

This memo contains important information related to **Spring 2017** Academic Personnel Hiring.

**The Part-Time Faculty Module** is currently populated with appointment default dates and available for processing on Monday, November 21, 2016. In the module or if you need to prepare a PAR, the default dates for Spring 2017 are as follows:

Job Code	Start	End
Lecturers (2358) and Teaching Associates (2354)	01/19/2017	05/26/2017
Graduate Assistants (2355)	02/01/2017	06/30/2017

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 2017	Pay Issue Date	Keying Deadline	Approval Deadline
01/19 – 03/01/17	March 01, 2017	Wednesday, February 1, 2017	Thursday, February 2, 2017

**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 22th.
- PARs for New Faculty should be delivered to Human Resources by January 6<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**

- Sign-In paperwork is now available on line and employees are encouraged to complete and print their Sign-in Paperwork and bring it when they come to Human Resources to expedite the process
  - They may visit the [HR website](#) for information regarding the sign-in process and links to all the sign-in documents.
- 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 REHIRES 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 8:00 a.m. to 4:00 p.m.
- Hiring departments must provide the employee with the following documents to bring to Human Resources:
  - New Employee Sign-In Form (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.
    - **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)**

PARs needed to wrap up Fall 2016 Academic Semester, or effecting the Spring 2017 Academic Semester with an effective date of January 19, 2017 or February 1, 2017 should be submitted to Human Resources by **January 6, 2017 COB** to ensure accurate processing for the January and February 2017 pay periods. Please visit the [HR Toolkit](#) website for PAR lists and samples.

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

## **Help us Help You**

We value your feedback! Please take a few minutes to complete this brief survey so that we can better assist with your Academic Personnel hiring and processing needs including group labs, workshops and more!

<https://www.surveymonkey.com/r/APFall2016Survey>

For Academic Personnel hiring and 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.