Fall 2014 & AY 2014-2015
HR: Academic Personnel
Hiring & Processing Workshop

Presented by:
The Office of Human Resources
& The Office of Faculty Affairs

Thursday, August 7, 2014
10:00 a.m. – 11:30 a.m.
Charles H. Noski Auditorium (NA 101)
Today’s Topics

• Fall Semester and AY Appointment Dates
• The Sign-In Process
• Benefits
• Appointment Letters
• Hiring In the Modules / Processing Dates
• Salaries, Warrant Distribution & Entitlements
• Cancellations & Conditions of Appointment
• Hiring Student Employees (Unit 11 & Non-Represented)
• Separations, Resignations & Mass Separations
• Additional Work & Special Pays
• Wrapping Up AY 2013-2014 & Summer 2014
• PAR Check Lists & Samples
Please note the default beginning and ending dates for 2014-2015 appointments:

**Part-Time Lecturers**

**AY Lecturers (Job Code 2358)**

1-Semester Appointment
- Fall Only – S1: 08/20/2014 – 12/23/2014
- Spring Only – S1: 01/16/2015 – 05/22/2015

1-Academic Year appointment – Y1: 08/20/2014 – 05/22/2015

3-Year appointment – Y3: 08/20/2014 – 05/26/2017

**Teaching Associates**

**Teaching Associates (Job Code 2354)**

1-Semester Appointment
- Fall Only – S1: 08/20/2014 – 12/23/2014
- Spring Only – S1: 01/16/2015 – 05/22/2015

1-Academic Year appointment – Y1: 08/20/2014 – 05/22/2015

**Graduate Assistants**

**Graduate Assistants (Job Code 2355)**

Fall Appointment: 09/01/2014 – 01/29/2015

Spring Appointment: 01/30/2015 – 06/30/2015
## 2014 - 2015 Appointment Dates

### Instructional Student Assistants

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
<th>Include First Day of Employment and Known Last Day of Employment or End of Sem/Year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1150 – ISA, On-Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1151 – ISA, On-Campus Work-Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1152 – ISA, Off-Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1153 – ISA, Off-Campus Work-Study</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended End Dates:**

- **Fall Appt:** 01/15/2015
- **Spring or Year Appt:** 05/22/2015 or 05/15/2015 (WS)

### Student Assistants

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
<th>Include First Day of Employment; No End Date Required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1870 – Student Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1871 – SA, On-Campus Work-Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1872 – SA, Off-Campus Work Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1874 – Taxable Student Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1868 – SA, Non Resident Alien Tax Status</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Include First Day of Employment and End Date as recommended above.
The Sign-In Process

Who?
- New Faculty, TAs, GAs, and ISAs and
- Returning Instructional Personnel that have not taught or worked in the past 18 months (Fall 2012 or prior)

What?
- Bring New Employee Sign-In Form (Obtained from Hiring Department)
  - Verification of Degree Documentation (Faculty, TAs & GAs) NEW!
- Present authorization to Work Documents; Complete I-9
- Complete Employee and Payroll Documents

Where?
- The Office of Human Resources: University Hall, Rm 165

When?
- 8:00 a.m. – 5:00 p.m.
- On or Before the effective date of appointment - 8/20/2014

CSUN ID Card
Validation Sticker Request & Pick Up Process
Total Instructional Employment Disclosure Forms
Benefits Administration

• Benefit Eligibility Fliers
  • No Changes in Eligibility Requirements
  • Part-Time Temporary Faculty Handout
  • Teaching Associate Handout
  • PT Benefits Overview/Orientation available On-Line
• Benefits & Wellness Fair – Tues., Sept. 16th

• Deadline to Enroll in Benefits, if Eligible
  • Friday, September 12, 2014 (Fall Hires)
    • Med/Dental/Vision Effective Date: October 1
    • FlexCash Effective Date: November 1
  • Friday, February 13, 2015 (Spring Hires)
    • Med/Dental/Vision Effective Date: March 1
    • FlexCash Effective Date: April 1
Benefits Administration

• Benefits Summary
  • [http://www.csun.edu/benefits](http://www.csun.edu/benefits)

• Open Enrollment
  • September 15, 2014 – October 10, 2014

• Contacts
  • Monica Baskerville x 3810 Last Name A - K
  • Cathy Salazar x 2119 Last Name L – Z and Retirement Inquires
  • Kari Dom x 3351 Leaves of Absence, and Workers’ Compensation
  • Sherrill Bunce x 3354 Solar HR Access
  • x 2173 Tuition Reduction Program
Appointment Letters & Part-Time Audit

Unit 3 Faculty

• August 15\textsuperscript{th} and January 9\textsuperscript{th} are the target dates for HR to send out initial PTF downloads. Spreadsheets with data keyed in by COB August 13\textsuperscript{th} and January 8\textsuperscript{th} respectively will be sent out to Colleges and Departments to begin sending out Appointment letters.

