

Additional Pay

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Agenda

- Additional Employment Policy
- Limits and Restrictions
- Automated Additional Pay System
- What is your availability?
- Tips
- HR Processing & Payroll Deadlines



Additional Employment Policy

“125% Policy”

Additional Employment Policy

CBA – Article 36

- Employment compensated by the CSU that is in addition to the primary or normal employment of a faculty unit employee.
- Provision 36.5 of the CBA allows for faculty unit employees to receive an “overage” of up to 25% on top of their full-time appointment only if in one the following circumstances:
 - The employment is of a substantially different nature than the primary appointment;
 - The employment is funded from non-general fund sources;
 - The employment is the result of accrual of part-time employment on more than one campus;
 - The employment is necessary to meet a temporary faculty employee’s entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9).

Bonus Info: Substitute work (job code 2356) also falls under the category of “additional work”, thus only faculty who have less than a full-time time base can substitute.

What Does The 25% Equate To?

- The 25% is based on a full-time time base
 - About 10 additional hours per week
- Calculated per term based on total number of days in that semester
 - Ex.- 86 days in Spring 2020, therefore 25% equates to 22 days.
- Depending where pay is coming from, time will be calculated differently
 - Ex.- TUC pays in days (partial and whole); State and ExL pay full-time faculty based on time-base (job code 2403).
- 25% = 22 days = 3.75 units

Total Instructional Employment Disclosure Form

CSUN

Total Instructional Employment Disclosure Form
Office of Faculty Affairs

Semester/Term (Fall, or Spring): _____ YEAR: _____

This form is to be completed each semester/term by Faculty (Full Time and Part-Time) and Academic Student Employees (Teaching Associates, Graduate Assistants, and Instructional Student Assistants) to ensure compliance with system policy and collective bargaining agreements. **Please complete this form and return it to your department office prior to the first day of instruction.**

Unit 3 Faculty (Lecturers, Coaches, Librarians, Tenured, Tenure-Track Faculty and Counselors) are limited in CSU employment to the equivalent of one (1) full-time position in his/her primary or normal employment. An average of 25% of a full-time position shall be allowed if the additional employment (1) consists of employment of a substantially different nature from his/her primary or normal employment; (b) is funded from non-general funds; or (c) is the result of the accrual of part-time employment on more than one campus. A **Teaching Associate** is limited to a maximum of 14.9 units and a **Graduate Assistant or Instructional Student Assistant** is limited in employment to 20 hours per week during an academic term. Employees holding a position as a **Teaching Associate and as a Graduate Assistant or Instructional Student Assistant** are limited to a combined employment equivalent to 20 hours per week during an academic term. An employee may not hold both a student and non-student classified appointment. These policies are strictly enforced by the State Controller's Office through which all paychecks are processed. **Departments should review this form for accuracy and compliance and submit all forms to Faculty Affairs by the first instructional day of the semester.**

CSU Northridge Employment:

Instructional Appointments (FT, PT, TA, ISA)	No.	Department	Position Title	# of Units/Hours
	1.			
2.				
3.				

Non-Instructional Appointments (Staff, Management, GA)	No.	Department	Position Title	Hrs Per Week
	1.			
2.				
3.				

Other CSUN Employment (Grants, contracts, consulting, ExL, etc.)	No.	Type of Employment	Hours/Week	# of Days	# of Units	Timebase
	1.					
2.						

Other CSU Employment (exclude Northridge):

Instructional Appointments	No.	Campus/Department	Position Title	# of Units
	1.			
2.				

Non-Instructional Appointments (Staff, Management)	No.	Campus/Department	Position Title	Hrs Per Week
	1.			
2.				

Other CSU Employment (Grants, contracts, consulting, ExL, etc.)	No.	Campus/Type of Employment	Hours/Week	# of Days	# of Units	Timebase
	1.					
2.						

I certify that the information above is a complete and accurate disclosure of my total CSU employment as of the date indicated below my signature.

