119 (Last Name Mc – Z and Retirement Inquiries)**
- **Debbie Stewart**        **x3351 (Leaves of Absence & Workers Compensation)**
- **Sherrill Bunce**         **x3354 (Solar HR Access)**

## Appointment Letters & Notices

A query is available for Departments and/or Colleges to run and create an Excel file of all Part-Time Temporary Lecturer, Teaching Associate and Graduate Assistant appointments entered into the Part-Time Faculty module for the new term/year so that departments and colleges can generate appointment letters and notices. Instructional Student Assistant appointments are not captured in this query; a department or college based spreadsheet should be maintained to develop ISA appointment notices. Appointments should be entered as soon as they are confirmed and letters can be printed on a schedule that fits the area.

As additional temporary academic personnel are hired, and entered, their letters can be generated as needed.

Please Note:

- 1-Year Appointments may only be given effective at the start of the Fall semester.

### **Unit 3 - Faculty Employees**

Departments and/or Colleges are responsible for providing all Part-Time Faculty with an appointment letter based on appointment information entered into Solar HR. Colleges either perform this process centrally or have each department generate their own letters. Part-Time faculty return the signed appointment letter to departments/colleges and the letter is then maintained in the faculty member's Personnel Action File.

The Unit 3 Appointment Letter Templates available from the Human Resources Academic Personnel website include:

Lecturer Appointment Letter, page 1

Lecturer Appointment Letter, page 2

### **Unit 11 - Academic Student Employees**

Per the Unit 11 CBA, no employee shall be deemed appointed in the absence of an official written notification and the bargaining unit employee's acceptance within the timelines established by the notification. Departments are responsible for generating appointment notices for Academic Student Employees in compliance with the contract requirements:

- If a hiring decision was made for Fall 2023 or AY 2023-2024, as soon as practicable hereafter, but no later than 90 days prior to the start of the appointment, the student is to be provided written notice.
- If a hiring decision is made at some other time, the student is to receive a written notice of appointment or reappointment no less than thirty (30) days before the start of the appointment.
- In cases in which a position becomes available less than thirty (30) days before the commencement of the appointment, the notice shall be provided as soon as practicable after the decision is made.

Templates of the appointment notices are provided by Human Resources and the Office of Faculty Affairs. The Unit 11 CBA stipulates that in addition to an appointment letter, each Academic Student Employee is to receive documentation (Description of Duties Form, Appendix F) that outlines the employee's specific duties of appointment.

The Unit-11 Appointment Notice Templates available include:

- Teaching Associate Appointment Notice
- Graduate Assistant Appointment Notice
- Instructional Student Assistant Appointment Notice
- ASE Description of Duties Form, Appendix F

## Part-Time Faculty Module

The Part-Time Faculty (PeopleSoft) Module was made available for departments to begin Fall 2023 and AY 2023-2024 data input on August 1, 2023. The last day to input and approve data directly into PeopleSoft for Fall 2023 appointments will be August 24, 2023.

The Part-Time Faculty (PeopleSoft) Module will be available for departments to begin data input for Spring 2024 appointments on November 1, 2023. The last day to input and approve data directly into PeopleSoft for Spring 2024 appointments will be January 25, 2024.

The following transactions may be input directly into the PTF Module. The navigational path to the PTF Module is: ***MyNorthridge Web Portal > Human Resources / Manager > Enter Part-Time Faculty.***

1. Appointments and Reappointments:
  - a. Part-Time Lecturer, Academic Year with less than 14.8 units (74/75): Job Code **2358**
  - b. Teaching Associate, Academic Year: Job Code **2354**
  - c. Graduate Assistant, Academic Year: Job Code **2355**
2. Time Base Changes
3. Cancellation of Appointments
  - a. Cancellation in the Module only applies to instructors who are appointed, do not work and therefore are to receive no compensation. Do not use "Cancellation" to correct or 'redo' an incorrect entry or to cancel a class after the first class.

A [Part-Time Faculty Module User's Guide](#), an [Enter PTF Quick Guide](#) and an [Approve PTF Quick Guide](#) may be accessed from the SOLAR Human Resources website at: <http://www-admn.csun.edu/ohrs/solar/index.htm#ptf>.

