Fall 2017 & AY 2017-2018
HR: Academic Personnel Hiring & Processing Workshop

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

Tuesday, August 1, 2017
10:00 a.m. – 12:00 Noon
Jack and Florence Ferman Oviatt Presentation Room
Today’s Topics

- Welcome
- Sign-In Process and Benefits
  - Background Check Information
- Dates for Fall and Academic Year
- Faculty and Unit 11 Appointments
  - NEW! Appointment Letter Process Update
- Additional Work and Pay
- Module Processing, Student Classifications
- Salaries & Warrant Distribution
- Master Payroll Certification
- Wrap Up AY 2016-2017 and Summer 2017
- NEWO for Lecturers
The Sign-in Process

Who?
- New Faculty, TAs, GAs, and ISAs
- Returning Instructional Personnel that have not taught or worked in the past 18 months (Fall 2015 or prior)

What?
- Complete Background Check
- Bring New Employee Sign-In Form to HR
  - Obtained from Hiring Department
- Verification of Degree Documentation
  - Faculty, TAs & GAs *(CSUN TA/GA Grads exempt)*
  - SC-1 Faculty, TAs & GAs
- Present authorization to Work Documents; Complete I-9
- Complete Employee and Payroll Documents
The Sign-in Process

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

When?
• 8:00 a.m. – 4:00 p.m.
• On or Before the effective date of appointment - 8/23/2017***
  ***To be in compliance with I-9 requirements

CSUN ID Card Validation Sticker Request & Pick Up Process
Total Instructional Employment Disclosure Forms
  Required in Faculty Affairs by first day of Semester
Background Check Information

Who needs to complete it?

- All new hires (including Lecturers)
  - The academic Semester begins on August 23, 2017
  - Lecturers cannot begin working prior to background check completion unless...
    - A [Background Check Limited Exception Form](#) has been filed prior to that date
- Updates effective Spring 2017 and forward include:
  - Student workers only required to do background check if required by law.
  - Refer to [Background Check Policy Updates](#) New! 01/09/2017
    - Example: Working in direct contact with minor children.
- New Background Check Packages – more options
  - If you have the Degree Verify documents, you could submit those and
  - Choose a less expensive package
The Sign-in Process

Background Check Information
• [http://www.csun.edu/hr/background-check-policy](http://www.csun.edu/hr/background-check-policy)

Contact for Questions:
[Backgroundchecks@csun.edu](mailto:Backgroundchecks@csun.edu)
New Employee Welcome Page
http://www.csun.edu/hr/new-employees

Quick Access to:
- Required Documents
  * I-9
  * Employee Confidentiality Statement
- Optional Documents
  * Direct Deposit
  * Parking
- Informational Documents
  * Retirement Information
  * Health Information

For:
* New Faculty Employees
* New Staff & Management Employees
* New Student Employees (ALL)
Benefits Administration

- Benefit Eligibility – No Changes
  - Benefits Summary http://www.csun.edu/benefits
  - Part Time Temporary Faculty Handout
  - Teaching Associate Handout

- **Deadline to Enroll** in Benefits, if Eligible
  - **Friday, September 8, 2017** (Fall Hires)
    - Med/Dental/Vision Effective Date: October 1, 2017
    - FlexCash Effective Date: November 1, 2017
  
  - **Friday, February 9, 2018** (Spring Hires)
    - Med/Dental/Vision Effective Date: March 1, 2018
    - FlexCash Effective Date: April 1, 2018
Benefits Administration

• Open Enrollment
  • September 11, 2017 – October 6, 2017
    • Open Enrollment changes effective January 1, 2018
    • Benefits and Wellness Fair – Wednesday, Sept. 20th

• New – 10 year retiree health vesting for New Faculty
  • Newly hired and become CalPERS members on or after July 1, 2017

• Contacts
  • Monica Baskerville  x 3810  Last Name A - K
  • Cathy Salazar          x 2119  Last Name L – Z and Retirement Inquiries
  • Karyn Cote            x 3351  Leaves of Absence & Workers’ Compensation
  • Nikki Valadez         x 2173  Tuition Reduction Program
Navigation to HR Resources

