Fall 2019 & AY 2019-2020
HR: Academic Personnel
Hiring & Processing Workshop

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

Friday, July 26, 2019
10:00 a.m. – 12:00 Noon
Jack and Florence Ferman Oviatt Presentation Room
Today’s Topics

- Welcome
- New Faculty Foundations Announcement!
- Background Checks and Sign-In Process
- Parking Permit Information
- Dates for Fall and Academic Year
- Faculty and Unit 11 Appointment
  - Appointment Letter Process
- Additional Work and Pay
- Module Processing, Student Classifications
- Salaries & Warrant Distribution
- Master Payroll Certification
- Wrapping Up AY 2018-2019 and Summer 2019
New Faculty Foundations
Whitney Scott, Faculty Development

August 21-23rd, 2019

Our vision is that newly hired faculty who attend our program will embrace their first day on the job with critical information, a sense of connection to the campus, and increased confidence.

• Wednesday, August 21 (8:00am-2:00pm, Oviatt Library): Getting Oriented to CSUN

• Optional: Thursday, August 22 (9:00am-11:00am, The Soraya): President Harrison's Campus-wide Convocation

• Friday, August 23 (8:30am-2:00pm, Oviatt Library): CSUN Teaching Institute

Please ask new faculty to RSVP: www.csun.edu/facdev
Background Checks
Kristina Serrano, Human Resources

• Cleared By HR For:
  • New Faculty
  • Rehired Faculty separated for 12 months or more

• Background Check Policy
  • Contingent Offers
  • Utilizing Chargeback System

• Background Check Limited Exception Form

• Exception to Background Checks
  • Student Employees (TA/GA/ISA)

• Direct Inquiries: backgroundchecks@csun.edu
Sign-in Process

Who will need sign-in:

• All **New** Faculty/TA/GA/ISA
• All **Rehired** Faculty/TA/GA/ISA
  ▪ Separated for 18 months or more
• Must be completed on or before August 21, 2019
• University Hall 165
  • Office Hours: M-F, 8am - 4pm
Sign-In Paperwork

• Cleared Background Check
• New Employee Sign-In Form
• SC-1 (Statement of Professional Experience)
• Acceptable Documents to Complete Form I-9
• Utilizing New Faculty Sign-In Express Document

Resources available at http://www.csun.edu/hr/new-employees
Upon Sign-In Completion

• Faculty will receive:
  • Proof of Sign-In
  • Photo ID Memo
  • Parking Permit Information

• TA/GA/ISAs will receive:
  • Proof of Sign-In
  • Parking Permit Information (TA/GA Only)

• A&R Opens at 10am for Photo ID
• Parking Permits Available For Purchase 8/5
New employees who received a CSUN ID and CSUN Portal access can:

- Purchase a parking permit for the semester online via the CSUN portal.
- Purchase a parking permit for the semester in-person at the CSUN Parking Office, located in the Police Services Building at the corner of Darby Ave and Prairie St.
- Employees must present a CSUN employee photo ID with bargaining unit printed OR with appointment letter.
- Bargaining Unit R03: $69.29 per semester
How to Buy a Student Parking Permit

Students who received a CSUN ID and CSUN Portal access can:

• Purchase a parking permit for the semester online via the CSUN portal.

• Semester Rate: $213.21
• Academic Year Rate: $426.42
Buy Parking Hourly/Daily/Weekly

- Purchase a parking permit from a dispenser, information booth or MobileNOW app
- $2 – 1 Hour
- $4 – 2 Hours
- $6 – 3 Hours
- $8 – 1 Day

- Parking code is #2786 (CSUN)
MobileNOW Integration with CSUN

- Students and visitors will be able to download the app for free on iPhone or Android device.
  - No printed parking permit required
  - License plate used as virtual parking permit

- The user's information for vehicle location and payment will be sent to the MobileNOW cloud.

- Our enforcement system will pull vehicle, location and expiration time information from MobileNOW.