## Student Module

The Student Module is currently available for Fall 2023 and AY 2023-2024 data input. The navigational path to the Student Module is: ***MyNorthridge Web Portal > Human Resources / Manager > Enter Student Employment.*** The following transactions may be input directly into the Student Module:

### **Unit 11**

#### Appointments and Reappointments:

- a. Instructional Student Assistant (ISA): Job Code **1150**
- b. Instructional Student Assistant, Work-Study (ISA/WS): Job Code **1151**
- c. Instructional Student Assistant, Off-Campus (ISA/OC): Job Code **1152**
- d. Instructional Student Assistant, Off-Campus Work-Study(ISA/OC/WS) Job Code **1153**

### **Student Assistants/Trainee**

#### Appointments and Reappointments:

- a. Student Assistant (SA): Job Code **1870**
- b. Student Assistant, On-Campus Work-Study (SA/WS): Job Code **1871**
- c. Student Assistant, Off-Campus Work-Study (SA/OC/WS) Job Code **1872**
- d. Taxable Student Assistant Job Code **1874**
- e. Student Employee Job Code **1868**

- If an Instructional Student Assistant appointment is not being extended within the module, the ISA must be terminated in the Student Module at the end of the appointment.
- Where end dates are required, no gap can exist between the Appointment End Date and the beginning of the next appointment unless a separation and subsequent rehire has been transacted.
- ISA and Student Assistant/Trainee pay is processed through online positive pay (Time and Labor Module) and Time and Attendance should be keyed according to the Time and Labor Deadlines on the University Payroll Calendar



## Part-Time Faculty Payroll and Module Processing Dates

Transactions must be **Keyed** into the PeopleSoft Part-Time Faculty Module **and Approved** by the following dates in order to guarantee processing for that month's pay warrant. Transactions keyed and approved after these dates may not be reflected in the paycheck for that pay period, but will be reflected in the next pay cycle.

<u>Pay Period</u>	<u>Pay Issue Date</u>	<u>Keying Deadline</u>	<u>Approval Deadline</u>
<b><u>Fall, 2023</u></b> 08/23 – 09/30/2023	October 01, 2023	Thursday, August 24, 2023	Friday, August 25, 2023
<b><u>Spring, 2024</u></b> 01/17 – 02/29/2024	March 01, 2024	Thursday, January 25, 2024	Friday, January 26, 2024

**Note: Late hires / rehires and time base changes with FTE less than 1.0 time should still be entered and approved via PTF Module. A Personnel Action Request form (PAR) must be submitted to HR Operations for hires, rehires or time base changes resulting in 1.0 FTE (full time) or corrections of previously entered job changes (e.g., retro-active correction of appointment duration, units, salary).**

## Salary Ranges for Unit 3 Faculty

Current Salary Ranges for Unit 3 Faculty members are available from the CSU Human Resource Administration website at: <http://www.calstate.edu/HRAdm/SalarySchedule/salary.aspx>. Ensure that the box marked Most Recent Effective Date is checked, and simply enter the appropriate job code.

Department chairs should consult Section 700 or Faculty Affairs for information on the initial placement of a new lecturer on the salary schedule.

## Salary Ranges and Job Codes for Academic and Student Employees

- **Graduate Assistants and Teaching Associates** are hired in the Part-Time Faculty Module:

Classification Title	Job Code	Salary Range Minimum	Salary Range Maximum
Teaching Associate, AY	2354	\$2,943	\$6,891
Teaching Associate, 12 Month *	2353	\$3,322	\$7,912
Graduate Assistant	2355	\$2,943	\$3,972
Graduate Assistant, Monthly *	2325	\$3,091	\$5,508
Graduate Assistant, Federal Work Study	2326	\$3,091	\$5,508

- Pre-Authorization to hire into a Monthly TA or GA position must be obtained from Faculty Affairs; A PAR must be submitted to HR to terminate the position and pay at the end of the appointment.

- **Instructional Student Assistants** are hired in the Student Module:

Classification Title	Job Code	Salary Range Minimum	Salary Range Maximum
Instructional Student Assistant	1150	\$16.20	\$21.62
Instructional Student Assistant, Work Study	1151	\$16.20	\$21.62
Instructional Student Assistant, Off-Campus	1152	\$16.20	\$21.62
Instructional Student Assistant, Off-Campus Work Study	1153	\$16.20	\$21.62

- Departments must coordinate Work Study appointments with the Office of Financial Aid.
- Salary Minimum and Maximum figures are as of January 1, 2023.

- **Student Assistants and Student Trainees** are hired in the Student Module:

Classification Title	Job Code	Salary Range Minimum	Salary Range Maximum
Student Assistant	1870	\$15.50	\$23.25
Student Trainee, On Campus Work Study	1871	\$15.50	\$23.25
Student Assistant, Off-Campus Work Study	1872	\$15.50	\$23.25
Student Assistant, Non-Citizen Status	1868	\$15.50	\$23.25

- Departments must coordinate Work Study appointments with the Office of Financial Aid.
- Salary as of January 1, 2023.

## **Pay Warrant Schedules**

### **Academic Year Faculty (Job Codes 2360 and 2358)**

Remuneration for the duties of Instructional Faculty is paid in six installments for one-semester appointments or twelve installments for academic year appointments. Faculty are paid according to their timebase and the number of academic workdays worked in each semester. Faculty whose appointments begin late or who have a late change in their assigned number of units (either an increase or decrease in units taught) will have their first and last monthly checks adjusted according to State Controller's Office payroll procedures; Departments should advise faculty of this when discussing changes.