Human Resources

- All the guides, letter templates, charts will be posted on-line
  - From the CSUN main page, navigate to “INSIDE CSUN”
  - Select Human Resources
  - Go to Quick Links
    - Managers’ and HR Facilitators
    - Toolkit > Academic Personnel
  - For Payroll select the red Navigation Bar:
2017-2018 Appointment Dates

Please note the default beginning and ending dates for 2017-2018 appointments:

Part-Time Lecturers

AY Lecturers (Job Code 2358)

1-Semester Appointment

Fall Only – S1: 08/23/2017 – 12/22/2017
Spring Only – S1: 01/18/2018 – 05/25/2018

1-Academic Year appointment – Y1: 08/23/2017 – 05/25/2018

3-Year appointment – Y3: 08/23/2017 – 05/22/2020

Teaching Associates

Teaching Associates (Job Code 2354)

1-Semester Appointment

Fall Only – S1: 08/23/2017 – 12/22/2017
Spring Only – S1: 01/18/2018 – 05/25/2018

1-Academic Year appointment – Y1: 08/23/2017 – 05/25/2018

Graduate Assistants

Graduate Assistants (Job Code 2355)

Fall Appointment: 09/01/2017 - 01/30/2018
Spring Appointment: 01/31/2018 - 06/30/2018
Appointment Notices

Unit 3 - Faculty & Unit 11 – TAs and GAs

New Process for Fall 2017!
- HR will NO LONGER provide appt letter download
  • Queries are now college-driven
  • Can be run at your convenience
  • Allows for appt letters to be generated before semester begin
- Requirements are:
  • Job appointment must be entered
    – PAR forms and Corrections
  • Audit all data before running the letters
    – Auditing is now dept’s responsibility
- HR will provide additional training and guides
  • Overview Session @ OV16, August 8th, 2017
  • Please download latest template from HR Toolkit!!
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)
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.
ASE Hiring, Separations, Terminations

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.
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.
ASE Hiring, Separations, Terminations

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.
Graduate Assistant Overview

**Graduate Assistant**

- (Job Code 2355)

**Preferred appointment for body of work**
- Effective date of employment:
  - Fall Semester =
    - 1\textsuperscript{st} day of September pay period
      (Through 01/31/2017)
  - Spring Semester =
    - 1\textsuperscript{st} day of February pay period
      (Through 06/30/2017)
- Non-leave Benefit Eligible
- Salary Min- Max: $2179 to $3425 (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: $2179 to $4282 (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.
Article 2.9 – Appointments, Posting and Notifications

“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 form is located on the Faculty Affairs Web Site under Academic Student Employees at:


The job duties designated below are required of the employee. Care should be taken to ensure that the time required to complete these duties is consistent with the hours established in the appointment notice. Please check the appropriate items and describe, as applicable:

- Attend course lectures
- Present lectures
- Instruction/supervision of sections/courses/labs per week
- Preparation
- Hold office hours per week
- Supervisors/ASE meetings
- Attend pedagogy classes required for training purposes
- 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 ______

Teaching Associates are non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment. Graduate Assistants and Instructional Student Assistants are non-exempt employees. CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.

The full-time workweek is a work week of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.

Please refer to Article 26.6-26.11 regarding overtime provisions.
Article 23.14 – Union Access and Rights

“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.”
ASE Hiring, Separations, Terminations

Classification Reminder

Instructional Student Assistant (ISA) (Unit 11)
≠
Student Assistant (SA) (non-represented)
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.
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.
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
- 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 1-Semester appointments.

Entitlement:
- 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-YR appointments are renewed following determination by the appropriate administrator that the lecturer has been rated “satisfactory” and absent serious conduct problems.
Entitlements

Why do you need to know this?