Primary Position: Faculty (Tenured/Prob.) ___ Lecturer (FT/PT) ___ Coach ___ Counselor ___ Librarian ___ TA ___ GA ___ ISA ___ Staff ___

Name: _____ Dept Chair Name: _____

CSUN ID #: _____ Signature: _____

Signature: _____ Date: _____

Date: _____

FA: _____

Questions: Contact Faculty Affairs at Extension 2962; University Hall 225; MD 8220
Revised 08/01/2016

- Full-Time = 15 units
- Can teach an additional 3.75 units through ExL (non-general funds)
- If teaching across CSU campuses, limit is **18.75 units**
- Can now be submitted via CSUN Portal
- More info at: <https://www.csun.edu/faculty-affairs/additionalpay>



Limits and Restrictions

12-Month Faculty

- Full-time, year-around appointment
- Breaks are where most limited:
 - Winter Session– **Not allowed to teach**. Will have a few days available for other type of additional employment
 - Spring Break – Still working as part of 12-month appointment, so no additional time available
 - Summer – 25% of time available for additional employment. May also teach, but will need to claim vacation time for overage above 25%.

12-Month Faculty Teaching in Summer

- The 125% policy does apply
- Must have unused vacation time
- 12-month faculty work 40 hours per week (1.0 FTE) so they are permitted to work an additional 10 hours per week for the 25% overage.
- 10 hours per week in the 12-week summer session is equivalent to 120 hours total of additional work in the summer.

10 hours a week X 12 weeks = 120 hours

This is the total allowed for additional work

Required Vacation Time if Teaching

- Required vacation time is dependent on number of units the 12-month faculty will be teaching during summer.
- Must have unused vacation time in order to teach. Vacation time must be claimed in whole day increments, due to exempt status.

- Examples:

1) A Department Chair teaches a **3-unit** course during summer, which is equivalent to 136 hours of effort (45.33 hours per one unit).

136 hours (3 units) – 120 hours of work permitted = 16 hours or 2 days of vacation time.

2) A Department Chair teaches a **6-unit** course equivalent to 272 hours of effort.

272 hours (6 units) – 120 hours of work permitted = 152 hours or 19 days of vacation time.

Teaching more than 3 units won't be allowed starting Summer 2021

Other Restricted Categories

Faculty on Leaves

- Depends on the leave; may or may not be able to perform additional work

FERP Faculty

- Restricted on amount of additional work they can do due to pension

Full-time Staff with Lecturer Appointments

- If full-time staff and teaching 3 units, will only have around 3 - 4 days left for other work
- Note: Non-exempt staff must be paid at an overtime rate

The background features a cluster of light gray, semi-transparent 3D cubes in the upper left corner, creating a sense of depth and digital structure. The rest of the background is white, except for a solid red wave-like shape at the bottom that spans the entire width of the slide.

Automated Additional Pay System

Additional Pay System

What is the additional pay system and why do we need it?

- It monitors and tracks the 125% policy more accurately and in real time through the CSUN Portal
- Requires a Pre-Authorization for all additional work to be performed
- Allows faculty/staff to enter requests for State, Extended Learning, and The University Corporation additional employment
- Allows faculty to view and monitor their own availability per term
- Accessible from any device with internet connection

Additional Pay System

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

Faculty Additional Employment


This page provides information related to faculty additional employment, the Additional Employment Policy (HR 2002-05), and the new Automated Additional Pay System which was implemented on August 1, 2016.

Additional Employment Policy	+
Automated Additional Pay System Written Guides	+
Automated Additional Pay System Video Guides	-
<ul style="list-style-type: none">• State Pre-Authorization Video Guide• The University Corporation Pre-Authorization Video Guide• The University Corporation Payment Authorization Video Guide	
Deadlines for Human Resources Processing	+
Total Instructional Employment Disclosure Form	+
Contacts	+


Additional Pay System - Notifications

Reply Reply All Forward IM

Thu 3/22/2018 9:57 AM

 HNRPRD@calstate.edu

Additional Pay Application Needs Your Approval

To  Lichtscheidl, Carmen

This is a System-generated message: Please do not reply

Dear Carmen Lichtscheidl,

An Additional Pay request for [REDACTED] has been approved by MAR/Designee in the State Pre-Authorization stage and now requires your approval. The request is for the term Spring Semester 2018 during the period of 01/22/2018 to 01/24/2018.

To access this request, log into the CSUN Portal. From the Faculty or Staff tab use the Additional Pay pagelet to access the item requiring approval.

