SPRING 2024 HIRING & PROCESSING WEBINAR

Presented by

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AGENDA

- **Faculty Development Orientation**
- **Cal Employee Connect**
- **Student Hiring**
  - Managing Student Employment
  - Student Employment Rights
  - Choosing the right Job Code
  - Action/Reasons
  - Module Entries
- **Part-Time Faculty Hiring**
  - Data Preparation
  - Duration, End Dates, Action/Reasons
  - Using PARs
- **Q & A**

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FACULTY DEVELOPMENT:
SUPPORTING OUR NEWLY HIRED LECTURER FACULTY

Lecturer New Faculty Orientation

Who   All newly hired lecturer faculty starting Spring 2024

When Thursday January 18th, 2024, from 10 a.m. - 4:30 p.m.

Where   Zoom

RSVP   Faculty Development website: https://www.csun.edu/undergraduate-studies/faculty-development/upcoming-new-faculty-orientation

New Faculty Handbook

What   Self-paced online resources to explore right away
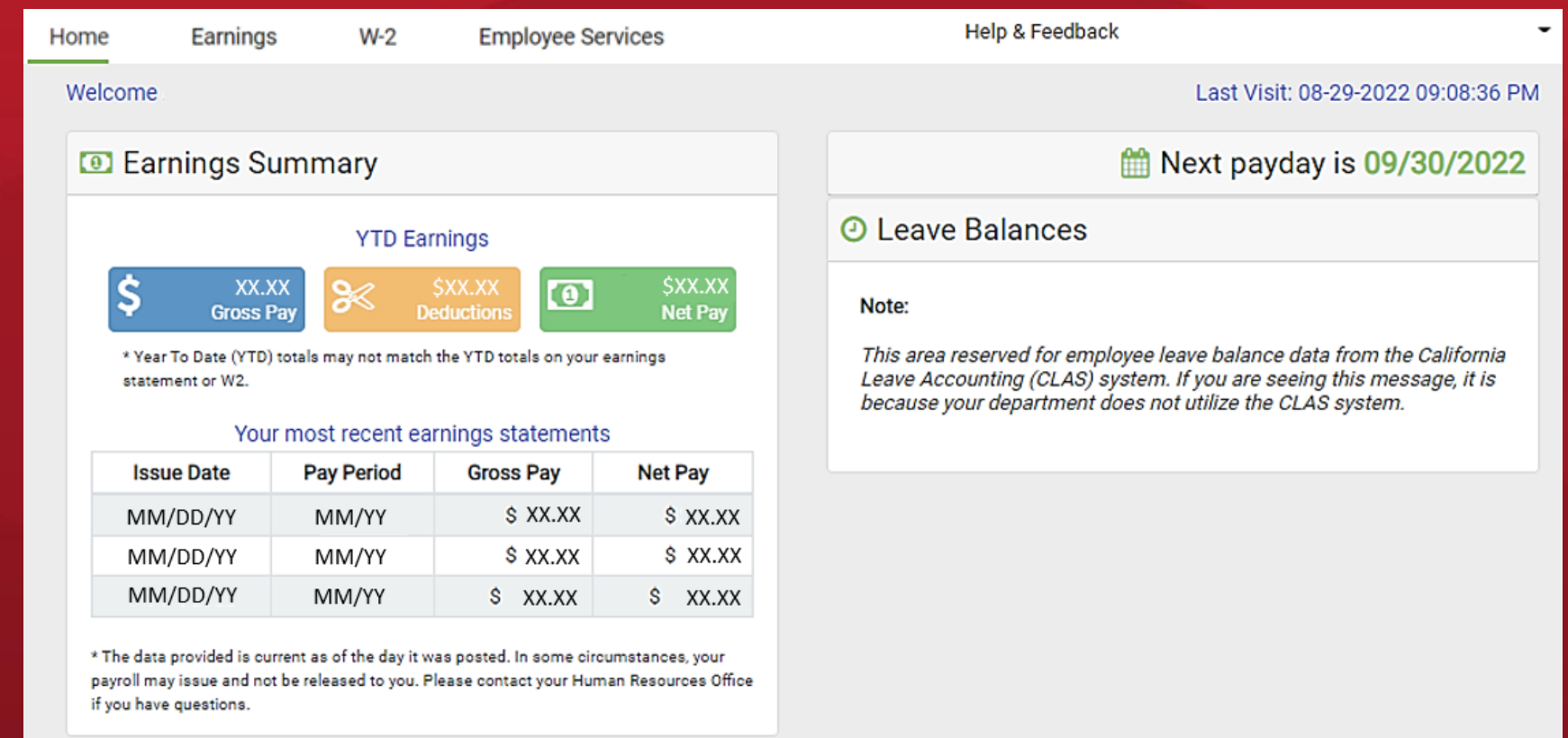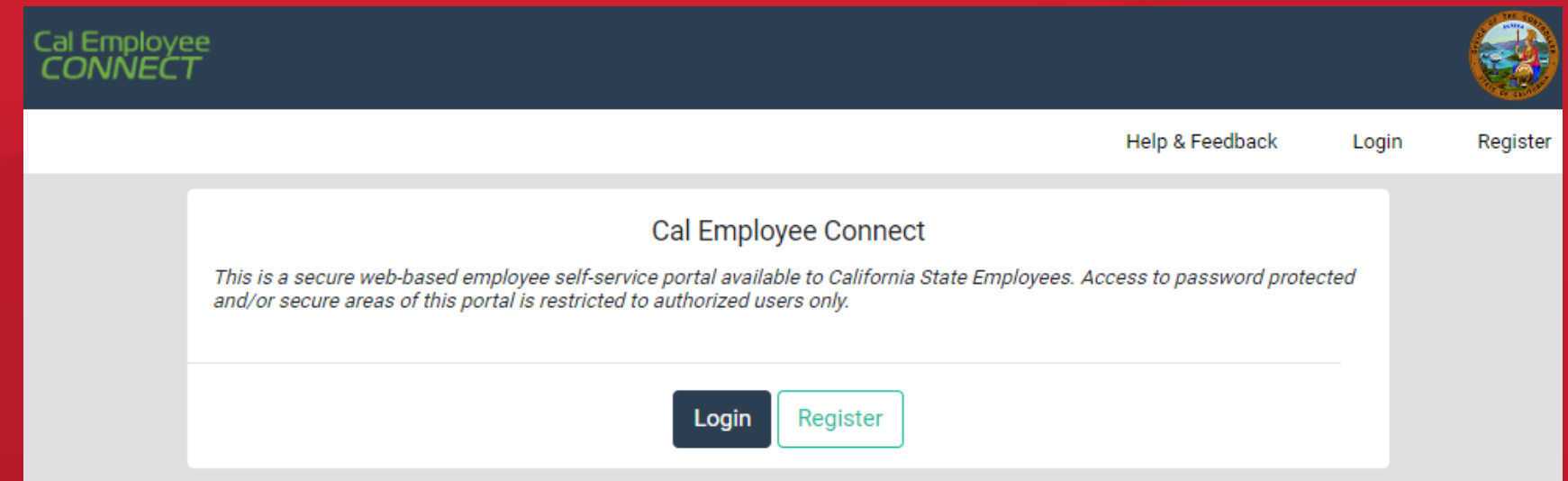
Where Faculty Development website