1.) Assignments (on behalf of _________)
2.) Processing
   - Appointment Letters
   - Part-Time Module/PAR forms
3.) Tracking/Recordkeeping

<table>
<thead>
<tr>
<th>Type of Appt.</th>
<th>Description</th>
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<tbody>
<tr>
<td>S1</td>
<td>1 Semester Appointment</td>
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<td></td>
<td>Taught 1 semester</td>
</tr>
<tr>
<td>Y1</td>
<td>1 Year Appointment</td>
</tr>
<tr>
<td></td>
<td>Taught 2 consecutive semesters</td>
</tr>
<tr>
<td>Y3</td>
<td>3 Year Appointment</td>
</tr>
<tr>
<td></td>
<td>Taught 6 consecutive years</td>
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</table>
# Entitlements

## Academic Year #1 Work Assignment

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
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<tbody>
<tr>
<td>1</td>
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<td>6</td>
<td></td>
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<td>9</td>
<td>6</td>
<td>3</td>
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<td>7</td>
<td>9</td>
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<td>3</td>
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## Academic Year #2

### Scenario #1: Does Work in Year #1 earn a One-Year entitlement if Reappointed in Fall of Year #2?

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Fall</th>
<th>Spring</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
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<tr>
<td>5</td>
<td>No</td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Scenario #2: If reappointed for the following year beginning in the Fall, what is the amount of entitlement for the year?

<table>
<thead>
<tr>
<th>Scenario</th>
<th>SUMMER</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>
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<td>5</td>
<td>0 WTU</td>
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<td>6</td>
<td>0 WTU</td>
</tr>
<tr>
<td>7</td>
<td>0 WTU</td>
</tr>
</tbody>
</table>

### Scenario #3: Does AY Service Count toward 6 yrs required to earn a Three-Year Entitlement Under 12.12?

<table>
<thead>
<tr>
<th>Scenario</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>2</td>
<td>Yes</td>
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<tr>
<td>3</td>
<td>Yes</td>
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<tr>
<td>4</td>
<td>Yes</td>
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<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>

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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.

Note: 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 a 1-year or 3-year faculty member, please contact the Office of Faculty Affairs for Assistance at 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.
Additional Employment Policy

Employees can work up to 125% ONLY IF certain conditions are met:

- Consists of employment of a substantially different nature;
- Funded from non-general fund sources;
- Accrual of part-time employment on more than one CSU Campus

Full Time = 40 Hours = 100% 25% = approximately 10 hrs/week
Part Time Faculty up to 40 Hours = 100% 25% = approximately 10 hrs/week

Non-Exempt Staff with additional appointments must be compensated at OT rate for any hours in excess of 40 per week:

- 100 % + 1 day as 4660 = 1 day (8 hour equivalent) at OT Rate
Additional Pay & Automated System

Information and Reminders

• Fall 2017: 21 days available for additional work (25%)
• Spring 2018: 22 days available for additional work (25%)

Full-Time Faculty Additional Employment (Job Code 2403)
• One-step process (pre-authorization only)
• Only for faculty and lecturers whose primary appointment(s) are full-time
• Considered an appointment – paid monthly

Special Consultant (Job Code 4660)
• Two-step process (pre-authorization & payment authorization)
• Only for staff and for faculty whose primary appointment(s) are less than full-time

Viewing Access
• Anyone can initiate a request; Only initiator and those in approval path can view request

Final Approvers
• Faculty Affairs approves all Faculty (R03) requests
• Human Resources approves all Staff-Only appointments on State & ExL requests
Additional Pay & Automated System (Continued)

Tips

• Check for other planned assignments

• Enter and approve requests in timely manner; Approvers check pending items at least once a week.

• Always enter a comment in Notes section when denying or closing out a request.

• For training guides, submission deadlines and other information, please visit: http://www.csun.edu/faculty-affairs/additionalpay

• For additional pay questions or inquiries, please email: additional.pay@csun.edu
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. Substitutes are paid for classroom contact hours only.

**IF substitute assignment will exceed 20 calendar days:**
- Increase the time base 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 time base 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.”
2017 – 2018 Appointment Dates

Instructional Student Assistants

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

Recommended End Dates:
Fall Appt: 01/17/2018
Spring or Year Appt: 05/25/2018 or 05/15/2018 (WS)

Job Code 1870 – Student Assistant
Job Code 1871 – SA, On-Campus Work-Study
Job Code 1872 – SA, Off-Campus Work Study
Job Code 1874 – Taxable Student Assistant
Job Code 1868 – SA, Non Resident Alien Tax Status

Student Assistants

Include First Day of Employment and Known Last Day of Employment or End of Sem/Year.

