SPRING 2021 HIRING & PROCESSING WEBINAR

presented by Erick Cuevas
Tuesday, January 12th, 2021
via Zoom
AGENDA

- Introduction
- Student Hiring
  - Choosing the right Job Code
  - Action/Reasons
  - Module Entries
- Part-Time Faculty Hiring
  - Data Preparation
  - Duration, End Dates, Action/Reasons
  - Using PARs
- Q & A
WHO AM I?
ERICK CUEVAS

➤ HR Operations Technician
➤ Full-time staff since 2016
➤ Works primarily with 2 colleges
    ➤ College of Social & Behavioral Sciences
    ➤ David Nazarian College of Business & Economics
➤ It’s very nice to meet you!
WHO IS THIS FOR?
THIS PRESENTATION IS FOR...

➤ Anyone who uses SOLAR HR for student and faculty hiring
  ➤ Department Hirers
  ➤ Timekeepers
  ➤ Approvers
➤ Supervisors & Managers
STUDENT HIRING
Job Codes used in the Student Module:

- **1870 - Student Assistants**
  - 1871, 1872 - Work-Study
  - 1868 - Non-Citizen Status
  - 1874 - Taxable (based on student enrollment)

- **1150 - Instructional Student Assistants**
  - 1151, 1153 Work Study
  - 1152 - Off Campus
BACKGROUND CHECK – STUDENT WORKERS

➤ Student Assistants, Instructional Student Assistants

➤ Teaching Associates, Graduate Assistants

  ➤ only required to undergo a background check if **required by law**
    ➤ working with minors

  ➤ Sworn CSU Police Personnel

  ➤ Police Officer Cadets & Dispatchers

  ➤ positions with access to stored criminal offender record information, patients, drugs or medication

  ➤ cash handling responsibilities

➤ Questions regarding the background check process should be directed to **backgroundchecks@csun.edu**
SIGN-IN PROCESS

➤ All student workers will need to sign in if it is their first appointment, or they haven’t worked at CSUN in 18 months.

➤ All employees need to schedule a timed appointment to arrange to drop off their employment paperwork and to complete the Sign-In Process.

➤ contact HR at x2101

➤ Appointments are available Mondays between 8:00 am and 11:00 a.m.

➤ Visit our website for more info: https://www.csun.edu/hr/new-student-employees
1870 Student Assistants

- Apart from Non-Citizen Status and Taxable students, no appointment end date is necessary in the module.
- Once the student is hired, they can be terminated and rehired based on department’s need.
- Before end of academic year, inquire with Student for summer enrollment plans so you can hire or separate as necessary.
- Effective 01/01/2021, minimum wage is now $14.00 per hour.
  - This will be made effective by SCO week of Jan 18th, 2021.
**STUDENT MODULE**

**1870 Student Assistants**

➤ Action/Reasons available:

➤ **HIR/CON**: Hire/Concurrent Job

➤ **TER/END**: Termination/End Temporary Appointment

➤ effective date = last day worked + one calendar day!

➤ only after all hours are entered & approved in timesheet

➤ **REH/REH**: Rehire/Rehire

➤ **PAY/SPC**: Pay Rate Change/Student Pay Change

➤ for merit increases
STUDENT MODULE

➤ Select “Enter Student Employment”
STUDENT MODULE

➤ Search for the student you would like to hire, or update.

Student Employee Search

- [ ] Student Administration
- [ ] Work Study

Student Search Information (enter at least 1)

- Empl ID
- National ID
- Last Name
- First Name

Student Employee Search

[Notify] [Refresh] [Add] [Update/Display] [Include History]
After searching for the employee, you will be directed to the “Student Job Summary” page.