https://www.csun.edu/undergraduate-studies/faculty-development/new-faculty-handbook

FACULTY
DEVELOPMENT

Cal Employee Connect (CEC)

- View up to three (3) years of earnings statements and W-2's, along with personal information

- Register at: https://connect.sco.ca.gov

Required information to register:

- Personal email address

- Department: **CSU Northridge**

- Agency Code: **253**

- Earnings Statement Number (Must be entered in format shown: XX-XXXXXX)

- Total Deductions

- SSN, Date of Birth, Unique Username and Password

https://www.csun.edu/payroll/cec

Direct Deposit via Cal Employee Connect

New	• First time submitting a direct deposit form • Never previously enrolled through another CSU or separated more 12 months
Change	• Financial Institution • Type of Account

Considerations:

- Additional information needed to enroll:
  - SSN, Date of Birth
- Email confirmation will be sent immediately upon submission
- Must be on campus or connected to the CSUN VPN
- Enrollment takes up to 2 pay cycles (30 to 60 days)

STUDENT HIRING

MANAGING STUDENT EMPLOYMENT

➢ At will and non-represented

➢ Performance Management

- Share progress and areas of improvement needed

- Address performance concerns

- Do NOT end appointment early (terminate) without consulting with Human Resources, Employee Relations

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STUDENT EMPLOYMENT RIGHTS

➢ Labor laws still apply

- Pay check on last day worked

- Breaks / lunch if scheduled 5 hours or more

- Discrimination claims

- Workers Compensation

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STUDENT MODULE

Job Codes used in the Student Module:

➤ **1870 - Student Assistants**

  ➤ 1871, 1872 - Work-Study

  ➤ 1868 - Non-Citizen Status

  ➤ 1874 - Taxable (based on student enrollment)

➤ **1150 - Instructional Student Assistants**

  ➤ 1151, 1153 Work Study

  ➤ 1152 - Off Campus

Students under **Learning-Aligned Employment Program(LAEP)*** have different job codes:

➤ 1880 – On Campus

➤ 1881 – Off Campus

➤ 1882 & 1883 – Bridge

  ➤ Used for summer

*depts. **must** obtain approval from Diana Medina (FWS) prior to hiring in these job codes.

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BACKGROUND CHECK – STUDENT WORKERS

➤ Student Assistants, Instructional Student Assistants

➤ Teaching Associates, Graduate Assistants

   ➤ only required to undergo a background check **if required by law**

      ➤ working with minors

      ➤ Sworn CSU Police Personnel

      ➤ Police Officer Cadets & Dispatchers

      ➤ positions with access to stored criminal offender record information, patients, drugs or medication

      ➤ cash handling responsibilities

   ➤ Questions regarding the background check process should be directed to backgroundchecks@csun.edu

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SIGN-IN PROCESS

➤ All student workers will need to sign in if it is their first appointment, or they haven't worked at CSUN in 18 months.

➤ Sign-Ins are conducted by appointment only

  ➤ contact HR at hrcustomerservice@csun.edu

  ➤ Please attach a copy of **completed** New Employee Sign-in form to email

  ➤ HR Customer Service will respond within 48 hours, Monday-Friday

➤ Visit our websites for more info:

  ➤ https://www.csun.edu/hr/new-student-employees

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STUDENT MODULE

1870 Student Assistants

➤ Going forward, all student employees require appointment end date

   ➤ Spring semester end: **05/23/2024**

➤ Once the student is hired, they can be terminated and rehired based on department's need

➤ Before end of academic year, inquire with Student for summer enrollment plans so you can hire or separate as necessary

➤ Effective 01/01/2024, minimum wage is now $**16.00** per hour

   ➤ All students **under** $16.00 will be handled internally through HR

   ➤ Existing hires at $16.00 or above will not receive rate adjustment

      ➤ Student Job Data Change form for any increase outside of mass update

         ➤ contact DFO/division liaison

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STUDENT MODULE

Intro to the Learning Aligned Employment Program! (LAEP)

➤ New Work Study classifications

➤ Position number needs to be established before using in Student Module

➤ Hourly Rate: $20/hour

➤ Effective dates: August to May; June – July (1882s)

➤ Handled very similarly as other student classifications

➤ Must complete sign in prior to getting paid

➤ Separation only after all hours have been reported and approved

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STUDENT MODULE

1870 Student Assistants

Action/Reasons available:

➤ **HIR/CON**: Hire/Concurrent Job

➤ **TER/END**: Termination/End Temporary Appointment

  ➤ effective date = last day worked + one calendar day!

  ➤ only after all hours are entered & approved in timesheet

➤ **REH/REH**: Rehire/Rehire

➤ **PAY/SPC**: Pay Rate Change/Student Pay Change

  ➤ *for merit increases*

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STUDENT MODULE

➤ In CSUN portal, under HR, Select "HR Admin" and then "Student Employment"

HR Admin
Human Resources

Manager Workbench	
Data Warehouse	
View Master Payroll	
Certify Master Payroll	
Employee Summary Data	
Update Campus Directory	
Part Time Faculty	
Student Employment	

Please note: your options may vary

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STUDENT MODULE

➤ Search for the student you would like to hire, or update.