For questions regarding additional pay email: additional.pay@csun.edu

Click on the link below to review this request:

https://auth.csun.edu/cas/login?method=POST&service=https%3a%2f%2fcmshr.csun.edu%2f%2f%2fHNRPRD%2fEMPLOYEE%2fHRMS%2f%2fNR_HR_MGR_SS.NR_FAC_AUTH.GBL%3fPage%3dNR_FAC_AUTH%26Action%3dU

Additional Pay System

Additional Pay

- State Pre-Authorization
- ExL Pre-Authorization
- TUC Pre-Authorization
- State Payment Authorization
- ExL Payment Authorization
- TUC Payment Authorization

Addnl Pay State Pre-Auth

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Empl ID:

Department:

Job Code:

Position Number:

Term:

Start Date:

End Date:

Seq #:

Name:

Last Name:

First Name:

Status:

Action Level Description:

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria



How to Find your Availability

Additional Employment Availability

Remember:

- 25% (0.25 time base)
- Around 21-22 days
- 3.75 units

Additional Employment Availability

Request For Additional Pay Pre-Authorization - TUC Only

Primary Job and Current Status of Candidate				Application Status					
Empl ID	██████████	Name	██████████	Empl Rcd	0	Emp Sts	Active	Status	Draft
College	██████	Dept	████████████████████	Union CD	R03	Full/Part	Full-Time	Level	1 Submission
Job Cd	2481	Title	Dept Chair 12 Mo	FLSA	Exempt	Faculty			

Pre-Authorization

Fall Semester 2018 Actual Comp Rate ██████████ *Start Date 08/22/2018 *End Date 12/24/2018 Lock Compensation

Comp Type: Daily Rate *Payment Type ▼ Pay Rate Nbr of Work Days Total Compensation

*Description of Work:

Apply FTE for Annualization

Assigned by Job:	1.000000	This Request:	0.000000	Other Requests:	0.000000	Total Assigned and Requested:	1.000000	Available FTE:	0.250000	Available Days:	21.25
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Additional Employment Availability

Request For Additional Pay Pre-Authorization

Primary Job and Current Status of Candidate				Application Status					
Empl ID	██████████	Name	██████████	Empl Rcd	0	Emp Sts	Active	Status	Draft
College	██████	Dept	████████████████████	Union Cd	R03	Full/Part	Full-Time	Level	1 Submission
Job Cd	2481	Title	Dept Chair 12 Mo	FLSA	Exempt		Faculty		

Pre-Authorization					
Sponsoring Organization: Cal State University (State)		Dept	10158 Biology-8303	College	SCI_MATH
Appontment Details	Job Code	2403 FT Faculty Unit-Addtl Emplmnt	Term	Fall Semester 2018	
	Position	99745451 FT Faculty Unit-Addtl Emplmnt	*Start Date	<input type="text"/>	*End Date <input type="text"/> Set Payments For Job 2403
					Est. Comp
*Description of Work:	<div style="border: 1px solid black; height: 100px;"></div>				

FTE Counts (Max FTE Allowed is 1.25)											
Assigned by Job:	1.000000	This Request:	0.000000	Other Requests:	0.000000	Total Assigned and Requested:	1.000000	Available:	0.250000	Available Months	1.01

Additional Pay – Fact or Myth?

1) Work done through Extended Learning or TUC does not count towards the 125%.

Myth

2) Requests for work that have already been completed can be entered in the automated system *retroactively*

Myth

3) I can accept work that would make me go over the 125%, but just push it to be entered in the next semester.

Definitely myth.

4) I don't need to track my additional employment availability. If I have the time to do it, I can do it.

Funny, but that's also a myth. 😊

5) CSUN is trying to make my life harder by having me use this system.

Another funny myth.



Tips

Approvers

- Set time aside to review requests on a regular basis
- Pay attention to submission and payroll deadlines
- Ensure all information is accurate and correct

Offering Additional Employment

- Ensure work falls under the eligibility criteria for additional employment
- Ensure employee is eligible to perform the work (LOA?)
- Ensure employee confirms having the time available to perform work