Pay Warrants for Tenured and Probationary Academic Year Faculty (2360) and for Temporary Instructional AY Faculty (2358) appointed for the Fall semester and reappointed for the Spring semester are dispersed as follows: for Fall Semester, the end of the September, October, November, December and January pay periods with final settlement at the end of the following August pay period; for Spring, the end of the February, March, April, May and June pay periods with final settlement at the end of the July pay period. Faculty appointed only for the Spring semester receive their six pay warrants at the end of February, March, April, May, June and July pay periods.

### **Academic Year Faculty Pay Warrant Distribution Chart**

The Pay Warrant Distribution Chart for Academic Year Faculty, Fall 2023 through Spring 2024 can be found on the Human Resources Payroll website at: <http://www.csun.edu/payroll>.

### **Teaching Associates (Job Code 2354)**

Academic Year (AY) appointment Teaching Associates will receive twelve (12) pay warrants on or about the 1st of each month for the previous month's pay period. The first pay warrant will issue in October and cover August-September. All subsequent warrants will be issued monthly thereafter (November, December, January, February, March, April, May, June, July, August, and September). Teaching Associates with Fall semester only appointments will receive six (6) pay warrants which will issue beginning in October and monthly thereafter (November, December, January, February, and March). Teaching Associates with Spring semester only appointments will receive six (6) pay warrants which will issue beginning in March for work performed between January and February, and monthly thereafter (April, May, June, July, and August). The issuance of the first pay warrant may vary if the start of employment does not coincide with the beginning of the semester.

### **Graduate Assistants (Job Code 2355)**

Graduate Assistants will receive five (5) pay warrants on or about the 1st of each month representing the previous month's pay period. For Graduate Assistants with Fall semester only appointments, warrants issue in October, November, December, January, and February. For Graduate Assistants with Spring semester only appointments, warrants issue in March, April, May, June, and July.

Monthly Graduate Assistant appointments receive payment from the beginning to end of the work period; Pay warrants issue on or about the 1st of each month representing the previous month's pay period.

### **Instructional Student Assistants and Student Assistants**

Instructional Student Assistants and Student Assistants are classified as hourly employees and are paid on or about the 15<sup>th</sup> of the month for the hours reported on the timesheet. Please advise your student employees whether they should self-report their time or submit timesheets, and the applicable deadlines.

## Entitlements

Temporary, Part-Time Lecturers are covered by the provisions of the Unit 3 Collective Bargaining Agreement. In accordance with the provision of Article 12.3:

### 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 and the same number of units (or more) that they taught in the previous academic year with similar distribution of units over the next two semesters ; and,
- Placement at the same or higher salary on the salary schedule.

### 3-Year, Article 12 Appointments

Temporary faculty unit employees (excluding coaches) employed during the prior academic year and possessing six or more years of prior consecutive service in a department, are entitled to a 3-Year temporary appointment. Temporary lecturers assigned a 3-Year appointment, are entitled to:

- The same number of units (or more) that they taught in the their sixth year, or in the last year of their previous 3-Yr appointment; similar distribution of units over the next three years as were assigned in the year previous to the start of the 3-Yr appointment; and placement at the same or higher salary on the salary schedule.
- 3-year appointments are renewed following determination by the appropriate administrator that the lecturer has been rated “satisfactory” and absent serious conduct problems.
- Processing Reminder:
  - Faculty who have under Article 12, earned for the first time a 3-Year appointment (new) or are beginning a subsequent three-year appointment (renewal), with a less than 1.0 time-base, need to be entered into the Part-Time Faculty module.
  - You should hire/rehire them in the Part-Time Faculty module with a duration of Y3 and an end date of 05/22/2026. (Note: In subsequent semesters, when processing a change in time-base or number of assigned units, you will also make the change in the module.)
  - If you are appointing/re-appointing someone with a full-time (1.0 timebase) or who was on a leave in Spring 2023, or only teaches Fall semester, you will need to submit a PAR.
  - To correct an end date on a Y3 appointment, a PAR must be submitted to Human Resources.