STUDENT MODULE

➤ After searching for the employee, you will be directed to the "Student Job Summary" page

➤ Add Student concurrent job (used for new hires)

➤ add a row to an existing job

Add Student Job

Empl ID ████████ **Nbr** ██ ████████

Hiring an 1870 student

Student Job Information

Payroll Status	Active
***Effective Date**	01/15/2024 **Effective Seq#** 0
***Action/Reason**	HIR CON
***Position Number**	99741586 Student Assistant
Department	10176 Psychology-8255
Job Code	1870 Student Asst
Sal Plan	E08 **Grade** 0
***Hourly Rate**	16.000000 ***Standard Hours** 4.00
Expected End DT	05/23/2024

Save   Cancel

Add Student Job

Empl ID ▇▇▇▇▇▇▇ **Nbr** ▇ ▇▇▇▇▇▇▇ *Pay increase for an 1870 student*

Student Job Information

Payroll Status   Active

*Effective Date   03/02/2024 📅   **Effective Seq#**   0

*Action/Reason   PAY 🔍 SPC 🔍

*Position Number   99741586 🔍   Student Assistant

Department   10176   Psychology-8255

Job Code   1870   Student Asst

Sal Plan   E08   **Grade** 0

*Hourly Rate   16.500000   ***Standard Hours**   4.00

Expected End DT   05/23/2024 📅

[Save]   [Cancel]

Add Student Job

Empl ID ███████ **Nbr** ██ ██████

Separating an 1870 student

Student Job Information

Payroll Status	Active	

This means that the last day worked was 03/15/2024

*Effective Date 03/16/2024 📅   **Effective Seq#** 0

*Action/Reason TER 🔍 END 🔍

*Position Number 99741586 🔍   Student Assistant

Department 10176   Psychology-8255

Job Code 1870   Student Asst

Sal Plan E08   **Grade** 0

*Hourly Rate 16.500000   ***Standard Hours** 4.00

Expected End DT 05/23/2024 📅

Save	Cancel

STUDENT MODULE

1150 Instructional Student Assistants

➤ Academic Student Employees (R11)

 ➤ same union as Teaching Associates & Graduate Assistants

 ➤ have appointment letters generated to stipulate the job's duration, job duties, etc.

  ➤ appointments have to be reviewed for every semester

  ➤ no gaps between continuing appts.

  ➤ **R11 Salary Increases - Pending**

   ➤ Awaiting technical letter from Chancellor's Office

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STUDENT MODULE

1150 Instructional Student Assistants

➤ Action/Reasons:

   ➤ **HIR/CON**: Hire Concurrent Job

   ➤ **TER/END**: Termination/End Temporary Appointment

      ➤ effective date = last day worked + 1 calendar day

      ➤ use only after all hours are entered and approved

   ➤ **REH/REH**: Rehire/Rehire

   ❖ **DTA/APT**: Data Change/New Temporary Appointment

      ❖ Used for extensions <u>or</u> pay rate changes

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Add Student Job

Empl ID ██████   Nbr █ ████

Student Job Information

Payroll Status	Active	
***Effective Date**	01/17/2024 📅	**Effective Seq#** 0
***Action/Reason**	HIR 🔍 CON 🔍	
***Position Number**	99742885 🔍	Instructional Studnt Asst
Department	10176	Psychology-8255
Job Code	1150	Instr Stdnt Asst
Sal Plan	110	**Grade** 0
***Hourly Rate**	17.000000	***Standard Hours** 4.00
Expected End DT	05/23/2024 📅	

Save   Cancel

Add Student Job

Empl ID ███████   Nbr ██ ████████

Separating an 1150 Student

Student Job Information

Payroll Status	Active

This means that the last day worked was 03/08/2024

*Effective Date 03/09/2024 📅   **Effective Seq#** 0

*Action/Reason TER 🔍 END 🔍

*Position Number 99742885 🔍   Instructional Studnt Asst

Department 10176   Psychology-8255

Job Code 1150   Instr Stdnt Asst

Sal Plan 110   **Grade** 0

*Hourly Rate 17.000000   ***Standard Hours** 4.00

Expected End DT 05/23/2024 📅

Save   Cancel

Add Student Job

Empl ID ▮▮▮▮   **Nbr** ▮▮ ▮▮▮▮▮▮   *Extending an 1150 student*

Student Job Information

Payroll Status	Active

This means the previous appt. end date was 05/23/2024

*Effective Date	05/24/2024 🗓	**Effective Seq#**	0

Remember, no gaps between appointments!