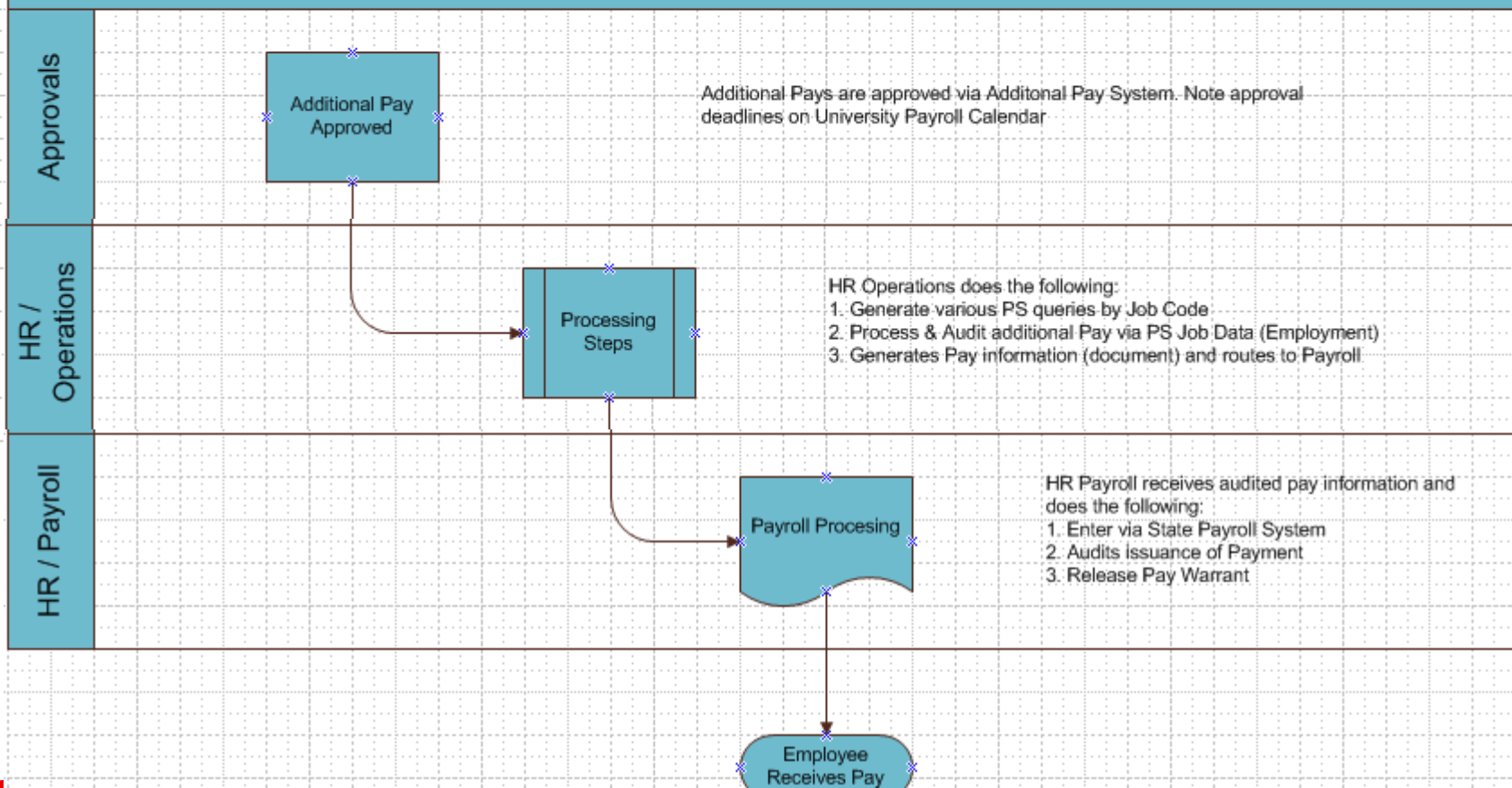


HR Processing & Payroll Deadlines

HR Processing & Payroll Deadlines

- Additional Pay Approvals Due 3 days prior to End of Month
 - Job Codes
 - 4660 – Special Consultant
 - 2322 – Instructional Faculty, Special Programs (for credit)
 - 2356 - Substitute Instructional Faculty
 - **2323 – Instructional Faculty, Extension for Credit**
 - 2363 – Instructional Faculty, Extension Non-Credit
 - 2403 – FT Faculty Unit- Additional Employment

Additional Pays- High Level Workflow – HR Operations & Payroll



Contacts

Faculty Additional Employment/Pay Questions:

- Iliana Carvajal- additional.pay@csun.edu

Processing for Pay/ Staff Additional Employment Questions:

- Joe Medina - joe.medina@csun.edu



Questions?