### AY and 3-Year Entitlement Chart

<b>Semester Campus Rule:</b>				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.					
<b>Academic Year #1 Work</b>				<b>Academic Year #2</b>		<b>Academic Year #2</b>			
<b>Scenario</b>				<b>Scenario</b>	Does Work in Year #1 earn a One-Year entitlement if Reappointed in Fall of Year #2?	<b>Scenario</b>	If reappointed for the following year beginning in the Fall, what is the amount of entitlement for the year?	<b>Scenario</b>	Does AY Service Count toward 6 required to earn Three-Year Entitlement Under 12.12?
	<i>Fall Units</i>	<i>Spring Units</i>	<i>Summer Units</i>						
<b>1</b>	9	6		<b>1</b>	Yes	<b>1</b>	15 WTU	<b>1</b>	Yes
<b>2</b>	9	6	3	<b>2</b>	Yes	<b>2</b>	15 WTU	<b>2</b>	Yes
<b>3</b>		6	3	<b>3</b>	Yes	<b>3</b>	9 WTU	<b>3</b>	Yes
<b>4</b>	9			<b>4</b>	No	<b>4</b>	0 WTU	<b>4</b>	Yes
<b>5</b>		6		<b>5</b>	No	<b>5</b>	0 WTU	<b>5</b>	Yes
<b>6</b>			3	<b>6</b>	No	<b>6</b>	0 WTU	<b>6</b>	No
<b>7</b>	9		3	<b>7</b>	No	<b>7</b>	0 WTU	<b>7</b>	Yes

Note: The Summer terms may be used to make-up entitlements not met during the prior academic year. Only units assigned as part of a State Support Summer Session count toward lecturer entitlement.

## Lack of Available Units

If for Fall 2023 or 2023-2024, there are no classes to offer for a 1-Year or 3-Year entitled faculty member, please contact Faculty Affairs at extension 2962.

### ***Conditions of Appointment and Cancellation of Classes for Unit 3 Faculty***

Appointments for Full-Time Lecturers are not conditional on budget or enrollment.

For all other lecturers, classes may be cancelled any time prior to the third class meeting. Departments are obligated to pay the instructor from the beginning of the semester through the last day worked (day of first or second class meeting).

If a class is cancelled after the third class meeting, the department is obligated to pay the instructor for the entire semester or provide an alternate work assignment.

If the cancellation of a class occurs prior to the start of the effective date of the semester and no pay is due, the appointment may be cancelled in the part-time faculty module.

If the cancellation of a class occurs after the effective date of the semester, and pay is due, the cancellation must be processed via a PAR sent to Human Resources.

### ***Conditions of Appointment and Cancellation of Classes for Unit 11 Academic Student Employees***

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.

## Student Employee Hiring Guidelines

### **Hiring Academic Student Employees**

The complete Academic Student Employee Hiring Guidelines may be found on the Faculty Affairs website at: <http://www.csun.edu/faculty-affairs/academic-student-employees-ase>. Departments must have a signed SC-1 on file for each TA, GA and ISA hired. An SC-1 and verification of the required degree must be submitted along with the New Employee Sign-In Form all new TAs and GAs during the Sign-In Process.

The University is required by the Unit 11 Collective Bargaining Agreement to advertise Open Hire positions for Teaching Associates, Graduate Assistants, and Instructional Student Assistants when they become available. Open Hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). Departments are requested to fill out a Position Announcement Form (ASE-1) and forward it to the Office of Faculty Affairs to be posted on the Faculty Affairs website. One ASE-1 form may cover multiple similar positions searched at the same time.

### **Posting ASE Positions**

The ASE-1 form is available at: <https://www.csun.edu/faculty-affairs/academic-student-employees-ase>. All postings should contain the following information:

- An employment non-discrimination statement.
- A general description of the duties performed by each of the classifications covered by the agreement.
- The "minimum qualifications" by classification as established by and at the sole discretion of the University.
- A statement indicating that exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.
- Application procedures or hiring unit contact person for bargaining unit positions.
- Hiring criteria for each classification.
- Percentage or hours of appointment, when known.
- Deadlines for application and procedures for notification.

Departments are expected to contact Faculty Affairs via e-mail when a position has been filled so that the ASE-1 and link can be removed.

### **Academic Student Employee Separations and Terminations**

- If an Academic Student Employee declines or resigns from an appointment, the employee should submit a written letter stating that they decline the appointment or resign from the position (an effective date must be included). If the employee does not submit written documentation, the hiring department should send or email a confirmation of the discussion and details surrounding the withdrawal to the student.
- **Teaching Associate** positions are for a specific period. Prior to the end of a 12-Month appointment (2353), the department should submit a PAR to Human Resources to separate the employee on the last day of the appointment period.
- **Graduate Assistant** positions are for a specific period. While one year or AY appointments (2355) may be offered, in the module they consist of two five-month appointments meaning that GAs must be reappointed in the Spring. Prior to the end of a Monthly appointment (2325), the hiring department should submit a PAR to Human Resources to separate the employee on the last day of the appointment period.

### **Restrictions on Total Employment for ASEs**

Academic Student Employees (TAs, GAs, and ISAs) may not be concurrently employed in a non-student classification (i.e., Lecturer, Substitute, Special Consultant, Extended Learning Instructor, or Staff position).