*Action/Reason	DTA 🔍	APT 🔍
*Position Number	99742885 🔍	Instructional Studnt Asst
Department	10176	Psychology-8255
Job Code	1150	Instr Stdnt Asst
Sal Plan	110	**Grade** 0
*Hourly Rate	17.000000	***Standard Hours** 4.00
Expected End DT	12/20/2024 🗓	

[Save]   [Cancel]

PART TIME FACULTY HIRING

PART-TIME FACULTY MODULE

Job Codes used in the Part-Time Faculty Module:

➤ **Academic Student Employees (R11)**

  ➤ 2354 - Teaching Associates

  ➤ 2355 - Graduate Assistants

  ➤ 2325 - Monthly Graduate Assistants*

➤ **Faculty (R03)**

  ➤ 2358 - Part-Time Faculty

*short term assignment, please submit PAR to Ops to hire and term

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PART TIME FACULTY MODULE

➤ Job Actions available:

   ➤ New Faculty

      ➤ **HIR/CON**: Hire/Concurrent Job

   ➤ Continuing Faculty

      ➤ **CAN**: Termination/Cancelled Appointment

      ➤ **TIM:** Pay Rate Change/Time Base Change

      ➤ **REA**: Reappointment

PTF Search Results

Click the select button next to the employee that you would like to work with, or click the More Info hyperlink to view that employee's job information. If you do not see your employee, click the appropriate hyperlink at the bottom of the page to return to the search page or to hire a new employee.
Please note that you will not be allowed to hire a new employee if a record for that employee already exists.

	Personalize	Find	View All			First	1 of 1	Last
Empl ID	Name						More Info	Select
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓							More Info	Select

Return to Search Page

Hire New PTF Employee

Look Up Job Action

Search by: Job Action ▾ begins with

[Look Up] [Cancel] Advanced Lookup

Search Results

View 100   First ◀ 1-3 of 3 ▶ Last

Job Action	Description
CAN	Cancelation of Appointment
REA	Reappointment
TIM	Timebase Change

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PART TIME FACULTY MODULE

➤ Job Actions available:

   ➤ Rehired Faculty

      ➤ Search and select inactive employee

      ➤ Update Paid units

ORACLE®

Part Time Faculty Rehire

Enter the Rehire Information and press save

Empl ID:	▮	Empl Rcd Nbr:	1	Pay Status:	T

*Effective Date: 01/17/2024   Last Effective Date: 03/02/2023

Personal Data

Name Prefix:	
First Name:	
Last Name:	
Address 1:	
Address 2:	
City:	
County:	
State:	
Telephone:	
SSN:	

Job Data

Department:	10142		
Job Code:	2358 Lecturer AY	Comp Rate:	906.000000
Position Number:	99741379 Lecturer AY		
Reports To:	99739311 ▮		
Paid Units:	3.000	Duration of Appointment:	S1
Grade:	2	Compensation Base:	4530
Appt End Date:	05/23/2024		

Save

Return to Search Page

BACKGROUND CHECKS

Requesting a background check is required for the following:

➤ All final candidates

➤ New Hires

➤ Anyone rehired after a break in service of 12 months or more **and** who has not had a background check within the past 12 months on the same campus.

➤ For additional information, please visit our web page at [Background Checks](#).

➤ Questions regarding the background check process should be directed to backgroundchecks@csun.edu

❖ Reminder: TA's and GA's fall under Student Worker rules

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NEW SIGN-INS

➤ After Background Check clears, employee can begin the sign-in process.

➤ All sign-ins for new/returning hires must be done **on or before January 17th, 2024**

➤ **Failure to comply may result in late hire with impact to employee's academic pay**

➤ Sign-Ins are conducted by appointment only

➤ Appointments can be scheduled by emailing hrcustomerservice@csun.edu

➤ Please attach a copy of completed New Employee Sign-in form to email

➤ HR Customer Service team will respond within 48 hours, Monday-Friday.

➤ They may visit the [HR website](#) for information regarding the sign-in process and links to documents.

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PART-TIME FACULTY MODULE

➤ Default system appointment dates for Spring 2024 are as follows:

Job Code - Title	Start Date	End Date
2358 - Part Time Lecturer	01/17/2024	05/23/2024
2354 - Teaching Associate	01/17/2024	05/23/2024
2355 - Graduate Assistant	01/31/2024	06/30/2024

➤ Effective date of hire for Monthly GA (2325) doesn't follow semester dates.

   ➤ ex: 02/15/2024 - 03/15/2024

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PART-TIME FACULTY MODULE

Appointment Letters

➤ NRHR_PTF_APPT_LETTER

  ➤ Available for those with access to SOLAR HR queries

➤ Lecturers on a 3-year appointment will need letters generated manually if they <u>do not</u> have any changes posted in the module

  ➤ Faculty member not showing up in appointment letter query ?

    ➤ leave all fields blank, run, and filter down to your respective college

➤ For more instructions, please see the Appointment Letter Quick Guide on the HR Toolkit.