• October 4\textsuperscript{th} is the target date for Faculty Affairs to begin the PTF 3-Year Audit. Spreadsheets will be sent out to Colleges and Departments as part of Audit.

• Appointment Letter Templates are posted to the HR Academic Personnel and the Faculty Affairs websites.
Appointment Notices

Unit 11 Academic Student Employees

• Colleges and Departments must provide ASE with appointment notice at least 90 days prior to the effective date of the appointment or as soon as practicable after the hiring decision is made.

• Appointment Notice Templates are posted to the HR Academic Personnel and Faculty Affairs websites.

• Appointment Notice Packets must include: ASE, Description of Duties Form (Appendix F)
Term: ___________________ Supervisor: ___________________ Course#: ______

Course Title: ___________________ Location: ___________________

Day/Time: ___________________ Employee: ___________________

The job duties designated below are required of the employee. Please check the appropriate items and describe, as applicable:

_____ Attend course lectures

_____ Present lectures Frequency/dates: ___________________

_____ Instruction/supervision of ____ sections/courses/labs per week

_____ Preparation

_____ Hold ____ office hours per week

_____ Supervisor/ASE(s) meetings Frequency/duration: ___________________

_____ Read and evaluate student papers. Describe: ___________________

_____ Proctor examinations

_____ Perform individual and/or group tutoring

_____ Maintain/submit student records (e.g. grades)

_____ Evaluate student assignments

_____ Provide research assistance

_____ Perform other tasks as assigned. Please list: ___________________

________________________________________________________________________________

The supervisor will perform class observations. Yes _____ No____

A Teaching Associate or exempt Graduate Assistant with a 50% time-base appointment shall normally be assigned a workload of no more than 320 hours per semester/220 hours per quarter/120 hours per 6 week summer session. A Teaching Associate or exempt Graduate Assistant with an appointment of 50% time-base or less shall normally be assigned a workload of no more than 8 hours in any one day and 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not normally total more than 73 hours per semester/50 hours per quarter/27 hours per 6 week summer session.
Part Time Faculty Module

PTF (2358), TAs (2354) & GAs (2355, 2325)

- September Keying Deadline: Wednesday, September 3, 2014
- September Approval Deadline: Thursday, September 4, 2014

The Student Module

Instructional Student Assistants (ISAs) (1150, 1151, 1152, 1153)
Hire directly in the Student Module with an end date
  - Terminate in Module at end of appointment

Student Assistants (1870, 1871, 1872, 1874, 1868)
Hire directly in the Student Module (1874 & 1868 require end dates)
At Drop-Add Deadline, Review Student Enrollment and adjust as necessary.

Office of Human Resources
# Payroll & PTF Module Processing Dates

## Fall, 2014

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Payroll Date</th>
<th>Keying</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02 – 12/31/2014</td>
<td>December 31, 2014</td>
<td>NA</td>
<td>PAR Required</td>
</tr>
<tr>
<td>01/01 – 01/30/2015</td>
<td>January 30, 2015</td>
<td>NA</td>
<td>PAR Required</td>
</tr>
</tbody>
</table>

Refer to the HR Payroll Calendar and AY Faculty Paycheck Distribution Chart for additional information.

* Enter & approve in module by COB August 13, 2014 for inclusion in Fall PTF Appointment Letter

[Download](#)
## Payroll & PTF Module Processing Dates
### Spring, 2015

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Payroll Date</th>
<th>Keying</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01 – 03/31/2015</td>
<td>March 30, 2015</td>
<td>Wed, Mar 04, 2015</td>
<td>Thurs, Mar 05, 2015</td>
</tr>
<tr>
<td>04/01 – 04/30/2015</td>
<td>April 30, 2015</td>
<td>Wed, April 01, 2015</td>
<td>Thurs, April 02, 2015</td>
</tr>
<tr>
<td>05/01 – 05/31/2015</td>
<td>May 29, 2015</td>
<td>Mon, May 04, 2015</td>
<td>Tues, May 05, 2015</td>
</tr>
<tr>
<td>06/01 – 06/30/2015</td>
<td>June 30, 2015</td>
<td>NA</td>
<td>PAR Required</td>
</tr>
<tr>
<td>07/01 – 07/30/2015</td>
<td>July 30, 2015</td>
<td>NA</td>
<td>PAR Required</td>
</tr>
</tbody>
</table>

Refer to the HR Payroll Calendar and AY Faculty Paycheck Distribution Chart for additional information.

