

This memo contains important information related to **Spring 2016** Academic Personnel Hiring.

**The Part-Time Faculty Module** is currently populated with appointment default dates and available for processing on Monday, November 23, 2015. In the module or if you need to prepare a PAR, the default dates for Spring 2016 are as follows:

Job Code	Start	End
Lecturers (2358) and Teaching Associates (2354)	01/22/2016	05/27/2016
Graduate Assistants (2355)	02/01/2016	06/30/2016

Academic Departments can begin keying their respective PTF job actions. Please note that transactions must be **keyed** into the PeopleSoft Part-Time Faculty Module **and approved** by the following dates in order to guarantee processing for February'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:

Spring 2016	Pay Issue Date	Keying Deadline	Approval Deadline
01/22 – 03/01/16	March 01, 2016	Wednesday, February 3, 2016	Thursday, February 4, 2016

### New Hires

- Appointments for New Part-Time Faculty should be entered into the PTF Module as soon as possible, and must be entered by the appointment effective date of January 22<sup>nd</sup>.
- PARs for New Faculty should be delivered to Human Resources by January 8<sup>th</sup> (COB).

**Note: With the exception of corrections, subsequent transactions should be keyed in the module, instead of submitting PAR forms. Refer to the PARS section below for additional information.**

### The Sign-in Process

- Must be completed on or before the effective date of an appointment by all NEW Full-Time and Part-Time Faculty, Teaching Associates, Graduate Assistants and Instructional Student Assistants and by REHIREES who have not been employed at CSUN during the past 18 months. Academic Personnel may complete new hire and payroll documents in University Hall, Room 165, Monday through Friday between 8:00 a.m. and 5:00 p.m.
  - Please note effective January 4, 2016 the Sign-In hours will be 8:00 a.m. to 4:00 p.m.
- Hiring departments should provide the employee with the following documents to bring to Human Resources:
  - New Employee Sign-In Form to be completed by the department.
  - Verification of Degree attached to the New Employee Sign-In Form.
  - Completed [Statement of Professional Preparation and Experience \(SC-1 Form\)](#) attached to the New Employee Sign-In Form.
- Employees are encouraged to complete and print their Sign-in Paperwork and bring it when they come to Human Resources.
  - Bringing the completed documents will expedite the process and save them time.
  - They may visit the [HR website](#) for information regarding the sign-in process and links to all the sign-in documents.
    - **Please share this link with all your new and rehired employees.**

## **Background Check**

- The background check policy is a CSU system-wide policy enacted August 3, 2015. This policy provides guidance on background checks which are critical in protecting the health, well-being and safety of its employees, students, volunteers and guests.
- A background check is required for all final candidates, for new hires, and 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.
- Questions regarding the background check process should be directed to Mika Williamson at x3817 or [mika.williamson@csun.edu](mailto:mika.williamson@csun.edu).

## **Personnel Action Request Forms (PARs)**

The following list refers to Spring 2016 Full Time & Temporary Part-Time PAR forms. PARs needed to wrap up Fall 2015 Academic Semester, or effecting the Spring 2016 Academic Semester with an effective date of January 22, 2016 or February 1, 2016 should be submitted to Human Resources by **January 8, 2016 COB** to ensure accurate processing for the January and February 2016 pay periods. List of PARS needed include, but are not limited to the following:

<b>PARs needed for Full Time Faculty</b>	<b>PARs needed for Temporary/Part-Time Faculty</b>
Return from Leave without Pay	Corrections (Includes base salary, effective date, duration, retroactive)
Return from Difference in Pay (DIP)	Separations (resignation v. no units)
Separations (includes retirements, resignation, completing 5 <sup>th</sup> year of FERP	Begin Rehired Annuitant
Begin Leave without Pay	Return Temp Faculty w/existing 3 Yr. appointment who did not work Fall 2015
<b>PARs needed for Full Time Faculty</b>	<b>PARs needed for Temporary/Part-Time Faculty</b>
Begin Sabbatical / DIP Leave	Separation of 12 Month Graduate Assistant at end of appointment
FERP (New and Continuing)	Hire Full-Time Lecturer
Reassignments	Separate Y3 with no Spring 2016 Units

Please contact your Operations representative should you have any questions or need additional information regarding PAR forms.

## **Hiring Lab**

To assist with your Academic Personnel hiring and processing, HR is offering a hiring lab on the following date:

**Tuesday, January 12<sup>th</sup>**

9:00 – 12:00 UN166

**Please contact Joe Medina at x 6687 or [Joe.Medina@csun.edu](mailto:Joe.Medina@csun.edu) to reserve your spot today!**

For processing questions, please contact your HR Operations representative or Joe Medina at x6687, or Bobbi Van Every x6262 in the Office of Human Resources or at [Joe.Medina@csun.edu](mailto:Joe.Medina@csun.edu), or [Bobbi.VanEvery@csun.edu](mailto:Bobbi.VanEvery@csun.edu).

For questions regarding appointment or contract issues, please contact Michelle Kilmnick or Albert Alcazar in the Office of Faculty Affairs at x2962.