  ➤ Contact your Ops Tech if you have any additional questions

NRHR_PTF_APPT_LETTER - PTF Appt Letter query

Date Greater Than (Optional): ▯ 📅

Union Code (Optional): ▯

EmplID (Optional): ▯ 🔍

[View Results]

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PART-TIME FACULTY MODULE

Entry and Approval Deadlines

First Warrant of Spring 2024	Pay Issue Date	Keying Deadline	Approval Deadline
01/17/24 - 02/29/24	March 1, 2024	Thursday, January 25, 2024	Friday, January 26, 2024

➤ Late starts can still be entered into module

➤ Transactions must be keyed into the PeopleSoft Part-Time Faculty Module and approved in time in order to guarantee processing for February's pay warrant.

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PART-TIME FACULTY MODULE – PAY INCREASES

Compensation Base For Academic Student Employees

➤ R11 tentative increase of minimum and maximum ranges for January 1st, 2024

➤ HR awaiting communication from Chancellor's Office on further steps to evaluate/implement these increases.

➤ HR will handle centrally once letters are issued.

➤ R11 salary schedule will be available on the CSU web site (https://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx)

Compensation Base for Faculty

➤ No news regarding increase at this time

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PART-TIME FACULTY MODULE – GRAD ASST. UPDATE

Per a recent tech letter, Graduate Assistants (2355 job code) and Monthly Graduate Assistants (2325 job code) are now eligible for sick leave accrual according to their time base:

➤ Accrual formula – employee's time base multiplied by 8 hours

➤ Effective retroactive to November 2023

  ➤ HR implementation and campus communication forthcoming

  ➤ No action required from campus

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PART-TIME FACULTY MODULE

➤ Pay Warrant Distribution Schedule for Spring Hires

I am teaching Spring 2024 Only…					
Semester Teaching	Pay Period	Pay Period Dates	"Paper" Pay Day	Issue Date	Direct Deposit Posting Date
Spring Warrant #1[c]	Feb-24	01/17/24 – 02/29/24	02/29/2024	03/01/2024	03/01/2024[c]
Spring Warrant #2	Mar-24	03/01/24 – 03/31/24	03/29/2024	04/01/2024	04/02/2024
Spring Warrant #3	Apr-24	04/01/24 – 04/30/24	04/30/2024	05/01/2024	05/01/2024
Spring Warrant #4	May-24	05/01/24 – 05/30/24	05/30/2024	05/31/2024	05/31/2024
Spring Warrant #5	Jun-24	05/31/24 – 06/30/24	06/28/2024	07/01/2024	07/01/2024
Spring Warrant #6 (Final)[b]	Jul-24	07/01/24 – 07/30/24	07/30/2024	07/31/2024	07/31/2024

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PART-TIME FACULTY MODULE

➤ Pay Warrant Distribution Schedule for those teaching both semesters

I am teaching Fall 2023 and Spring 2024					
Semester Teaching	**Pay Period**	**Pay Period Dates**	**"Paper" Pay Day**	**Issue Date**	**Direct Deposit Posting Date**
Fall Warrant #1 of 12 total[a]	Sep-23	08/23/23 – 09/30/23	09/29/2023	10/01/2023	10/02/2023
Fall Warrant #2 of 12 total	Oct-23	10/01/23 – 10/31/23	10/31/2023	11/01/2023	11/01/2023
Fall Warrant #3 of 12 total	Nov-23	11/01/23 – 11/30/23	11/30/2023	12/01/2023	12/01/2023
Fall Warrant #4 of 12 total	Dec-23	12/01/23 – 12/31/23	12/29/2023	01/01/2024	01/02/2024
Fall Warrant #5 of 12 total	Jan-24	01/01/24 – 01/30/24	01/30/2024	01/31/2024	01/31/2024
Spring Warrant #1 of 12 total[c,d]	Feb-24	01/17/24 – 02/29/24	02/29/2024	03/01/2024	03/01/2024
Spring Warrant #2 of 12 total	Mar-24	03/01/24 – 03/31/24	03/29/2024	04/01/2024	04/02/2024
Spring Warrant #3 of 12 total	Apr-24	04/01/24 – 04/30/24	04/30/2024	05/01/2024	05/01/2024
Spring Warrant #4 of 12 total	May-24	05/01/24 – 05/30/24	05/30/2024	05/31/2024	05/31/2024
Spring Warrant #5 of 12 total	Jun-24	05/31/24 – 06/30/24	06/28/2024	07/01/2024	07/01/2024
Spring Warrant #6 of 12 total	Jul-24	07/01/24 – 07/30/24	07/30/2024	07/31/2024	07/31/2024
Fall Warrant #6 (Final) of 12 total[e]	Aug-24	07/31/24 – 08/29/24	08/29/2024	08/30/2024	08/30/2024