* Enter & approve in module by COB January 9, 2015 for inclusion in Spring PTF Appointment Letter
2014-2015 University Payroll Calendar

- **Academic Day** - 56 academic days (Fall 2014); 84 academic days (Spring 2015)
- **Campus Closed** - All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below)
- **Payday for Faculty and Staff** - Pay warrants distributed to department designees by University Cash Services after 12:00 NOON
- **Payday for Students, Hourly/Interns, Overtime, Shift, Stipend, and Special Pay** - Pay warrants distributed to department designees by University Cash Services
- **Annual Deposit Payout for Faculty & Staff** - Regular monthly pay processed by financial institutions for those employees enrolled in the Direct Deposit Program
- **Authorizations for Special Pay (ASP)** - Special pay authorizations due to Faculty Affairs.
- **Monthly Payroll Certification (MPC)** -
  - **I** - Initial Run - pay data captured and available for review and certification
  - **F** - Final Run - Final pay data captured and available for review and certification
  - **X** - Last day to certify MPC and submit exceptions to Payroll Administration
- **Payroll Cutoff** - Payroll Administration processes unpaid leave time, NOIDL separations, and all other payroll irregularities. Information reported after this date may require reissuance of master warrants. All Vouchers must be keyed and approved by 12:00 noon.
- **Fiscal Year-End Closing Deadline** - All payroll related transactions for fiscal year 2014-2015 that are not in system must be submitted to Payroll Administration by 5:00 p.m.

**Time and Labor & Absence Management**

- **Monthly Time Entry Deadline** - Last day to enter time and attendance. Timereporters to review and resolve all exceptions by close of business.
- **Monthly Approval Deadline** - Last day to approve time and attendance. Approvers to review and resolve all exceptions by close of business. Late approvals may result in inaccurate balances and/or a delay in pay.
- **Monthly Leave Balances** - Monthly leave accruals and balances are updated in the system.
- **Year-End Work Study Time Entry Deadline** - Last day to enter time, review all exceptions, and pay students from work study funds.
- **Year-End Work Study Approval Deadline** - Last day to approve work study time.

**University Holiday Schedule 2014-2015**

- **Independence Day** - 07/04/14
- **Labor Day** - 09/02/14
- **Columbus Day** - 10/13/14
- **Veterans' Day** - 11/11/14
- **Thanksgiving Day** - 11/27/14
- **New Year's Day** - 01/01/15
- **Martin Luther King, Jr. Day** - 01/18/15
- **Christmas Day** - 12/25/14
- **Christmas Eve** - 12/24/15
- **Lincoln's Birthday** - 12/02/14
- **Memorial Day** - 05/25/15

One Personal Holiday to be used by December 31st as requested and approved.

*12/21/14 - Warrants distributed in University Cash Services from 12:00 noon - 2:00 p.m. due to holiday closure.

