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## **EMPLOYEE ENRICHMENT**

### **49th Annual Staff Service and Recognition of Excellence Awards - 2015**

On Wednesday, June 3, 2015 the Office of Human Resources will host the 49<sup>th</sup> Annual Staff Service and Recognition of Excellence Awards Event. The event celebrates staff and administrators who have achieved service milestones at five year increments (5, 10, 15, etc.).

A list of staff scheduled to be honored for their years of service will be posted to Employee Enrichment's [Employee Recognition webpage](#) on February 16, 2015. If you believe that your name should be on the list, but it is not, or, your name is on the list and you believe it should not be, please contact Heather Kennedy at [heather.kennedy@csun.edu](mailto:heather.kennedy@csun.edu) by March 1, 2015.

The event also provides us, through our Recognition of Excellence Awards, the opportunity to recognize both individual staff members and teams, for outstanding efforts made over the course of the calendar year. Those awards are specifically, the Presidential Award, Award of Merit, Alumni Award, Jolene Koester Team Award, and the Excellence in Diversity and Inclusion Award. We look forward to honoring our awardees on June 3<sup>rd</sup>. Descriptions of the various awards and links to the nomination forms are currently available on the [Employee Recognition webpage](#). Nominations must be submitted by April 17, 2015.

## **PAYROLL ADMINISTRATION**

### **Mailing Address and W-2 Forms**

W-2s will be issued in January 2015 by the State Controller's Office (SCO) and mailed to an employees' home address on file in SOLAR HR as of the close of business on December 5, 2014. Employees who do not receive their W-2 by the end of January should contact Payroll Administration at (818) 677-2728 after January 31 to inquire if their W-2 was returned to the campus by the post office.

For W-2s that are not returned to the campus, or if a duplicate copy is needed, submit a request for a duplicate copy using **Standard Form 436** (Request for Duplicate Wage and Tax Statement). Additional information and the duplicate W-2 request form are available through the SCO at [http://www.sco.ca.gov/ppsd\\_empinfo\\_dpw-2.html](http://www.sco.ca.gov/ppsd_empinfo_dpw-2.html). Please note that there is an \$8.50 processing fee per tax year for duplicate W-2s. All requests should be sent directly to the SCO at the following address:

State Controller's Office  
Personnel / Payroll Services Division  
ATTN: W2 Unit  
P.O. Box 942850  
Sacramento, CA 94250-5878

For assistance in requesting a duplicate W-2, please call the State Controller's Office at (916) 372-7200.

### **Work Schedule Changes**

Changes in work schedules from alternate to regular that were made for the December 2014 holiday period should be reverted back to the alternate work schedule by submitting an [Action Request Form](#) to Payroll Administration. Schedule changes should be submitted 21 days in advance.

## Take Advantage of Direct Deposit!

Direct Deposit is a convenient way to automatically deposit your pay check into the financial institution of your choice.

Some of the advantages of Direct Deposit are:

- Direct deposit is more secure than paper checks in that employees do not have to worry about lost or stolen checks.
- No more trips to the bank or ATM to deposit checks.
- If payday is on a holiday, or if employees are on vacation or away from work, funds will be credited to employees' account and available for use on the direct deposit date.
- Employees will still receive pay statements that show all deductions, taxes and the amount that was deposited into their bank account.
- Some financial institutions waive account fees when enrolled in direct deposit.

Once enrolled, all payments, including supplemental payments such as overtime, will be directly deposited to employees' designated financial institution. We invite you to learn more about [Direct Deposit](#) and sign up today!

## Recently Negotiated General Salary Increases - Update

The following update information on General Salary Increases for CFA, MPP, Confidential, SUPA, and UAPD employees is available. Increases are to be effective 07/01/14.

### CFA

For employees represented by the California Faculty Association (CFA Unit 3), general salary increases are effective July 1, 2014. There are several steps to the CFA increases which will be addressed over the next few months.

- The first step, in preparation for the GSI, is the Lecturer Salary Corrections. These are in progress and involve movement upward in the Grade levels with associated increases. The deadline to enter these transactions in the Payroll system is 02/06/15. Retroactive pay warrants will be issued shortly following the completion of these entries.
- The General Salary Increase will be 1.6% for all faculty who meet the eligibility criteria. The State Controller's Office will post this increase automatically on the evening of February 11, 2015. Retroactive payroll warrants will begin to issue as early as February 16, 2015. Employee base salary increases will be incorporated into their February master payroll warrant (issue date March 1, 2015). While a majority of the increases will be processed via a mass update process, campuses will be working with the State Controller's Office to review and process exceptions over the next few months.
- More information on processing timelines for the additional increases will be provided in the near future. These include Salary Recovery Adjustments, System-wide Equity, and Campus-based Equity Increases.

