Fall 2023 Academic Personnel Processing Workshop

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

Thursday, August 3, 2023

10:00 a.m. – 11:00 a.m.

Via Zoom

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Today's Topics

- Welcome
- PAR form - Update
- Dates for Fall and Academic Year
- Faculty and Unit 11 Appointment
  - Appointment Letter Process
- Additional Work and Pay
- Background Checks and Sign-In Process
- Parking Permit Information
- Benefits
- Module Processing, Student Classifications
- Master Payroll Certification
- Wrapping Up AY 2022-2023 and Summer 2023

PAR Form - Update

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INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division: _____ Date: _____
2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID # _____
3. Name: _____ _____ _____
   First Name MI Last Name
4. Reports to (name): _____ Reports to (position #): _____
5. Action Requested: Correct monthly base salary. Outdated minimum exists in module.
   Last worked: _____
6. Comments (Optional): _____

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information								0.000	$ 0.00

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

~ Submit Completed PAR Form to Human Resources by the 10th of the Month to meet Monthly Processing & Payroll Cut-Off Deadlines ~

* Complete "Paid Units" for Temporary/Part-Time Faculty and Teaching Associates Only

For Human Resources Use Only

13. Remarks:

Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
AM Pay Group:		Prob Code:		Prob End Date:		Anni Date:	
Appt Duration:		Ret Code:		Sabb Elig Date:		DIP Elig Date:	
FMI Amt:		FERP End Date:		Remaining SSI's:		Final Anni Date:	
PRTB End Date:		Visa Type:		Visa Exp Date:		2481 AdminFrac:	
Ops Input:				Ops Audit:			

06/2023

- **Now a Fillable PDF**
- **Streamlined sections for ease of use**

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2023-2024 Appointment Dates

Part Time Lecturers – 2358 Job Code		
Appointment Type	**Start Date**	**End Date**
S1 - Fall only	08/23/2023	12/22/2023
S1 - Spring only	01/17/2024	05/24/2024
Y1 – One Year Appt.	08/23/2023	05/24/2024
Y3 – Three Year Appt.	08/23/2023	05/22/2026*

Teaching Associates – 2354 Job Code		
Appointment Type	**Start Date**	**End Date**
S1 - Fall only	08/23/2023	12/22/2023
S1 - Spring only	01/17/2024	05/24/2024
Y1 – One Year Appt.	08/23/2023	05/24/2024

Graduate Assistants – 2355 Job Code		
Appointment Type	**Start Date**	**End Date**
Fall Appt.	09/01/2023	01/30/2024
Spring Appt.	01/31/2024	06/30/2024

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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 E)

Appointment Notices

Unit 11 – TAs, GAs, ISAs & Unit 3 - Faculty

- HR will NOT provide appointment 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
    - Personnel Actions Request **(PAR)** forms and Corrections
    - PAR form is located on the HR website
  - Audit all data **before** running the letters
    - Auditing is now dept's responsibility
  - **Please download latest template from HR Toolkit!**

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ASE Hiring, Separations, Terminations

Before Hiring:

- Open Hire Positions must be posted via ASE-1 Form
- Must have a signed SC-1 (Statement of Professional Preparation and Experience) 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.

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.
- Submit Separation PAR to HR to separate effective last day of appt. period

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

2353 – Teaching Associate, Monthly 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.

ASE Hiring, Separations, Terminations

Unit 11 - Graduate Assistant (GA)

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

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 Academic Year**
- (Job Code 2355)

➢**Preferred appointment for body of work**

➢Effective date of employment:

➢Fall Semester =

1st day of September pay period (Through 01/31/2024)

➢Spring Semester =

1st day of February pay period (Through 06/30/2024)

➢Non-leave Benefit Eligible

➢Salary Min- Max: $2,943 to $3,972

➢Reminder: Entitled to five (5) checks. Automatically terminated in the module (via mass separation process). PAR form required only if late hire, early termination.

- no Timesheets, paid monthly

- **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: $3,091 to $5,508 (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.

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ASE Important Articles

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 E 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."

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ASE Description of Duties Form, Appendix E

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APPENDIX E

DESCRIPTION OF DUTIES FORM

Term: _____ Supervisor: _____ Course #: _____

Course Title: _____ Location: _____

Day/Time: _____ Employee: _____

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 Frequency/dates: _____

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

_____ Preparation

_____ Hold _____ office hours per week

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

_____ 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.

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

https://www.csun.edu/sites/default/files/appendix-e-description-of-duties-form_0.pdf

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ASE Important Articles

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."