www.csun.edu/payroll/payroll-calendars-schedules
### Fall 2014 - Spring 2015

**Pay Warrant Distribution Schedule**

#### Academic Year Faculty & Academic Year Teaching Associates

<table>
<thead>
<tr>
<th>Semester Teaching</th>
<th>Pay Period</th>
<th>Pay Period Dates</th>
<th>&quot;Paper&quot; Pay Day</th>
<th>Issue Date</th>
<th>Direct Deposit Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Warrant #1</td>
<td>Sep-14</td>
<td>08/20/14 – 09/30/14</td>
<td>09/30/2014</td>
<td>10/1/2014</td>
<td>10/01/2014</td>
</tr>
<tr>
<td>Fall Warrant #2</td>
<td>Oct-14</td>
<td>10/01/14 – 10/31/14</td>
<td>10/30/2014</td>
<td>10/31/2014</td>
<td>10/31/2014</td>
</tr>
<tr>
<td>Fall Warrant #3</td>
<td>Nov-14</td>
<td>10/31/14 – 12/01/14</td>
<td>12/01/2014</td>
<td>12/02/2014</td>
<td>12/02/2014</td>
</tr>
<tr>
<td>Fall Warrant #4</td>
<td>Dec-14</td>
<td>12/02/14 – 12/31/14</td>
<td>12/31/2014</td>
<td>1/1/2015</td>
<td>1/02/2015</td>
</tr>
<tr>
<td>Fall Warrant #5</td>
<td>Jan-15</td>
<td>01/01/15 – 01/29/15</td>
<td>1/29/2015</td>
<td>1/30/2015</td>
<td>1/30/2015</td>
</tr>
<tr>
<td>Fall Warrant #6 (Final)</td>
<td>Feb-15</td>
<td>01/30/15 – 02/28/15</td>
<td>02/27/2015</td>
<td>3/1/2015</td>
<td>03/02/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Teaching</th>
<th>Pay Period</th>
<th>Pay Period Dates</th>
<th>&quot;Paper&quot; Pay Day</th>
<th>Issue Date</th>
<th>Direct Deposit Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Warrant #1</td>
<td>Feb-15</td>
<td>01/16/15 – 02/28/15</td>
<td>02/27/2015</td>
<td>3/2/2015</td>
<td>03/02/2015</td>
</tr>
<tr>
<td>Spring Warrant #2</td>
<td>Mar-15</td>
<td>03/01/15 – 03/31/15</td>
<td>03/30/2015</td>
<td>04/01/2015</td>
<td>04/01/2015</td>
</tr>
<tr>
<td>Spring Warrant #3</td>
<td>Apr-15</td>
<td>04/01/15 – 04/30/15</td>
<td>04/30/2015</td>
<td>05/01/2015</td>
<td>05/01/2015</td>
</tr>
<tr>
<td>Spring Warrant #4</td>
<td>May-15</td>
<td>05/01/15 – 05/31/15</td>
<td>05/29/2015</td>
<td>6/1/2015</td>
<td>06/02/2015</td>
</tr>
<tr>
<td>Spring Warrant #5</td>
<td>Jun-15</td>
<td>06/01/15 – 06/30/15</td>
<td>06/30/2015</td>
<td>7/1/2015</td>
<td>07/1/2015</td>
</tr>
<tr>
<td>Spring Warrant #6 (Final)</td>
<td>Jul-15</td>
<td>07/01/15 – 07/30/15</td>
<td>07/30/2015</td>
<td>07/31/2015</td>
<td>07/31/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Teaching</th>
<th>Pay Period</th>
<th>Pay Period Dates</th>
<th>&quot;Paper&quot; Pay Day</th>
<th>Issue Date</th>
<th>Direct Deposit Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Warrant #1 of 12 total</td>
<td>Sep-14</td>
<td>08/20/14 – 09/30/14</td>
<td>09/30/2014</td>
<td>10/1/2014</td>
<td>10/01/2014</td>
</tr>
<tr>
<td>Fall Warrant #2 of 12 total</td>
<td>Oct-14</td>
<td>10/01/14 – 10/31/14</td>
<td>10/30/2014</td>
<td>10/31/2014</td>
<td>10/31/2014</td>
</tr>
<tr>
<td>Fall Warrant #3 of 12 total</td>
<td>Nov-14</td>
<td>10/31/14 – 12/01/14</td>
<td>12/01/2014</td>
<td>12/02/2014</td>
<td>12/02/2014</td>
</tr>
<tr>
<td>Fall Warrant #4 of 12 total</td>
<td>Dec-14</td>
<td>12/02/14 – 12/31/14</td>
<td>12/31/2014</td>
<td>1/1/2015</td>
<td>1/02/2015</td>
</tr>
<tr>
<td>Fall Warrant #5 of 12 total</td>
<td>Jan-15</td>
<td>01/01/15 – 01/29/15</td>
<td>1/29/2015</td>
<td>1/30/2015</td>
<td>1/30/2015</td>
</tr>
<tr>
<td>Spring Warrant #1 of 12 total</td>
<td>Feb-15</td>
<td>01/16/15 – 02/28/15</td>
<td>02/27/2015</td>
<td>3/1/2015</td>
<td>03/02/2015</td>
</tr>
<tr>
<td>Spring Warrant #2 of 12 total</td>
<td>Mar-15</td>
<td>03/01/15 – 03/31/15</td>
<td>03/30/2015</td>
<td>04/01/2015</td>
<td>04/01/2015</td>
</tr>
<tr>
<td>Spring Warrant #3 of 12 total</td>
<td>Apr-15</td>
<td>04/01/15 – 04/30/15</td>
<td>04/30/2015</td>
<td>05/01/2015</td>
<td>05/01/2015</td>
</tr>
<tr>
<td>Spring Warrant #4 of 12 total</td>
<td>May-15</td>
<td>05/01/15 – 05/31/15</td>
<td>05/29/2015</td>
<td>6/1/2015</td>
<td>06/02/2015</td>
</tr>
<tr>
<td>Spring Warrant #5 of 12 total</td>
<td>Jun-15</td>
<td>06/01/15 – 06/30/15</td>
<td>06/30/2015</td>
<td>7/1/2015</td>
<td>07/1/2015</td>
</tr>
<tr>
<td>Spring Warrant #6 of 12 total</td>
<td>Jul-15</td>
<td>07/01/15 – 07/30/15</td>
<td>07/30/2015</td>
<td>07/31/2015</td>
<td>07/31/2015</td>
</tr>
<tr>
<td>Fall Warrant #6 (Final) of 12 total</td>
<td>Aug-15</td>
<td>07/31/15 – 08/31/15</td>
<td>08/31/2015</td>
<td>9/1/2015</td>
<td>9/1/2015</td>
</tr>
</tbody>
</table>

The 2014-2015 Academic Year consists of 86 academic days during the Fall 2014 Semester and 84 academic days during the Spring 2015 semester. A Lecturer or AF Teaching Associate initially hired to teach Fall Only and then appointed to teach Spring also, will be paid as if “I am teaching Fall 2014 and Spring 2015.”