### MPP & Confidential Merit Salary Increase

Management Personnel Plan (MPP) and Confidential employees who meet eligibility requirements will receive increases effective July 1, 2014 with pay warrants expected to issue in late February 2015. Employee base salary increases will be incorporated into their February master payroll warrant (issue date March 1, 2015).

### SUPA, & UAPD

Bargaining continues for State University Police Association (SUPA Unit 8) and the California Federation of the Union of American Physicians and Dentists (UAPD Unit 1). Salary implementation-related updates will be provided when additional information becomes available

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## **BENEFITS ADMINISTRATION**

### **Fee Waiver Workshop – Thursday, February 5, 2015**

Join us Thursday, February 5<sup>th</sup> for a workshop on CSUN's Fee Waiver to learn who is eligible to take advantage of the benefit, how to apply each semester, and how the overall process works. For more information or to register for the workshop, [read the event description](#).

The Fee Waiver Application Module will be available for Fall 2015 registration beginning Tuesday, February 17, 2015. In order to ensure timely processing, please submit your application no later than April 19, 2015.

The application link is located in the *myNorthridge* portal under Human Resources/Employee> Apply for Fee Waiver Benefit (Faculty will find this link on their Staff page). When you submit your application, you will receive an immediate confirmation email. If there are any problems filling out the on-line application, just "Save As Draft Version" and call ext. 2173. If you forget if you applied, you can always view your application during the enrollment time frame.

For information and questions pertaining to fee waiver, please visit the [Fee Waiver website](#). You may also call ext. 2173 or email the Fee Waiver Coordinator directly at [FeeWaiver@csun.edu](mailto:FeeWaiver@csun.edu) for assistance.

### **Special Note to Faculty**

Faculty currently enrolled in Medical/Dental/Vision benefits or FlexCash who fall below six units should notify Benefits Administration regarding continuation of coverage. COBRA coverage may be available. For information on COBRA please visit <http://www.csun.edu/benefits/cobra>.

### **Part-Time Faculty On-line Benefits Overview**

If you are a new part-time faculty member or returning faculty and are benefits eligible\* for the Spring semester, we invite you to click [here](#) and view information on plan options, eligibility, and how to enroll. Benefits Packets are also available in the Office of Human Resources, UN 165.

\*To be eligible for benefits, part-time faculty must have an Academic Year (AY) classification and have an appointment of at least six units (.4 time base) for one semester.

### **2015 Health Plan Rates**

The [2015 Health Plan Rates](#) are available on the Benefits Administration webpage. Please remember to check your January pay warrant for your premium deduction and report any discrepancies to your Benefits Representative. If you made any changes during the Fall 2014 Open Enrollment Period your new plan(s) and premium should be reflected on your January 2015 pay warrant. In addition, you should have received your health plan identification card in the mail during the month of December. If you did not receive your identification card(s), you should contact the health plan directly.

As a reminder, you can view your benefit elections under the Benefits Summary and the Dependent and Beneficiary Coverage Summary in the portal.

### **2014 Annual CalPERS Member Statements**

The CalPERS Annual Member Statements (AMS) are now available online. You can access your AMS anytime by logging into your my|CalPERS account at <http://www.calpers.ca.gov/>. Review your statement and report any discrepancies to CalPERS.

If you would like to receive your AMS by mail in the future, you will need to log on to your CalPERS account and select Mailing Preference, or contact the CalPERS Customer Service Center at 1-888-225-7377.

## **Healthcare Reimbursement Account (HCRA) and Dependent Care Reimbursement Account (DCRA) Claims**

The CSU provides for the 2 ½-month grace period extension allowed by the U.S. Department of Treasury for flexible spending plans. As a result, current participants (as of December 2014) with balances in the Health Care Reimbursement Account Plan (HCRA) and/or the Dependent Care Reimbursement Account Plan (DCRA) as of December 31, 2014 will be allowed to utilize remaining 2014 balances toward reimbursement of eligible medical and/or dependent care expenses incurred from January 1, 2015 through March 15, 2015. Any balance remaining in either a 2014 HCRA or 2014 DCRA account after March 15<sup>th</sup> will be forfeited.

All HCRA/DCRA claims for services provided 1/1/2015 – 3/15/2015 will automatically be processed against a remaining 2014 balance if filed by June 30, 2015. If your claim exceeds the available funds from 2014, any excess will be automatically applied to your 2015 plan.