Add a concurrent job, or add a row to an existing job.
### Add Student Job

<table>
<thead>
<tr>
<th><strong>Empl ID</strong></th>
<th><strong>Nbr</strong></th>
<th><strong>Student Job Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Payroll Status</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Effective Date</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Effective Seq#</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Action/Reason</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Position Number</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Department</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Job Code</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Sal Plan</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Hourly Rate</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Standard Hours</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Expected End DT</strong></td>
</tr>
</tbody>
</table>

*Hiring an 1870 student*
Pay increase for an 1870 student

<table>
<thead>
<tr>
<th>Student Job Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll Status</strong></td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
<tr>
<td><strong>Effective Seq#</strong></td>
</tr>
<tr>
<td><strong>Action/Reason</strong></td>
</tr>
<tr>
<td><strong>Position Number</strong></td>
</tr>
<tr>
<td><strong>Student Assistant</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Job Code</strong></td>
</tr>
<tr>
<td><strong>Sal Plan</strong></td>
</tr>
<tr>
<td><strong>Hourly Rate</strong></td>
</tr>
<tr>
<td><strong>Standard Hours</strong></td>
</tr>
<tr>
<td><strong>Expected End DT</strong></td>
</tr>
</tbody>
</table>

---

Save  Cancel
This means that the last day worked was 01/24/2021

- **Effective Date**: 01/25/2021
- **Action/Reason**: TER END
- **Position Number**: 99741586
- **Department**: 10176 Psychology-8255
- **Job Code**: 1870 Student Asst
- **Sal Plan**: E08
- **Grade**: 0
- **Hourly Rate**: 13.000000
- **Standard Hours**: 4.00

Expected End Date
1150 Instructional Student Assistants

- Academic Student Employees (R11)
  - same union as Teaching Associates & Graduate Assistants
  - have appointment letters generated to stipulate the job’s duration, job duties, etc.
    - appointments do have to be reviewed for every semester
    - no gaps between continuing appts.
  - As of 01/01/2021, 1150 minimum is $15.00
    - Effective by SCO week of 01/18/2021
1150 Instructional Student Assistants

Action/Reasons:

- **HIR/CON**: Hire Concurrent Job
- **TER/END**: Termination/End Temporary Appointment
  - **effective date** = last day worked + 1 calendar day
  - use only after all hours are entered and approved
- **REH/REH**: Rehire/Rehire
- **DTA/APT**: Data Change/New Temporary Appointment
  - Used for extensions or pay rate changes
<table>
<thead>
<tr>
<th><strong>Student Job Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll Status</strong></td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
<tr>
<td><strong>Effective Seq#</strong></td>
</tr>
<tr>
<td><strong>Action/Reason</strong></td>
</tr>
<tr>
<td><strong>Position Number</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Job Code</strong></td>
</tr>
<tr>
<td><strong>Sal Plan</strong></td>
</tr>
<tr>
<td><strong>Hourly Rate</strong></td>
</tr>
<tr>
<td><strong>Standard Hours</strong></td>
</tr>
<tr>
<td><strong>Expected End DT</strong></td>
</tr>
</tbody>
</table>
**Payroll Status**: Active

**Effective Date**: 01/25/2021

**Effective Seq#**: 0

**Action/Reason**: TER END

**Position Number**: 99742885  
**Department**: 10176  
**Job Code**: 1150  
**Sal Plan**: 110  
**Grade**: 0  
**Hourly Rate**: 14.750000  
**Standard Hours**: 4.00

**Expected End DT**: 05/26/2021

---

The system has been set to separate an 1150 Student.

This means that the last day worked was 01/24/2021.
## Add Student Job

**Extending an 1150 student**

### Student Job Information

<table>
<thead>
<tr>
<th>Payroll Status</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Effective Date</td>
<td>05/27/2021</td>
</tr>
<tr>
<td>*Action/Reason</td>
<td>DTA APT</td>
</tr>
<tr>
<td>*Position Number</td>
<td>99742885</td>
</tr>
<tr>
<td>Department</td>
<td>10176 Psychology-8255</td>
</tr>
<tr>
<td>Job Code</td>
<td>1150 Instr Stdnt Asst</td>
</tr>
<tr>
<td>Sal Plan</td>
<td>110 Grade 0</td>
</tr>
<tr>
<td>*Hourly Rate</td>
<td>14.750000</td>
</tr>
<tr>
<td>*Standard Hours</td>
<td>4.00</td>
</tr>
<tr>
<td>Expected End DT</td>
<td>08/17/2021</td>
</tr>
</tbody>
</table>