- a The first warrant of the Fall semester includes Academic Days worked August 20, 2014 through September 30, 2014.
- b Late starts, leaves without pay, or dock time during a semester can affect the 6th pay warrant for that semester. Time-base changes will affect the upcoming and future pay warrants.
- c The first warrant of the Spring semester includes Academic Days worked January 16, 2015 through February 28, 2015.
- d The first warrant of the Spring semester may vary in amount from Fall Warrant #5 due to a change in Time Base/Units from Fall to Spring.
- e The 12th warrant reflects the Time Base/Units of the preceding Fall appointment and the effect of any late starts, leaves without pay, mid-semester time base change, or dock time during a semester which can affect the 6th pay warrant for that semester.
- f This schedule does not apply to Faculty or Teaching Associates in Monthly Classifications.
Entitlements

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
- The same number of units (or more) that they taught in the previous academic year
- Similar distribution of units over the next two semesters as were assigned in the previous academic year
3-Year Appointments:

Lecturers with 3-YR appointments should have their unit entitlements met before lecturers with 1-YR or lesser entitlements.

Entitlement:

- The same number of units (or more) that they taught in their 6th year, or in the last year of their previous 3-Yr appointment.
- Similar distribution of units over the next three years as in the year previous to the start of the 3-Yr Appointment.
- 3-year appointments are renewed following determination by the appropriate administrator that the lecturer has been rated “satisfactory” and absent serious conduct problems.

Processing:

- Enter new < FT 3-YR appointments directly in the module with a Y3 duration.
- Enter renewing < FT 3-YR appointments directly in the module with a Y3 duration.
- Submit a PAR to return all three year persons from an inactive semester.
  - Those who were on Spring Leave or Teach Fall semester only.
  - Indicate original end date of the most recent three year appointment.
- Submit a PAR for all new and/or renewing FT 3YR appointments or to correct any end dates.
### ENTITLEMENTS

**Academic Year #1 Work Assignment**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Fall</th>
<th>Spring</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>9</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Year #2**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Does Work in Year #1 earn a One-Year entitlement if Reappointed in Fall of Year #2?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>No</td>
</tr>
<tr>
<td>6</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario</th>
<th>If reappointed for the following year beginning in the Fall, what is the amount of entitlement for the year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15 WTU</td>
</tr>
<tr>
<td>2</td>
<td>15 WTU</td>
</tr>
<tr>
<td>3</td>
<td>9 WTU</td>
</tr>
<tr>
<td>4</td>
<td>0 WTU</td>
</tr>
<tr>
<td>5</td>
<td>0 WTU</td>
</tr>
<tr>
<td>6</td>
<td>0 WTU</td>
</tr>
<tr>
<td>7</td>
<td>0 WTU</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Does AY Service Count toward 6 yrs required to earn a Three-Year Entitlement Under 12.12?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>Yes</td>
</tr>
</tbody>
</table>

---

**Note:** 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. In Summer, only State-Supported units potentially count toward entitlement. The Summer terms may be used to make-up entitlements not met during the prior academic year.
Entitlements

If there are no classes to offer for a 1-year or 3-year entitled faculty member

Please contact:
Dr. William Whiting,
Associate Vice President for Faculty Affairs

Dr. Daisy Lemus,
Senior Director for Academic Personnel

Office of Faculty Affairs
Ext. 2962
Declines Units, Resigns / Retires

- Ask faculty to submit a letter/email stating that they decline units or are resigning/retiring.
- If a faculty member fails to submit a letter/document; an email from the department chair with a statement indicating their understanding of the faculty member resigning should be sent with a minimum number of hours or days to respond/correct such information.
- Submit a PAR & Part 1 of Separation/Clearance immediately; Follow-up with Part 2 of Separation/Clearance.

Leave of Absence without Pay

A faculty member must have an appointment and submit an application for Leave of Absence and receive approval prior to declining units in order to maintain any entitlement.
Cancellation of Classes/Assignments

Conditional:
Can be cancelled or rescinded because of budget or enrollment

Not-Conditional:
Cannot be cancelled or rescinded

Unit 3
• 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. You 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, you are obligated to pay the instructor for the entire semester or provide an alternate work assignment.
Cancellation of Classes/Assignments

Unit 11

• 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.
ASE Hiring, Separations & Terminations

Hiring
Open Hire Positions must be posted via ASE-1 Form
TAs, GAs and ISAs must have a signed SC-1 on file with the department.
An SC-1 and verification of the required degree must be submitted along with the
New Employee Sign-In Form by all New TAs and GAs completing the Sign-In Process.