For more information, view the [Health Care Reimbursement Account Plan \(HCRA\) brochure](#) and/or the [Dependent Care Reimbursement Account Plan \(DCRA\) brochure](#).

## **2015 Information for 403(b), 401(k), and 457(b) Retirement Plans**

For the 2015 tax year, a participant can elect to contribute up to \$18,000 to a 403(b) or 401(k) plan, subject to the 415(c) limit, AND \$18,000 to a governmental 457(b) plan, for a total contribution of up to \$36,000.

To view additional information on our Retirement and Savings Programs, please view the [Savings Plus Program](#) page for information on the 401(k) and 457 plan, or the [Tax Shelter Annuity Program](#) page for information on the 403(b) plan.

## **Employee Assistance Program, LifeMatters@CSUN**

If you haven't already done so, visit our [LifeMatters@CSUN](#) website to learn about all of the services and resources available to you and your family/household members as part of your new Employee Assistance Program benefit.

The New Year brings hope, dreams, and opportunities for the future. Visit the [LifeMatters@csun](#) website to find helpful resources to kick-off your new year's resolutions.

In addition, LifeMatters hosts monthly Webinars. Webinars are either available as pre-recorded webinars, or live. If you miss a live webinar, you can generally access it one month after the live webinar is complete.

This month's webinar which aired live on Thursday, January 15, 2015, was:

### **Organizing for Productivity**

If you need help getting organized, this is the webinar for you. It looks at the downside of lax organization, helps you determine your own organizational quotient, explores why we're disorganized, examines the benefits of organization, and identifies how to start. It addresses both home and work, discusses storage issues, helps you determine if it's a problem, and offers resources.

To register for or access a webinar:

- Go to [mylifematters.com](#) and log in using the password "Matadors." • Click on the "Services" tab in the upper right section of your screen. Then with the scroll bar in the lower middle portion of the page find "Webinars" in the menu of LifeMatters services.
- Click on the link for the webinar you would like to attend and follow the registration instructions.
- You must register prior to the start of the webinar in order to attend.

California State University, Northridge believes that the services provided through LifeMatters@CSUN can be a most valuable resource in helping faculty and staff maintain satisfying and productive lives, and we are pleased to include this service as an employee benefit.

## Benefits Administration Representatives

If you need to clarify information from our website or would prefer to speak with your Benefits representative, please see their contact information below.

If your last name begins with,  
or you need information on:

Representative:	Extension:	E-Mail Address:
Monica Baskerville	X 3810	<a href="mailto:Monica.Baskerville@csun.edu">Monica.Baskerville@csun.edu</a>
Cathy Salazar	X 2119	<a href="mailto:Cathy.Salazar@csun.edu">Cathy.Salazar@csun.edu</a>
Kari Dom	X 3351	<a href="mailto:Kari.Dom@csun.edu">Kari.Dom@csun.edu</a>
Cathy Salazar	X 2119	<a href="mailto:Cathy.Salazar@csun.edu">Cathy.Salazar@csun.edu</a>
Sherrill Bunce	X 2173	<a href="mailto:Fee.Waiver@csun.edu">Fee.Waiver@csun.edu</a>
Sherrill Bunce	X 3354	<a href="mailto:Sherrill.Bunce@csun.edu">Sherrill.Bunce@csun.edu</a>

## RECRUITMENT SERVICES

### Emergency Hire & Clerical Pool – NEW Job Opening Number

A NEW job opening number has been created effective **January 2, 2015** for the continuous Emergency Hire Pool open position posted on [Careers@CSUN](mailto:Careers@CSUN), the CSUN Recruitment Services webpage.

Emergency Hire / Clerical Pool  
**OLD** number **4045**

Emergency Hire Pool (Administrative/Technical)  
**NEW** number **4355**

If the prospective emergency hire has previously held a staff/faculty appointment and an application is in their personnel file, they will not need to apply through Recruiting Solutions. However, if s/he has not previously been employed, the applicant must apply through [Careers@CSUN](mailto:Careers@CSUN) to Job ID **4355**/Emergency Hire Pool (Administrative/Technical) (Continuous).

The Emergency Hire Pool is also utilized for applicants who seek employment for administrative and/or technical work on a short term temporary basis (Emergency Hire). When you need candidates referred from this pool, please create an [Emergency Hire job opening](#) in Recruiting Solutions and indicate that you would like applications forwarded to you from the Emergency Hire Pool.

If you have any questions or comments, please contact Mika Williamson, Director, Recruitment Services and Compensation at [mika.williamson@csun.edu](mailto:mika.williamson@csun.edu) or x3817.