*This means the previous appt. end date was 05/26/2021*

Remember, no gaps between appointments!
ANY QUESTIONS SO FAR?
PART-TIME FACULTY HIRING
PART-TIME FACULTY MODULE

Job Codes used in the Part-Time Faculty Module:

➤ **Academic Student Employees (R11)**
  ➤ 2354 - Teaching Associates
  ➤ 2355 - Graduate Assistants
  ➤ 2325 - Monthly Graduate Assistants

➤ **Faculty (R03)**
  ➤ 2358 - Part-Time Faculty
PART TIME FACULTY MODULE

➤ Job Actions available:

➤ **HIR/CON**: Hire/Concurrent Job

➤ **TER/CNL**: Termination/Cancelled Appointment (CAN)

➤ **REH/REH**: Rehire/Rehire

➤ **PAY/TBC**: Pay Rate Change/Time Base Change (TIM)

➤ **DTA/APT**: Reappointment (REA)
BACKGROUND CHECKS

Requesting a background check is required for the following:

➤ Faculty members,

➤ Anyone rehired after a break in service of 12 months or more and who has not had a background check within the past 12 months on the same campus.

➤ For additional information, please visit our web page at Background Checks.

➤ Questions regarding the background check process should be directed to backgroundchecks@csun.edu

❖ Reminder: TA’s and GA’s fall under Student Worker rules
NEW SIGN-INS

After BGC clears, Hiring departments must provide employee with the following documents to HR:

- New Employee Sign-In Form
- Verification of Degree
- Completed Statement of Professional Preparation and Experience (SC-1 Form)

All sign-ins for new faculty & academic student employees must be done **on or before the appointment start date**

Employees should complete and print Sign-in Paperwork and bring it to Human Resources during timed appointment to expedite

- Schedule appointments during available times (Mondays between 8:00AM and 11:00AM)
- They may visit the [HR website](https://www.csun.edu/hr) for information regarding the sign-in process and links to documents.
PART-TIME FACULTY MODULE

➤ Default system appointment dates for Spring 2021 are as follows:

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2358</td>
<td>Part Time Lecturer</td>
<td>01/20/2021</td>
<td>05/26/2021</td>
</tr>
<tr>
<td>2354</td>
<td>Teaching Associate</td>
<td>01/20/2021</td>
<td>05/26/2021</td>
</tr>
<tr>
<td>2355</td>
<td>Graduate Assistant</td>
<td>02/01/2021</td>
<td>06/30/2021</td>
</tr>
</tbody>
</table>

➤ Effective date of hire for Monthly GA (2325) doesn’t follow semester dates.

➤ ex: 02/15/2021 - 03/15/2021
PART-TIME FACULTY MODULE

Appointment Letters

➤ Lecturers on a 3-year appointment will need letters generated manually if they do not have any changes posted in the module.

➤ For more instructions, please see the Appointment Letter Quick Guide on the HR Toolkit.

➤ Contact your Ops Tech if you have any additional questions.
PART-TIME FACULTY MODULE

Entry and Approval Deadlines

<table>
<thead>
<tr>
<th>First Warrant of Spring 2021</th>
<th>Pay Issue Date</th>
<th>Keying Deadline</th>
<th>Approval Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/20/21 - 03/01/21</td>
<td>March 2, 2021</td>
<td>Thursday, January 28, 2021</td>
<td>Friday, January 29, 2021</td>
</tr>
</tbody>
</table>

- Late starts can still be entered into module
- Transactions must be keyed into the PeopleSoft Part-Time Faculty Module and approved in time in order to guarantee processing for February’s pay warrant.
PART-TIME FACULTY MODULE