End of Appointment / Separations:
Prior to the end of a monthly appointment, the hiring department must submit a
PAR to Human Resources to separate the employee effective the last day of the
appointment period.

Resignation or Declining an Appointment:
If an ASE 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.

Failure to Perform Duties:
If an Academic Student Employee fails to perform his or her duties in fulfillment of
the appointment, the hiring department or supervisor should consult with
Faculty Affairs.
Remember, If the ASE is going to be evaluated, they are contractually entitled to
know the evaluation criteria within 14 days of the appointment.
Unit 11 – Teaching Associate (TA)

2354 – Teaching Associate, Academic Year
2324 – Teaching Associate, Summer Term

The Teaching Associate classification provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study. They teach university courses and may also assist faculty or teaching staff with various professional and technical activities. Work assignments are closely associated with their program of study or the academic department in which they are enrolled.
Unit 11 - Graduate Assistant (GA)

2355— Graduate Assistant
2325— Graduate Assistant, Monthly (by exception)
2326— Graduate Assistant, On-Campus Work-Study

Under immediate supervision, the Graduate Assistant assists a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work.

Graduate Assistant work may involve supervising students in a classroom, workshop or laboratory (where final responsibility for the class and its entire instruction, including the performance of the Graduate Assistant is vested in a member of the faculty); training students in the use of equipment or other resources: assisting faculty with research and preparation of course materials: participating in the evaluation of students’ work; tutoring students and other related work.
Unit 11 – Instructional Student Assistant (ISA)

1150 – ISA, On-Campus
1151 – ISA, On-Campus Work-Study
1152 – ISA, Off-Campus
1153 – ISA, Off-Campus Work-Study

Under supervision, Instructional Student Assistants perform:
* teaching,
* grading, or
* tutoring duties

for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term.
Classification Reminder

Instructional Student Assistant (ISA) (Unit 11)
≠
Student Assistant (SA) (non-represented)
“If a hiring decision is made in the Spring term, as soon as practicable thereafter but no later than 90 days prior to the start of the appointment, the University shall provide a written notice of the appointment or reappointment in paper or electronic format (e.g. email or website) to the affected individual. If a hiring decision is made at some other time, the employee will receive a written notice of appointment or reappointment in paper or electronic format (e.g. email or website) 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 aforementioned notice shall be provided as soon as practicable after the decision is made.”
Article 2.9 – Appointments, Posting and Notification

“Prior to the commencement of the term or as soon as practicable thereafter, the University shall provide the ASE the following information:

a. the faculty member or supervisor to whom the individual will report,
b. the location where the work will be performed,
c. the class assigned, if applicable,
d. the time and place of any applicable orientations,
e. the specific duties and expectations of the appointment as detailed in the form in Appendix F or a campus-based form that contains at least the same information. The University may include estimated time for effective completion of each duty.

The University shall provide advance notice when the above referenced duties are changed significantly. Such changes will be confirmed in writing.”
“The Union shall be provided 30 minutes to present Union information at campus-wide, college-wide and tutoring center employment orientations. The Union shall also be provided 30 minutes to present Union information at department employment orientations if all of the unit members have not been required to attend an employment orientation as defined above.”
Graduate Assistant - Overview

Graduate Assistant
(Job Code 2355)
- Preferred appointment for body of work
- Effective date of employment:
  - Fall Semester = 1st day of September pay period
    (Through 01/29/2015)
  - Spring Semester = 1st day of February pay period
    (Through 06/30/2015)
- Non-leave Benefit Eligible
- Salary Min- Max: $1956 to $2772 (Rank 2)
- **Reminder**: Entitled to five (5) checks. Automatically terminated in the module (via mass separation process). PAR form required only if late hire, early termination.

Graduate Assistant, Monthly
(Job Code 2325)
- Short –term appointment by exception only
- Effective date of employment will vary
  - Cannot be the semester begin & end dates
- Non-Leave Benefit Eligible
- PAR required to Separate
- Salary Min- Max: $1956 to $3844 (Rank 0)
- **Reminder**: Monthly Grad Assistants are hired for short-term appointments only and must be terminated at the end of their appointment via PAR form.
### Student Assistant & Instructional Student Assistant Employees At-A-Glance