### **Graduate Assistant Employment Policy**

Graduate Assistants are limited to a maximum of 20 hours per week of total employment while enrolled in classes. Graduate Assistants employed for less than 20 hours per week may be appointed concurrently in another student classification up to a combined total of approximately 20 hours per week.

**Teaching Associate Employment Policy**

Students appointed as Teaching Associates only may be appointed less than full-time, up to a maximum of 14.8 units, while enrolled in classes. TAs appointed half-time or more may not be appointed concurrently in a different classification. Teaching Associates appointed for less than half-time may be appointed concurrently in another student classification, up to a combined total of approximately 20 hours per week.

**Instructional Student Assistant Employment Policy**

Instructional Student Assistants are limited to a maximum of 20 hours per week of total employment while enrolled in classes. Instructional Student Assistants employed for less than 20 hours per week may be appointed concurrently in another student classification up to a combined total of approximately 20 hours per week.

**Hiring Student Assistants**

Job Code	Job Title	Expected End Date Required	Automatic Separation
1870	Student Assistant	Yes	Yes-after 2 Months with no Pay; An Automatic Separation does not preclude the need to separate or terminate a closed or finished position.
1871	Work Study- On Campus	Yes	Yes–HR separates after last Work-Study cycle of the academic year.
1872	Work Study- Off Campus	Yes	
1874	Taxable Student Assistant	Yes	Yes–HR separates after July Pay Period closes.
1868	Student- Non Citizen Status	Yes	No. Separation effective date must be one day greater than last hours reported/approved.
1150 / 1152	Instructional Student Asst on/off Campus	Yes	<b><u>Recommended End Dates:</u></b> AY End Date: 05/24/24 05/15/2023 if Work-Study
1151/ 1153	Instructional Student Asst on/off Campus Work Study	Yes	

**Student Hiring Business Rules**

- It continues to be campus policy that a student who is not actively enrolled for a semester, may not be hired into a Student Classification for that term.
- Students cannot hold Student and Staff positions at the same time
- Valid J-1 or F-1 Authorization required for Job Code 1868
- Where end dates are required, no gap can exist between the Appointment End Date and the beginning of the next appointment unless a separation and subsequent rehire have been transacted.
- Hire, Separate, Pay and Position changes can be done via PS Student Module
- Corrections require a Student Employee Job Data Change Form to HR

**Taxable Students and the FICA Exemption (applies to TAs, GAs, ISAs & SAs)**

- According to IRS Tax Code and the CSU Student Employment Program, exemption from Social Security and Medicare is tied to enrollment. To be exempt during the 2023 – 2024 Academic Year, a CSUN student must be enrolled at least half-time:
  - For Undergraduate Students: half-time means 6 units each semester.
  - For Graduate Students: half-time means 4 units each semester.
- Not being eligible for the FICA Exemption results in:
  - 1.45% of deducted for Medicare Tax.
  - 7.5% of pre-tax gross pay each applicable pay period contributed toward automatic enrollment in the Part-Time/Seasonal/ Temporary (PST) Retirement Plan.
- At end of Drop-Add Period, departments must audit enrollment of all Student Assistants and adjust as appropriate.
- HR will audit enrollment of Academic Student Employees and change FICA coding as necessary.

## Resignations, Separations & Mass Separations

### **Resignations**

When an Academic Employee - Unit 3 or Unit 11 resigns from an active appointment, a letter of resignation/retirement should be submitted as soon as possible along with the PAR and Separation Clearance Forms to Human Resources to officially separate them from that appointment and finalize payout as appropriate, if applicable. If notice of the resignation is in advance of the resignation date, the PAR, documentation, and Part 1 of the Separation Clearance Form should be submitted immediately so that the final paycheck can be prepared. Part 2 of the Separation Clearance Form should be submitted as soon thereafter as possible.

The timely submission of PAR and Separation/Clearance documentation is important for the University to remain in compliance with final pay rules. If you have any questions on completing or submitting paperwork, please contact Human Resources immediately.

When a lecturer declines units offered as part of an entitlement, and the employee has not filed an application for Leave without Pay, a letter declining the offer must be obtained and submitted along with the PAR to Human Resources.

### **Separations**

Although when you hire them in the part-time faculty module you give them an appointment end date, Teaching Associates and Graduate Assistants appointed in a monthly position (job codes 2353 and 2325 respectively) must be separated from active pay status by submitting a PAR. The system does not automatically react to end dates for monthly positions. The PAR should indicate the last day physically worked and must be submitted in a timely manner so as to avoid an overpayment.

Instructional Student Assistants who will not be rehired and do not work beyond the initial appointment end date entered in the Student Module at the time of hire, should be terminated by entering a "termination" transaction in the module. If an ISA works beyond the initial appointment end date entered in the student Module at the time of hire, a new appointment transaction must be entered in the module before the separation to allow for processing of time and labor and issuance of payment.