To contact: president@uaw4123.org

ASE Hiring, Separations, Terminations

Classification Reminder

Instructional Student Assistant (ISA)
(Unit 11)

≠

Student Assistant (SA)
(non-represented)

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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 (30 units per AY) are not conditional on budget or enrollment.
- Part-Time Lecturers (less than full-time)
  - Classes may be cancelled prior to the third class meeting. Otherwise, the lecturer 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.

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Entitlements

Why do you need to know this?

1.) Processing

- Appointment Letters
- Part-Time Module/PAR forms

2.) Tracking/Recordkeeping

Type of Appt.		Description
S1	1 Semester Appointment	Taught 1 semester
Y1	1 Year Appointment	Taught 2 consecutive semesters
Y3	3 Year Appointment	Taught 6 consecutive years

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Entitlements

Academic Year #1 Work Assignment

Scenario	**Fall**	**Spring**	**SUMMER**
1	9	6	
2	9	6	3
3		6	3
4	9		
5		6	
6			3
7	9		3

Academic Year #2

Scenario	Does Work in Year #1 earn a One-Year entitlement if Reappointed in Fall of Year #2?
1	Yes
2	Yes
3	Yes
4	No
5	No
6	No
7	No

Scenario	If reappointed for the following year beginning in the Fall, what is the amount of entitlement for the year?
1	15 WTU
2	15 WTU
3	9 WTU
4	0 WTU
5	0 WTU
6	0 WTU
7	0 WTU

Scenario	Does AY Service Count toward 6 yrs required to earn a Three-Year Entitlement Under 12.12?
1	Yes
2	Yes
3	Yes
4	Yes
5	Yes
6	No
7	Yes

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.

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Entitlements

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.

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Entitlement

Document, Document, Document

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

Faculty Affairs

Total Instructional Employment Disclosure Form

The form is submitted by all Union 3 (Tenure Track, Lecturers, Univ. Counselors, Librarians, Athletics Coaches…) & Union 11 employees (TAs, GAs, ISAs) at the beginning of every Fall & Spring semesters.

Faculty Affairs will be sending an email to each current employee requesting to have the form completed/submitted.

The form is submitted online, thru a link in the Portal. Department Chair/Reviewer will review & approve the forms thru OnBase Web Client.

Form is routed to Fac. Affairs, then to HR Personnel File.

More info & guides: https://www.csun.edu/faculty-affairs/additionalpay

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Additional Pay

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 can work up to 125%, 50 hrs/week

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

Example: 100 % + 1 day as 4660 = 1 day (8 hour equivalent) at OT Rate

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Additional Pay

Approval of Pre-Authorizations

Employees CANNOT begin doing the work before the Pre-Authorization is approved.

Fall term is available, submit Fall Additional Pay requests asap.

Description Box of Pre-Authorization:

- Must include a concise description of the tasks/scope of duties that will be performed (1-2 sentences).
- Must include a brief description of the source of funding used to pay for the request.

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Additional Pay & Automated System

Information and Reminders

- **Fall 2023**: 21 days available for additional work (25%)
- **Spring 2024**: 22.25 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

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**, within a fiscal year (July 1 – June 30)

Additional Pay & Automated System

Tips

- Submit Pre-Authorizations ASAP. May have to steer requests along so that it reaches FA/HR level.
- Keep additional pay deadlines in mind when submitting requests
- Vague descriptions may cause delays in approvals. Descriptions should be as if explain duties to someone who has no familiarity about your department.
- Work with your Chair/Dean/Offeror of work to have a game plan for Additional Pay requests.
- 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

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Substitute Pay

If anticipated substitute assignment <u>does NOT exceed 20 calendar days:</u>

Hire a current PT instructor as a **Substitute (Job Code 2356) must submit as an Additional Pay Pre-Authorization.** Submit ASAP to get full approvals.

Substitutes are paid for classroom contact hours only.

If substitute assignment <u>will exceed 20 calendar days:</u>

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 mid-semester time base changes and late hires can impact their next or final pay warrant(s) because of how academic pay is calculated, including a reduction to settlement pay.

*****Full-time faculty cannot be substitutes for pay*****

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Background Checks

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

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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 23, 2023**
  - If background check is still pending, HR will hold the sign-in packet until the background check clears and/or approved Limited Exception Form is received, whichever comes first.
- To schedule a sign in appointment, please e-mail hrcustomerservice@csun.edu
  - Office Hours: Monday-Friday, by appointment only.