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Expected End Date Required</th>
<th>Automatic Separation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1870</td>
<td>Student Assistant</td>
<td>No</td>
<td>Yes-after 2 Months with no Pay; An Automatic Separation does not preclude the need to separate or terminate a closed or finished position.</td>
</tr>
<tr>
<td>1871</td>
<td>Work Study- On Campus</td>
<td>No</td>
<td>Yes–HR separates after last Work-Study cycle of the academic year.</td>
</tr>
<tr>
<td>1872</td>
<td>Work Study- Off Campus</td>
<td>No</td>
<td>Yes–HR separates after July Pay Period closes.</td>
</tr>
<tr>
<td>1874</td>
<td>Taxable Student Assistant</td>
<td>Yes</td>
<td>Yes–HR separates after July Pay Period closes.</td>
</tr>
<tr>
<td>1868</td>
<td>Student- Nonresident Alien Tax Status</td>
<td>Yes</td>
<td>No. Separation effective date must be one day greater than last hours reported/approved.</td>
</tr>
<tr>
<td>1150 / 1152</td>
<td>Instructional Student Asst on/off Campus</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>1151/1153</td>
<td>Instructional Student Asst on/off Campus Work Study</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended End Dates:**
- Fall Appointment: 01/15/2015
- Spring Appointment: 05/22/2015 or 05/15/2015 if Work-Study

ISA and SAs are paid on or about the 15th of the month following a complete pay period. Gross pay is determined by the worked hours entered and approved during each pay period.
Student Business Rules

- Hire, Separate, Pay and Position changes can be done via PS Student Module
- Valid Work 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 are transacted.
- Students cannot hold both Student and Staff positions
- Correction of Effective Date, Expected End Date, Action/Reason errors require Student Employee Job Data Change Form to HR
- 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.
Taxable Students & the FICA Exemption

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 2014 – 2015 Academic Year, a TA, GA, ISA or SA must be enrolled at least half-time at CSUN:

* Undergraduate Student: half-time means 6 units each semester.
* Graduate Student: half-time means 4 units each semester.

Not being eligible for the FICA Exemption results in:

1. 1.45% of pre-tax gross earnings deducted for Medicare Tax.
2. 7.5% of pre-tax gross pay each applicable pay period contributed toward automatic enrollment in the Part-Time/Seasonal/Temporary (PST) Retirement Plan.

Human Resources will audit enrollment of Academic Student Employees and change FICA coding as necessary.
Separations, Resignations and Mass Separations

• Separations
  • Monthly TAs and Monthly GAs (when approved) need to be separated via a PAR
  • ISAs need a Termination processed in the student module
    • Query of Expiring Appointments Available (PTF Guide)
• Resignations
  • Documentation!
  • Timely submission of PARs and Separation/Clearance Forms
• Mass Separations
  • GAs – Separated before July Payroll Cut-Off
  • August 8, 2014 – Temporary Faculty and TAs, Sp 2014 Only
  • September 10, 2014 – Temp Faculty and TAs, AY 2013-14
Additional Work & Special Pays

• 125% Rule
  • An employee is allowed up to 125% ONLY IF certain conditions are met:
    • Consists of employment of a substantially different nature, or
    • Funded from non-general fund sources, or
    • Accrual of part-time employment from more than one CSU Campus

• Full Time = 40 Hours = 100%  25% = approx 10 hrs/wk
• Part Time Faculty Up to 40 Hours = 100%  25% = approx 10 hrs/wk
  or 3 Units/semester

• There are three distinct periods
  AY (F&S)  Winter/Intersession  Summer

• Non-Exempt Staff with Faculty Appointments must be compensated at OT rate for any hours in excess of 40 per week: 100% + 1 day as 4660 = 1 day at OT Rate
Substitute Pay

IF Anticipated substitute assignment does not exceed 20 calendar days:
  Hire a current PT instructor as a Substitute (Job Code 2356)
  Pay by the hour via ASP. Substitutes are paid for classroom contact hours only.

IF Anticipated substitute assignment 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).

Reminder:
  • Total timebase cannot exceed 1.0 if the substitute assignment is similar in nature to the regular assignment (teaching).
  • Departments should remind Lecturers that a mid-semester time base change can impact their next or final pay warrant(s) because of how pay is processed, including a reduction to settlement pay.

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 class hours taught.

There is nothing in the contract to preclude a faculty member from making “informal voluntary substitute arrangements of a short duration with a University colleague, subject to the approval of the department chair.”
Nuts and Bolts of Special Pay Work

- Pre-Authorizations are Required for All Faculty Additional Work (4660)
- Pre-Authorizations are not Required for Substitute Work (2356)
- Departments are restricted to 4660 & 2356
  - Job Codes 2322, 2323 and 2363 Tseng College EXL Only
- 4660 Special Consultant – Pays by daily rate only. Current range is $91 - $1214 per day.

- An Authorization for Special Pay (ASP) requires original signatures once the work is completed.
- An ASP cannot overlap/cross pay periods.
- If no current active Faculty appointment, the appointment must be approved through Recruitment Services.
- New employees or those with a break in service of 18 months or more must complete the Sign-In Process in HR.
**Hands On Labs**

Friday, August 8th  
9:00 – 11:30 UN 165

Tuesday, August 12th  
1:00 – 3:00 UN 165

**PARs NEEDED**

*Office of Human Resources*
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.