- Our enforcement handhelds will tell us whether or not the vehicle is permit-less and uses the license plate as the virtual permit.
Other Commute Options

Take the train, bus or carpool

- CSUN offers a 60% discount on Metrolink, Metro and AVTA passes. Discount is up to $100
- CSUN offers free carpool match making services via ZimRide
Benefits Administration

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

• **Deadline to Enroll** in Benefits, if Eligible
  • **Friday, September 6, 2019** (Fall Hires)
    • Med/Dental/Vision Effective Date: October 1, 2019
    • FlexCash Effective Date: November 1, 2019

  • **Friday, February 7, 2020** (Spring Hires)
    • Med/Dental/Vision Effective Date: March 1, 2020
    • FlexCash Effective Date: April 1, 2020
Benefits Administration

• Open Enrollment
  • September 9, 2019 – October 4, 2019
  • Open Enrollment changes effective January 1, 2020
  – Benefits and Wellness Fair – Thursday, Sept. 12th
    • USU Northridge Center

• 10 year retiree health vesting for New Faculty
• Newly hired 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
2019-2020 Appointment Dates

Please note the default beginning and ending dates for 2019-2020 appointments:

**Part-Time Lecturers**

**AY Lecturers (Job Code 2358)**

1-Semester Appointment
- Fall Only – S1: 08/21/2019 – 12/24/2019
- Spring Only – S1: 01/17/2020 – 05/22/2020

1-Academic Year appointment – Y1:
- 08/21/2019 – 05/22/2020

3-Year appointment – Y3:
- 08/21/2019 – 05/27/2022

**Teaching Associates**

**Teaching Associates (Job Code 2354)**

1-Semester Appointment
- Fall Only – S1: 08/21/2019 – 12/24/2019
- Spring Only – S1: 01/17/2020 – 05/22/2020

1-Academic Year appointment – Y1:
- 08/21/2019 – 05/22/2020

**Graduate Assistants**

**Graduate Assistants (Job Code 2355)**

Fall Appointment:
- 08/30/2019 - 01/30/2020

Spring Appointment:
- 01/31/2020 - 06/30/2020
Appointment Notices
Michelle Kilmnick, Faculty Affairs

Unit 3 - Faculty & Unit 11 – TAs and GAs

- HR will NOT 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
  - **Please download latest template from HR Toolkit!**
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 possible 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
- Must have a signed SC-1 on file with the department.
- A copy of the SC-1 Employee Sign-In Form by all New TAs and GAs completing the Sign-In Process.

**End of Appointment / Separations:**
- Submit Separation PAR to HR to separate effective last day of appt. period

**Resignation or Declining an Appointment:**
- Employee submits written letter stating that they decline the appointment or resign from the position with an effective date
- If no written confirmation, the hiring dept should send/email a confirmation of the discussion and details surrounding the withdrawal.

**Failure to Perform Duties:**
- Hiring department or supervisor should consult with Faculty Affairs.
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.
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. TAs can be appointed to any time base up to full time (40 hours per week) However, a TA who also holds a GA or ISA appointment can only be appointed up to a combined 20 hours per week.
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; 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.
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 01/30/2020)
  - Spring Semester =
    - 1st day of February pay period
    - (Through 06/30/2020)
- Non-leave Benefit Eligible
- Salary Min- Max: $2,311 to $3,276 (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
- Non-Leave Benefit Eligible
- PAR required to Separate
- Salary Min- Max: $2,427 to $4,542 (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.”
ASE Description of Duties Form, Appendix F

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


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)
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.
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) 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.) Processing
   - Appointment Letters
   - Part-Time Module/PAR forms

2.) Tracking/Recordkeeping

<table>
<thead>
<tr>
<th>Type of Appt.</th>
<th>Description</th>
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<tbody>
<tr>
<td>S1 1 Semester Appointment</td>
<td>Taught 1 semester</td>
</tr>
<tr>
<td>Y1 1 Year Appointment</td>
<td>Taught 2 consecutive semesters</td>
</tr>
<tr>
<td>Y3 3 Year Appointment</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>
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<tr>
<td>1</td>
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<td>7</td>
<td>9</td>
<td>3</td>
<td></td>
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</tbody>
</table>