Include First Day of Employment; No End Date Required.

Include First Day of Employment and End Date as recommended above.
Payroll & PTF Module Processing Dates
Fall, 2017

- **Pay Period**
  08/23/2017 – 09/30/2017

- **Pay Issue Date**
  October 01, 2017

- **Keying Deadline**
  Wednesday, August 30, 2017

- **Approval**
  Thursday, August 31, 2017

Refer to the HR Payroll Calendar and AY Faculty Paycheck Distribution Chart for Spring 2018 dates.
Master Payroll Certification (MPC)

Purpose
• MPC is the process of authorized department Approvers certifying the accuracy of **salaried** employees scheduled to be paid for a given pay period. This includes number of days being paid and job information being certified to generate pay.

Exceptions
• Approvers are not to approve any employees whose data is not accurate. Common inaccuracies include: terminated employees, employees on unpaid leave status, and/or assignment changes. Additionally, employees not reflected on the MPC will need to be submitted via MPC Exception Form.
General Salary Increase (GSI) Updates

• 98% Completion Rate

• 2% Exceptions
  • Faculty on unpaid leaves
    – Eligible upon return from leave
  • Faculty with recent changes

• Faculty inactive on 07/01/17 being rehired/returned
  • Eligible on return in AY 2017-18 if worked AY 2016-17
  • Faculty below minimum cannot be entered. Dept. to send PARs

✓ HR is reviewing all exceptions and working to ensure 100% accuracy by 8/31/17!

✓ Salary Service Increase (SSI) and Range Elevations
  – more to come
**Student Assistant & Instructional Student Assistant**

<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></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><strong>Recommended End Dates:</strong> Fall Appointment: 01/17/2018 Spring Appointment: 05/25/2018 or 05/15/2018 if Work-Study</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>

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.
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 2017 – 2018 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
3. Human Resources will audit enrollment of Academic Student Employees and change FICA coding as necessary.
Part Time Faculty Module

PTF (2358), TAs (2354) & GAs (2355, 2325)
  • September Keying Deadline: Wednesday, August 30, 2017
  • September Approval Deadline: Thursday, August 31, 2017

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.
Student Business Rules

- Hire, Separate, Pay and Position changes can be done via the Student Module.
- 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 is campus policy that a student, who is not actively enrolled for a semester, may not be hired into a Student Classification for that term.
  - This applies to all Classifications including TAs and GAs
Separations, Resignations and Mass Separations

Separations
• Monthly TAs and Monthly GAs (when approved) need to be separated via a PAR
• ISAs require 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 February and July Payroll Cut-Offs
• August 10, 2017 – Temporary Faculty and TAs – Spring 2017 Only
• September 08, 2017 – Temporary Faculty and TAs, AY 2016-2017
  • If not reappointed for Fall, 2017
Wrapping Up Last Year

AY 2016 – 2017

• Retirements

• Transitions from/to 12 Month Appointments

• Separations

Summer 2017

• 1874 Terminations 08/04/17

• All PARS for low enrollment adjustments due

• Take time to ensure all Summer Appointments are entered

• Spreadsheets for Indirect Instructional Compensation will be distributed to MARs at end of month
Academic Personnel Hiring & Processing Review Session*

Presented by HR Operations

OV16 in Oviatt Library, Garden Level
10:00AM - 11:30AM
Tuesday, August 8th, 2017

*includes review of New Appointment Letter Process

PARs NEEDED
The Student Assistant Mentorship Program Workshop

Ferman Presentation Room
9:00AM – 10:00AM
Friday, August 18th, 2017
New Employee Welcome Orientation

New Lecturers & New Staff

Friday, August 25, 2017
Noski Auditorium

9:00 – Noon
New Staff & New Lecturers
- Benefits
- Payroll
- Equity & Diversity

Noon – 4:00
New Lecturers
- Lunch
- CA Faculty Association
- Faculty Affairs
- Faculty Development
- Faculty Technology
Questions?

Human Resources & Faculty Affairs

Thank You!