Compensation Base For Academic Student Employees

- Most recent 3% GSI increase was effective on 07/01/2019

<table>
<thead>
<tr>
<th>Class</th>
<th>Range</th>
<th>Job Title</th>
<th>Minimum Base Salary</th>
<th>Maximum Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2354</td>
<td>1</td>
<td>Teaching Associate</td>
<td>$2,416.00</td>
<td>$5,683.00</td>
</tr>
<tr>
<td>2354</td>
<td>2</td>
<td>Teaching Associate</td>
<td>$2,861.00</td>
<td>$7,164.00</td>
</tr>
<tr>
<td>2355</td>
<td>1/2</td>
<td>Graduate Assistant</td>
<td>$2,311.00</td>
<td>$3,276.00</td>
</tr>
</tbody>
</table>
PART-TIME FACULTY MODULE

Compensation Base For Part Time Lecturer

- Most recent 2.5% GSI increase was effective on 07/01/2019

<table>
<thead>
<tr>
<th>Class</th>
<th>Range</th>
<th>Job Title</th>
<th>Minimum Base Salary</th>
<th>Maximum Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2358</td>
<td>2</td>
<td>Lecturer</td>
<td>$4,229.00</td>
<td>$5,654.00</td>
</tr>
<tr>
<td>2358</td>
<td>3</td>
<td>Lecturer</td>
<td>$5,046.00</td>
<td>$11,197.00</td>
</tr>
<tr>
<td>2358</td>
<td>4</td>
<td>Lecturer</td>
<td>$5,779.00</td>
<td>$12,296.00</td>
</tr>
<tr>
<td>2358</td>
<td>5</td>
<td>Lecturer</td>
<td>$7,276.00</td>
<td>$12,880.00</td>
</tr>
</tbody>
</table>
## Pay Warrant Distribution Schedule for Spring Hires

### I am teaching Spring 2021 Only....

<table>
<thead>
<tr>
<th>Semester Teaching</th>
<th>Pay Period</th>
<th>Pay Period Dates</th>
<th>“Paper” Pay Day</th>
<th>Issue Date</th>
<th>Direct Deposit Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Warrant #1</td>
<td>Feb-21</td>
<td>01/20/21 - 03/01/21</td>
<td>03/01/2021</td>
<td>03/01/2021</td>
<td>03/02/2021</td>
</tr>
<tr>
<td>Spring Warrant #2</td>
<td>Mar-21</td>
<td>03/02/21 - 03/31/21</td>
<td>03/30/2021</td>
<td>04/01/2021</td>
<td>04/01/2021</td>
</tr>
<tr>
<td>Spring Warrant #3</td>
<td>Apr-21</td>
<td>04/01/21 - 04/30/21</td>
<td>04/30/2021</td>
<td>05/01/2021</td>
<td>05/03/2021</td>
</tr>
<tr>
<td>Spring Warrant #4</td>
<td>May-21</td>
<td>05/01/21 - 05/31/21</td>
<td>05/28/2021</td>
<td>06/01/2021</td>
<td>06/01/2021</td>
</tr>
<tr>
<td>Spring Warrant #5</td>
<td>Jun-21</td>
<td>06/01/21 - 06/30/21</td>
<td>06/30/2021</td>
<td>07/01/2021</td>
<td>07/01/2021</td>
</tr>
<tr>
<td>Spring Warrant #6 (Final)</td>
<td>Jul-21</td>
<td>07/01/21 - 07/31/21</td>
<td>07/30/2021</td>
<td>08/01/2021</td>
<td>08/02/2021</td>
</tr>
</tbody>
</table>
PART-TIME FACULTY MODULE