#### 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>Yes/No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>Yes</td>
<td>15 WTU</td>
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<td>0 WTU</td>
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<td>7</td>
<td>No</td>
<td>0 WTU</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>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
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<td>7</td>
<td>Yes</td>
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</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>
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<th>Amount</th>
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<tbody>
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<td>7</td>
<td>Yes</td>
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**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.
If there are no classes to offer an entitled part time faculty member, please contact the Office of Faculty Affairs for Assistance at Ext. 2962.
Entitlement

Declines Units, Resigns / Retires

• Ask faculty to submit a letter/email stating he/she declined units or is 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 Pay
Carmen Lichtscheidl, Faculty Affairs

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

Restrictions

Leave of Absences

- Sabbatical/DIP
- Medical Leave

FERP

- Restricted to 90 academic work days total per Article 29.8 of the faculty CBA
- Cannot work during summer term
- If working only one semester at 100%, cannot do additional work during that time.

Rehired Annuitants (Faculty)

- Post-retirement workload is restricted to 960 hours or 50% of their workload preceding retirement, **whichever is less**
- Days are based on the fiscal year (July 1 – June 30)
Additional Pay & Automated System

Information and Reminders

- **Fall 2019**: 21.50 days available for additional work (25%)
- **Spring 2020**: 21.50 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.

**Full-time faculty cannot be substitutes for pay**
Payroll & PTF Module Processing Dates
Fall, 2019

- **Pay Period**
  08/21/2019 – 09/30/2019

- **Pay Issue Date**
  October 01, 2019

- **Keying Deadline**
  Thursday, August 29, 2019

- **Approval Deadline**
  Friday, August 30, 2019

- **MPC Initial**
  Thursday, September 12, 2019

- **MPC Final**
  Tuesday, September 17, 2019

Note: "Deadline" does NOT mean that the PTF module has closed!
Even if transactions are late, please continue to enter via PTF module instead of sending PAR (if less than full-time)

Refer to the HR Payroll Calendar and AY Faculty Paycheck Distribution Chart for Fall ‘19 and Spring ‘20 dates.
What does it mean to certify?

• MPC is a chance for departments 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,
• and/or assignment changes.
• New hires/rehires with effective date higher than Final MPC
Master Payroll Certification (MPC)

Exceptions

- Employees not reflected on MPC will need to be submitted via the MPC Exception Form.
- Any hire or rehire entered in the PTF module after the final MPC will require an Exception Form.

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

Mid Semester Time Base Changes

- Certify MPC, leave comment for Payroll
Part Time Faculty Module

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

- September Keying Deadline: Thursday, August 29, 2019
- September Approval Deadline: Friday, August 30, 2019

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.
Wrapping up Summer 2019 - Student Hires

- **Taxable Student Assistants** (1874)
  - Last day of work is 7/30/2019
  - HR will process mass separations on 07/31/2019
  - Hire/Rehire into 1870 effective 07/31/2019 if continuing
  - Students not continuing in Fall can work up to 08/20/19

- **Work-Study Students** (1871, 1872, 1151, 1153)
  - Hire or rehire once financial aid awards are accepted.
  - Work-Study period begins on 07/31/2019
  - Do **NOT** hire earlier than 07/31/2019

- **International & Instructional Student Asst.** (1868, 1150, 1152)
  - Review current employment record
  - Enter new appt. if expired, & continuing work in Fall
  - Terminate if they will not be returning
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 2019 – 2020 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:
  - 1.45% of pre-tax gross earnings deducted for Medicare Tax.
  - 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 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 09, 2019 – Temporary Faculty and TAs – Spring 2019 Only
• September 09, 2019 – Temporary Faculty and TAs, AY 2018-2019
  • If not reappointed for Fall, 2019
Wrapping Up Last Year - PARs

AY 2018 – 2019

• Retirements
• Transitions from/to 12 Month Appointments
• Separations

Summer Session 2019

• 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 DFOs at end of August
Questions?

Human Resources & Faculty Affairs

Thank You!
Links for Academic Personnel materials:

https://www.csun.edu/hr/hr-toolkit

https://www.csun.edu/faculty-affairs