### **Mass Separations**

Graduate Assistants who had a Spring appointment were separated from Manager's Workbench and from your Master Payroll Certification (MPC) before July payroll cut-off because they were not due July pay.

AY Temporary Faculty and AY Teaching Associates who only had Spring appointments in AY 2022-2023 will be included in a Mass Separation Process on or about August 2, 2023. This process removes these employees from Manager's Workbench and from your Master Payroll Certification (MPC) report for August because they are not due August pay.

Temporary Faculty and TAs who had Academic Year (Y1) or both a Fall (S1) and Spring (S1) appointments in AY 2022-2023 and who are not reappointed in the part-time faculty module for Fall 2023 as of the approval deadline of August 25 will be included in a Mass Separation Process which will be run on or about August 31, 2023. This process removes these employees from Manager's Workbench and from your Master Payroll Certification (MPC) report for September.



## Additional Work and Special Pay Processing

The Unit 3 Faculty Collective Bargaining Agreement (Article 36) and the CSU System-Wide Additional Employment Policy (HR 2002-05) limit total employment in the California State University system to 125% of full-time. The 25% overage allowed (an average of 10 hours per week or 3.75 units per semester) is calculated as a percentage of a full-time workload (40 hours per week or 15 units) or, when appropriate, timebase (.25). It is not calculated as a percentage of full-time salary.

The limitations apply to work performed for any CSU campus and for any CSU auxiliary organization such as the Corporation, the Foundation/University Advancement, Extended Learning, and grants and contracts administered by CSU auxiliary organizations. Work performed as a Special Consultant is also counted as part of an individual's total workload.

### Nuts and Bolts of Additional Work for Unit 3 Faculty

- Must meet one of three criteria
- Automated Additional Pay System Pre-Authorizations are Required for All Additional Work under Job Code 4660
- Departments are restricted to 4660 & 2356 Job Codes
  - Job Codes 2322, 2323, 2363 are for The Tseng College/Extended Learning Only
- 2403 – New job code to be used for all additional work for full-time faculty only. This job code is not required for work through The University Corporation (TUC).
  - No system Pre-Authorization is required.
- 4660 Special Consultant (used for part-time faculty additional work) – Pays by daily rate only. Current range is \$124 - \$1250 per day.
  - All Special Consultant (4660) work requires a system Pre-Authorization.
  - A system Special Pay cannot overlap/cross pay periods.
- If no current active Faculty appointment, a Special Consultant position must be approved through Recruitment Services.
- New employees (or break in service of 18 months or more) must complete sign-in process in HR.

### Additional Detail for Substitute Work

- **IF a substitute assignment is anticipated that does not exceed 20 calendar days:**
  - Hire a current PT instructor as a **Substitute (Job Code 2356)**
  - Pay by the hour via Automated Additional Pay System. Substitutes are paid for classroom contact hours only.
- **IF a substitute assignment is anticipated that will exceed 20 calendar days:**
  - Increase the timebase 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).
    - **Caution: Total timebase cannot exceed 1.0 if the substitute assignment is similar in nature to the regular assignment (teaching).**
- **FT Tenured & TT faculty cannot be Substitutes for pay**
  - They may be compensated by an appropriate workload reduction as soon as practical. Only if the employee is not employed in the next academic term can they be appropriately compensated upon separation, for the class hours taught.

### **Eligibility**

**Unit 3 Faculty** (Lecturers, Coaches, Librarians, Tenure-Track faculty, Counseling faculty, and others represented by the Unit 3 Faculty Collective Bargaining Agreement) are allowed an overage of 25% of a full-time position only if the overage employment meets one or more of the following criteria:

- (a) consists of employment of a **substantially different nature** from the primary or normal employment; **OR**
- (b) is **funded from non-general fund sources**; **OR**
- (c) is the result of the accrual of part-time employment **on more than one CSU campus**.

**NOTE:** Part-time faculty may be employed up to 18.75 units as a Lecturer **only if the work is split between two or more CSU campuses**. Otherwise, they are restricted to a total of 15 units of teaching, even if the units

are in two different departments on the same campus. However, they may work the additional 25% overage in a position that is **substantially different** from their Lecturer position.

Participants in the **Faculty Early Retirement Program (FERP)** are further restricted by regulations set forth in Article 29 of the Unit 3-Faculty Collective Bargaining Agreement. Total CSU employment for FERP participants is limited to either **90 days per fiscal year** (a semester is normally 85 days) **or 50% of the faculty member's timebase in the year preceding service retirement, whichever is less.**

Participants in the **Pre-Retirement Reduction in Timebase Program (PRTB)** are considered to be full-time for purposes of applying additional employment restrictions (see Article 30.10 of the Unit 3-Faculty Collective Bargaining Agreement). Therefore, they may work an additional 25% only if the work meets one or more of the criteria described in a, b, or c above.