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Sign-In Paperwork

- Cleared Background Check
- New Employee Sign-In Form
- SC-1 (Statement of Professional Experience)
- Faculty Degree Verification will be handled by HR internally
- 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/TA/GA/ISAs will receive:
  - Proof of Sign-In
  - Faculty: user credentials, e-mail and CSUN ID memo.

- Records and Registration Office at A&R is open Monday-Friday, 10am – 4pm for walk-ins and CSUN virtual ID processing.

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Fall 2023 Parking

- CSUN Parking Services has implemented Virtual Parking Permits
  - **As such, all semester and annual parking permits will be completely virtual, no physical decal will be issued.**
  - **A valid license plate number must be input at time of purchase.**
- Payroll Deductions are available for full-time employees. Please visit Parking Office to enroll.
- July 1st, 2023: 10% parking occupancy tax on all campus parking fees
- For more information:
  - www.csun.edu/parking
  - **818-677-2157**

Benefits Administration

- Benefit Eligibility – No Changes
  - Benefits Summary http://www.csun.edu/benefits

- **Deadline to Enroll** in Benefits, if Eligible
  - **September 22, 2023** (Fall Hires)
    - Med/Dental/Vision Effective Date: October 1, 2023
    - FlexCash Effective Date: November 1, 2023

  - **TBD** (Spring Hires)
    - Med/Dental/Vision Effective Date: March 1, 2024
    - FlexCash Effective Date: April 1, 2024

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Benefits Administration

- Open Enrollment
  - September 18, 2023 – October 13, 2023
    - Open Enrollment changes effective January 1, **2024**
  - Benefits and Wellness Fair
    - **October 5: 9 a.m. - 11:00 a.m., USU**
      - **Details to follow for virtual option**

- Contacts
  - Monica Baskerville x 3810 Last Name A – H
  - Art Travis x3820 Last Name I-Mb
  - Cathy Salazar x 2119 Last Name Mc – Z and Retirement Inquiries
  - Debbie Stewart x 3351 Leaves of Absence & Workers' Compensation

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Payroll & PTF Module Processing Dates
Fall, 2023

- **Pay Period**
  08/23/2023 – 09/30/2023
- **Pay Issue Date**
  October 01, 2023
- **Keying Deadline**
  Thursday, August 24, 2023*
- **Approval Deadline**
  Friday, August 25, 2023
- **MPC Initial**
  September 13, 2023
- **MPC Final**
  September 18, 2023

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)

Deadline is to ensure all entries for AY 23-24 in before Mass separation by August 30th

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Master Payroll Certification (MPC)

HR Payroll

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

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Master Payroll Certification (MPC)

Exceptions

- Employees not reflected on MPC will need to be submitted via the MPC Exception Form.
- Available via myNorthridge Portal for employees with HR/Timekeeper roles or HR/Manager- Time & Attendance roles
- Any hire or rehire entered in the PTF module after the final MPC will require an MPC 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

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Part Time Faculty Module

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

- **Keying Deadline:** Thursday, August 24, 2023
- **Approval Deadline:** Friday, August 25, 2023

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.

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Direct Deposit Enrollment

- **Benefits**
  - No need to wait for live paycheck on payday
  - No lost or stolen checks
  - Eliminates the need to go to bank to deposit check
- **How to Enroll in Direct Deposit**
  - Employees must register for a CEC account after receiving their first pay warrant
  - Once logged in, the employee can submit their direct deposit form to the State Controller's Office (SCO)

Please note enrollment can take up to two pay periods to take effect

Employee must be on campus or connected to the CSUN VPN to submit their direct deposit form

Cal Employee Connect (CEC)

- Allows employees to
  - View, print, download their **paystub(s)**
  - View, print, download their **W-2 tax statement(s)**
  - Enroll in or change current **Direct Deposit** information

To Register for a CEC account visit the CSUN Payroll Webpage for step by step instructions.

https://www.csun.edu/payroll/cec

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 2023 – 2024 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 2nd- Temporary Faculty and TAs – Spring 2023 Only
- August 31st – Temporary Faculty and TAs, AY 2022-2023
    - If not reappointed for Fall, 2023*

Wrapping Up Last Year - PARs

AY 2022 – 2023

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

Summer Session 2023

- All PARS for low enrollment adjustments due
- Take time to ensure all Summer Appointments are entered

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Questions?

Human Resources & Faculty Affairs

Thank You!

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Links for Academic Personnel materials:

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

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

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