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## COMPENSATION & CLASSIFICATION

### New Hire / Position Description Reminder

Please remember to have new staff sign their position description within seven days of their hire date and to forward a copy of the signed position description to the Office of Human Resources, University Hall 165, mail drop 8229. If significant changes are made to a position description of a current staff member, that staff member should also sign their newly revised position description. The signed position description is maintained in the employee's file and the position file. Retaining an electronic version of position descriptions within the department will make future updates easier.

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## PROFESSIONAL & PERSONAL DEVELOPMENT – January/February 2015

January 14, 2015  
10:00 - 11:30 am

[7 Strategies for Less Stress](#)

January 27, 2015

[Learn About the Role of Supervisor/Manager - Part I \(for Staff Only\)](#)

10:00 am – 12:00 pm

January 27, 2015

[Yoga – Join Us Every Tuesday!](#)

11:00 am – 12:00 pm

January 27, 2015

[Going Solar? Everything You Need to Know](#)

6:30 – 7:30 pm

January 29, 2015

[Commit To Be Fit – Another Semester of Fun & Fitness!](#)

5:30 – 6:30 pm

January 30, 2015

[1.5 Alive – New This Semester!](#)

12:00 – 1:00 pm

February 2, 2015

[Campus Resources for Helping & Understanding Students – A Panel Discussion](#)

12:00 – 1:30 pm

February 3, 2015

[Learn About the Role of Supervisor/Manager – Part II \(For Staff Only\)](#)

10:00 am – 12:00 pm

February 3, 2015

[Yoga – Join Us Every Tuesday!](#)

11:00 am – 12:00 pm

February 4, 2015

[Nearing Retirement: How to Use Savings Plus to Prepare](#)

10:00 am – 11:00 am

February 5, 2015

[Understanding the Fee Waiver & Tuition Reduction Benefit](#)

10:00 – 11:00 am

February 09, 2015

[CalPERS Seminar: Planning Your Future Retirement](#)

9:00 am – 11:30 am

February 09, 2015

[CalPERS: 30-Minute One on One Consultations](#)

1:00 – 4:00 pm

February 10, 2015

[Documentation \(For Managers\)](#)

10:00 am – 12:00 pm

February 10, 2015

[Yoga – Join Us Every Tuesday!](#)

11:00 am – 12:00 pm

February 11, 2015

[Grow Your Mind Book Club](#)

12:00 – 1:30 pm

February 13, 2015

[Understanding Exempt & Non-Exempt Status – \(For MPPs\)](#)

10:00 am – 11:30 am

February 16, 2015

[Going Solar? Everything You Need to Know](#)

12:00 – 1:00 pm

February 17, 2015

[Yoga – Join Us Every Tuesday!](#)

11:00 am – 12:00 pm

February 17, 2015

[ScholarShare: Learn About California's 529 College Savings Plan](#)

12:00 – 1:00 pm

February 17, 2015

[Fidelity – One on One Consultations](#)

8:00 am – 5:00 pm

February 18, 2015

[CalPERS Seminar: Continuing CalPERS Members](#)

10:00 am – 12:00 pm

February 18, 2015

[TIAA-CREF - One on One Consultations](#)

8:00 am – 5:00 pm

February 19, 2015

[MetLife – One on One Consultations](#)

8:00 am – 5:00 pm

February 19, 2015

[Voices of Men – Relationships with Money](#)

12:00 – 1:30 pm

February 20, 2015

[Public Speaking II - The Power of Persuasion](#)

10:00 – 11:30 am

February 23, 2015

["Diamond University" Leadership Series](#)

1:00 – 2:15 pm

February 24, 2015  
10:00 – 11:00 am

**Meet the Coach @ “Coach’s Clinic” – Taria Flowers, Softball**

February 24, 2015  
11:00 am – 12:00 pm

**Yoga – Join Us Every Tuesday!**

February 25, 2015  
2:00 pm – 3:15 pm

**Coordinating a Leave**

February 25, 2015  
8:00 am – 5:00 pm

**VOYA Retirement Life & Annuity: One on One Consultations**

February 26, 2015  
10:00 – 11:30 am

**Choosing the Right Tech Tool: SnagIt, Camtasia, and myCSUN Box**

Register for Professional & Personal Development Workshops and Training sessions in **4 EASY STEPS**:

1. Log into the *myNorthridge* Portal
  2. Locate the Training/Professional Dev pagelet and select the Employee Learning & Training link
  3. Select Instructor Led Training Sessions under Upcoming Events and find the session you want to attend.
  4. Select Enroll
-