### **Processing**

Pre-Authorizations are required to be submitted via the Automated Additional Pay System for Additional Work performed by employees with a Unit 3 faculty appointment, with the exception of Substitute Instructional Work. Departments are restricted to 4660 (Special Consultant) & 2356 (Substitute Faculty (used for full-time faculty only) Job Codes 2322, 2323, and 2363 are for use by Extended Learning Only.

Job Code 2403 is a newly created job code in agreement between the CSU and the CFA (California Faculty Association). Additional Work for full-time faculty only will require the use of the new job code. The Automated Additional Pay system will not allow the use of 4660 Special Consultant job code for full-time faculty.

The Special Consultant job code 4660 is to be used for part-time faculty (with less than a 1.0 timebase) for additional work and is paid by daily rate, in full day increments only. The current range is **\$124 - \$1,250** per day. While a Pre-Authorization is per project/ assignment, the Special Pay cannot overlap or cross pay periods as outlined on the Human Resources' Payroll Calendar. One Special Pay with original signatures must be entered for each pay period. Please ensure that you are using the correct/current start and end dates of the pay period.

If an employee is assigned additional work and does not have a current active Faculty appointment, create the job and hire the individual via Recruitment Services and submit the Authorization for Special Pay directly to Human Resources. New employees or employees with a break in service of 18 months or more must complete sign-in process in HR.

**Questions or concerns regarding the 125% rule and processing additional work should be directed to Faculty Affairs at 677-2962.**

### **Overtime Pay**

Departments that appoint non-exempt employees to multiple concurrent positions that exceed a 1.0 full time equivalent (FTE) time base are required to pay overtime for time worked in excess of forty hours within the workweek period. Pursuant to CSU's Additional Employment Policy, overtime pay is required to be paid for hours worked in excess of 40 in a workweek, regardless of the assignment, for non-exempt represented employees. Whether the employee receives an additional employment assignment on a regular or sporadic basis that is or is not substantially different from the primary assignment, the employee is to be paid overtime. The specifics of the Overtime provision are outlined in the Chancellor's Office Technical Letter HR/Salary 2003-03 issued on April 24, 2003. This document can be found at: <http://www.calstate.edu/HRAdm/pdf2003/TL-SA2003-03.pdf>.

Please note: If the processing of additional pay places a non-exempt employee over forty hours in a week, even if the employee's timebase does not exceed 1.0, he/she will need be paid overtime for the hours that exceed forty in that week.

This amount is in addition to the regular monthly salary. While the financial cost will be assessed to the funding source of the department of the non-exempt position, the financial responsibility for expense normally rests with the department providing the additional or non-full-time exempt appointment. This arrangement may be negotiated between the two hiring departments.

To process the overtime payment, a worksheet and a prior pay period adjustment form must be submitted (with the same # of hours) for each of the six pay periods corresponding to the academic assignment (Fall = Sep; Oct, Nov, Dec, Jan & Feb; Spring = Feb, Mar, Apr, May, Jun & Jul).

## Full-Time PARs Needed

This list and sample PAR templates that can be utilized are available on the Human Resources Academic Personnel Website at: <http://www.csun.edu/hr/hr-toolkit>



### Full-Time PAR List

Submit Personnel Action Request Forms (PAR's) to Human Resources for the following **Full-Time Faculty** transactions using the effective dates indicated below. PARs should be submitted **30 days prior to the beginning of a semester and not later than August 1st** to ensure processing for the September pay period for AY employees.