### PARS Needed to Wrap up Prior Academic Year

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return from Leave without Pay</td>
<td>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).</td>
</tr>
<tr>
<td>Return from Difference in Pay (DIP) or Irregular Sabbatical Leave</td>
<td>PARs required for returns from DIP or Irregular Sabbaticals. No PAR needed for returns from Regular (Full) Sabbaticals - HR will process these returns centrally.</td>
</tr>
<tr>
<td>Retirements * - Will Not FERP (1 of 1) - Retire Will FERP (1 of 2)</td>
<td>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.</td>
</tr>
<tr>
<td>Separation / Resignation *</td>
<td>Attach Copy of Resignation Letter.*</td>
</tr>
<tr>
<td>Completing 5 Years of FERP</td>
<td>Attach Copy of Resignation Letter.*</td>
</tr>
</tbody>
</table>

### PARS Needed for the Upcoming Fall Semester and Academic Year

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Appointments (Temporary and Tenure Track)</td>
<td>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.</td>
</tr>
<tr>
<td>Temporary Transition or Reappointments</td>
<td>Indicate Reason for Change, Duration of Appointment and appropriate Appt End Date. Includes transition to 2361 (12mo), 2387 (GRIF), etc.</td>
</tr>
<tr>
<td>Begin Leave without Pay</td>
<td>Indicate the anticipated Leave End Date on PAR and whether a Professional or Personal Leave. Attach copy of approved application.</td>
</tr>
<tr>
<td>Begin Sabbatical - Regular Sabbatical - Difference in Pay Sabbatical / DIP</td>
<td>Indicate type of Sabbatical per Sample. DIP Leave salary must be manually calculated to accommodate current minimum rate of AY Instructor (Rank 2).</td>
</tr>
<tr>
<td>FERP Appointment - New 50/50 - New or Continuing Fall Only, Spring Only, or Other</td>
<td>Beginning or Returning FERP Participation. New PARs should be submitted along with Retirement PAR. FERPs teaching Fall Only, Spring Only or Other, require a PAR at the beginning of each term they will be teaching. FERPs teaching Other require a PAR to separate at end of each term or period.</td>
</tr>
<tr>
<td>Reassignments</td>
<td>AY to 12 mo &amp; 12 mo to AY, etc. Faculty Affairs will prepare the PARs for all incoming and outgoing Chairs. Indicate if transferring prior to Retirement/FERP.</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirements, Resignations &amp; End of Temporary Appointments *</td>
<td>PAR &amp; documentation <strong>required</strong> for Retirements and Resignations.* Attach copy of documentation. <strong>PAR for End of Temp Appt</strong> (not being reappointed) is optional. HROPPS will separate PT faculty centrally before the September Payroll Cutoff Date if not reappointed for the Fall Semester.</td>
</tr>
<tr>
<td>Return from Leave Without Pay (LWOP)</td>
<td>Adjust Salary for SSI/GSI if appropriate.</td>
</tr>
</tbody>
</table>

**PARS Needed for Upcoming Fall Semester and Academic Year**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary Correction/Adjustment or Increase</td>
<td>Base Salary corrections/adjustments/increase processed via PAR. If an increase (not a correction), explanation and/or justification required.</td>
</tr>
<tr>
<td>Hire Full-Time Lecturer</td>
<td>Full-Time (15 units) transactions cannot be processed in the PTF Module and must be processed via a PAR.</td>
</tr>
<tr>
<td>Temporary Transition</td>
<td>Temporary transition 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 transition back at end of Temporary Assignment.</td>
</tr>
<tr>
<td>Return Temporary Faculty with a 3 Year Appointment who didn’t work this past Semester</td>
<td>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.</td>
</tr>
<tr>
<td>Begin Rehired Annuitant Appointments</td>
<td>Appointments of Rehired Annuitants cannot be keyed into the PTF Module but must be processed via a PAR. They require special coding in PS and PIMS.</td>
</tr>
<tr>
<td>Temporary Separation of Appointment</td>
<td>Indicate if no units available, etc.</td>
</tr>
<tr>
<td>Begin Leave Without Pay</td>
<td>Attach Copy of Approved Leave Application.</td>
</tr>
<tr>
<td>Retroactive Corrections</td>
<td>Corrections that are effective prior to the last transaction keyed into PeopleSoft are considered retroactive and must be processed on a PAR.</td>
</tr>
<tr>
<td>Corrections to Duration of Appointment</td>
<td>If you keyed and saved the wrong Duration of Appointment, you must process the correction on a PAR.</td>
</tr>
<tr>
<td>Separation of GA at end of Appointment</td>
<td>Graduate Assistants must be separated via a PAR at the end of their appointment.</td>
</tr>
</tbody>
</table>
THANK YOU!