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PERSONNEL ACTION REQUEST FORM (PAR)

➤ Used when a correction or action is needed that **cannot** be done via the module

➤ For example:

    ➤ Rehiring employee whose salary has an outdated minimum

    ➤ Hiring a lecturer who is teaching 15 units (1.0 FTE)

❖ See Part-Time PAR list for descriptions and templates

➤ **Not** needed to hire after entry deadline if you are able to enter into the module

    ➤ notify HR Ops if late entry is entered in module

➤ Please have all PARs in to HR by **January 16th, 2024**

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REHIRED ANNUITANT FACULTY – CALPERS REMINDER

➤ Reduced payroll processing window from 90 days to **30 days**

➤ Campuses assess $500 late processing fee per item received

➤ PARs for Rehired Annuitants due at **start of semester January 17th**

PERSONNEL ACTION REQUEST FORM (PAR)

What can you do in the module?	What goes on the PAR?
Hires	Corrections
Time Base Changes (decreases and increases)	Leaves
Cancellations	Adjustment to Full-time 1.0 FTE
Rehires	**Rehired Annuitants**
Reappointments	Outdated base salary in system
	Check PAR samples on HR Toolkit for more examples

MASTER PAYROLL CERTIFICATION (MPC)

What does it mean to certify?

➤ MPC is your chance to review all salaried employees scheduled to be paid for a given pay period.

➤ If the employee is entitled to full or partial pay, certify the employee along with the corrected note in the comment box.

    ➤ Example: time base change effective…, EE had two dock days, EE separated on…, start date changed to… This will eliminate sending MPC exception.

Exceptions to look for:

➤ terminated employees

➤ employees on unpaid leave status

➤ New hires/rehires with effective date higher than Final MPC

➤ and/or assignment changes.

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MASTER PAYROLL CERTIFICATION (MPC)

MPC Initial vs. Final

➤ Initial: make sure that all changes are entered prior to 6am on the MPC Initial date in order to be reflected on MPC.

➤ Final: Only Terminations, New Hires/Rehires, Dock days only if approved

MPC Exception Form is used when...

➤ Employees are not reflected on MPC

➤ Any hire or rehire entered in the PTF module after the final MPC will require an Exception Form.

Mid Semester Time Base Changes

➤ Certify MPC, leave comment for Payroll

For any MPC questions, please contact your Payroll tech

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RESOURCES

➤ HR Toolkit: www.csun.edu/hr/hr-toolkit

➤ CSU Salary Schedule: https://www.calstate.edu/hradm/salaryschedule/salary.aspx

➤ Pay Warrant Distribution Schedule & Payroll Calendar:
https://www.csun.edu/payroll/payroll-calendars-schedules

➤ PTF User Guide: https://www.csun.edu/payroll/part-time-faculty-user-guide

➤ Student Assistant Federal Work-Study Compensation Plan
https://www.csun.edu/careers/student-assistant-compensation-plan

BARGAINING CONTRACTS

➤ Academic Student Employee (R11) contract: https://www.uaw4123.org/unit-11-contract

➤ Faculty (R03) Bargaining Contract: https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx

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CONTACTS

➤ For more on questions regarding faculty appointment and contract matters:

  ➤ Office of Faculty Affairs at x2962

➤ For hiring & processing questions, contact HR Ops per the Roster Contact Listing:

Operations Tech	E-mail	Phone Extension	Colleges/Areas
Sara Alarid	sara.alarid@csun.edu	818-677-5385	DNCBE, MCCAMC, Library
Erika Andres	Erika.andres@csun.edu	818-677-5245	Humanities, Social & Behavioral Sciences
Erick Cuevas	Erick.cuevas@csun.edu	818-677-2728	Health & Human Development
Erik Magana	Erik.magana@csun.edu	818-677-7547	MDECOE, Tseng College
Chantal Sood	Chantal.sood@csun.edu	818-677-2790	Engineering & Computer Science, Science & Math

QUESTIONS?

THANK YOU!

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