<b>PARS Needed to Wrap up Prior Academic Year</b>	
Transaction Type	Comments
<a href="#">Return from Leave without Pay</a>	Indicate the Effective Date of return from Leave. Those who worked the previous Fall and were on leave in the Spring must be returned on August 1 to receive a Full August warrant (the 6th warrant from the previous Fall).
<a href="#">Return from Difference in Pay (DIP) or Irregular Sabbatical Leave</a>	PARs required for returns from DIP or Irregular Sabbaticals. No PAR needed for returns from Regular (Full) Sabbaticals - HR will process these returns centrally.
Retirements * <a href="#">-Will Not FERP (1 of 1)</a> <a href="#">-Retire Will FERP (1 of 2)</a>	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.
<a href="#">Separation / Resignation *</a>	Attach Copy of Resignation Letter.*
<a href="#">Completing 5 Years of FERP</a>	Attach Copy of Resignation Letter.*
<b>PARS Needed for the Upcoming Fall Semester and Academic Year</b>	
Transaction Type	Comments
<a href="#">New Appointments (Temporary and Tenure Track)</a>	Indicate # of yrs credit granted toward tenure; and any outstanding visa or degree requirements on PAR. This PAR type to be sent with Hiring Packet, including Verification of Degree to Faculty Affairs.
<a href="#">Temporary Transition or Reappointments</a>	Indicate Reason for Change, Duration of Appointment and appropriate Appt End Date. Includes transition to 2361 (12mo), 2387 (GRIF), etc.
<a href="#">Begin Leave without Pay</a>	Indicate the anticipated Leave End Date on PAR and whether a Professional or Personal Leave. Attach copy of approved application.
Begin Sabbatical <a href="#">-Regular Sabbatical</a> <a href="#">-Difference in Pay Sabbatical / DIP</a>	Indicate type of Sabbatical per Sample. DIP Leave salary must be manually calculated to accommodate current minimum rate of AY Instructor (Rank 2).
FERP Appointment <a href="#">-New 50/50</a> <a href="#">-New or Continuing Fall Only, Spring Only, or Other</a>	Beginning or Returning FERP Participation. New PARs should be submitted along with Retirement PAR. FERPers teaching Fall Only, Spring Only or Other, require a PAR at the beginning of each term they will be teaching. FERPers teaching Other require a PAR to separate at end of each term or period.
<a href="#">Reassignments</a>	AY to 12 mo & 12 mo to AY, etc. Faculty Affairs will prepare the PARs for all incoming and outgoing Chairs. Indicate if transferring prior to Retirement/FERP.

## Part-Time PARs Needed

This list and sample PAR templates that can be utilized are available on the Human Resources Academic Personnel Website at: <http://www.csun.edu/hr/hr-toolkit>



### Temporary/Part-Time PAR List

Submit Personnel Action Request Forms (PAR's) to Human Resources for the following Temporary/Part-Time Academic Personnel transactions using the effective dates indicated below. PARs should be submitted as soon as possible and not later than September 1st to ensure processing for the September pay period for AY Employees.

PARS Needed to Wrap up Prior Academic Year	
Transaction Type	Comments
<a href="#">Retirements, Resignations &amp; End of Temporary Appointments *</a>	PAR & documentation required for Retirements and Resignations.* Attach copy of documentation. PAR for End of Temp Appt (not being reappointed) is optional. HROPS will separate PT faculty centrally before the September Payroll Cutoff Date if not reappointed for the Fall Semester.
<a href="#">Return from Leave Without Pay (LWOP)</a>	Adjust Salary for SSI/GSI if appropriate.
PARS Needed for Upcoming Fall Semester and Academic Year	
Transaction Type	Comments
<a href="#">Base Salary Correction/Adjustment or Increase</a>	Base Salary corrections/adjustments/increase processed via PAR. If an increase (not a correction), explanation and/or justification required.
<a href="#">Hire Full-Time Lecturer</a>	Full-Time (15 units) transactions cannot be processed in the PTF Module and must be processed via a PAR.
<a href="#">Temporary Transition</a>	Temporary transiton to FT, 12 Month or other Status. Full-Time (15 units) transactions cannot be processed in the PTF Module and must be processed via a PAR. Remember to submit a PAR to transiton back at end of Temporary Assignment.
<a href="#">Return Temporary Faculty with a 3 Year Appointment who didn't work this past Semester</a>	3-year temporary faculty who did not work in the most recent Semester must be reappointed on a PAR, including on leave or only work one Semester.
<a href="#">Begin Rehired Annuitant Appointments</a>	Appointments of Rehired Annuitants cannot be keyed into the PTF Module but must be processed via a PAR s they require special coding in PS and PIMS.
<a href="#">Temporary Separation of Appointment</a>	Indicate if no units available, etc.
<a href="#">Begin Leave Without Pay</a>	Attach Copy of Approved Leave Application.
<a href="#">Retroactive Corrections</a>	Corrections that are effective prior to the last transaction keyed into PeopleSoft are considered retroactive and must be processed on a PAR.
<a href="#">Corrections to Duration of Appointment</a>	If you keyed and saved the wrong Duration of Appointment, you must process the correction on a PAR.
<a href="#">Separation of GA at end of Appointment</a>	Graduate Assistants must be separated via a PAR at the end of their appointment.
<a href="#">Blank PAR form</a>	Blank PAR form

\* Separation/Clearance Forms (Parts 1 & 2) must be submitted for resignations, separations, and retirements.

08/2023

## Notes

### Questions:

For processing questions, please contact Joe Medina at x 6687 in the Office of Human Resources or at [Joe.Medina@csun.edu](mailto:Joe.Medina@csun.edu).

For questions regarding appointment or contract issues, please contact Michelle Kilmnick, Albert Alcazar or Yesy Estrada in the Office of Faculty Affairs at x 2962.