► Pay Warrant Distribution Schedule for those teaching both semesters

<table>
<thead>
<tr>
<th>Semester Teaching</th>
<th>Pay Period</th>
<th>Pay Period Dates</th>
<th>“Paper” Pay Day</th>
<th>Issue Date</th>
<th>Direct Deposit Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Warrant # 1 of 12 total</td>
<td>Sep-20</td>
<td>08/19/20 – 09/30/20</td>
<td>09/30/2020</td>
<td>10/01/2020</td>
<td>10/01/2020</td>
</tr>
<tr>
<td>Fall Warrant # 2 of 12 total</td>
<td>Oct-20</td>
<td>10/01/20 – 10/31/20</td>
<td>10/30/2020</td>
<td>11/01/2020</td>
<td>11/02/2020</td>
</tr>
<tr>
<td>Fall Warrant # 3 of 12 total</td>
<td>Nov-20</td>
<td>11/01/20 – 12/01/20</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/02/2020</td>
</tr>
<tr>
<td>Fall Warrant # 4 of 12 total</td>
<td>Dec-20</td>
<td>12/02/20 – 12/31/20</td>
<td>12/31/2020</td>
<td>01/01/2021</td>
<td>01/04/2021</td>
</tr>
<tr>
<td>Fall Warrant # 5 of 12 total</td>
<td>Jan-21</td>
<td>01/01/21 – 01/31/21</td>
<td>01/29/2021</td>
<td>02/01/2021</td>
<td>02/01/2021</td>
</tr>
<tr>
<td>Spring Warrant # 1 of 12 total</td>
<td>Feb-21</td>
<td>01/20/21 - 03/01/21</td>
<td>03/01/2021</td>
<td>03/01/2021</td>
<td>03/02/2021</td>
</tr>
<tr>
<td>Spring Warrant # 2 of 12 total</td>
<td>Mar-21</td>
<td>03/02/21 - 03/31/21</td>
<td>03/30/2021</td>
<td>04/01/2021</td>
<td>04/01/2021</td>
</tr>
<tr>
<td>Spring Warrant # 3 of 12 total</td>
<td>Apr-21</td>
<td>04/01/21 - 04/30/21</td>
<td>04/30/2021</td>
<td>05/01/2021</td>
<td>05/03/2021</td>
</tr>
<tr>
<td>Spring Warrant # 4 of 12 total</td>
<td>May-21</td>
<td>05/01/21 - 05/31/21</td>
<td>05/28/2021</td>
<td>06/01/2021</td>
<td>06/01/2021</td>
</tr>
<tr>
<td>Spring Warrant # 5 of 12 total</td>
<td>Jun-21</td>
<td>06/01/21 - 06/30/21</td>
<td>06/30/2021</td>
<td>07/01/2021</td>
<td>07/01/2021</td>
</tr>
<tr>
<td>Spring Warrant # 6 of 12 total</td>
<td>Jul-21</td>
<td>07/01/21 - 07/31/21</td>
<td>07/30/2021</td>
<td>08/01/2021</td>
<td>08/02/2021</td>
</tr>
<tr>
<td>Fall Warrant # 6 (Final) of 12 total</td>
<td>Aug-21</td>
<td>08/01/21 - 08/31/21</td>
<td>08/31/2021</td>
<td>09/01/2021</td>
<td>09/01/2021</td>
</tr>
</tbody>
</table>
PERSONNEL ACTION REQUEST FORM (PAR)

➤ Used when a correction or action is needed that cannot be done via the module

➤ For example:
  ➤ Rehiring employee whose salary has an outdated minimum
  ➤ Hiring a lecturer who is teaching 15 units (1.0 FTE)

❖ See Part-Time PAR list for descriptions and templates

➤ Not needed to hire after entry deadline if you are able to enter into the module
  ➤ notify HR Ops if late entry is entered in module
## PERSONNEL ACTION REQUEST FORM (PAR)

<table>
<thead>
<tr>
<th>What can you do in the module?</th>
<th>What goes on the PAR?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hires</td>
<td>Corrections</td>
</tr>
<tr>
<td>Time Base Changes (decreases and increases)</td>
<td>Leaves</td>
</tr>
<tr>
<td>Cancellations</td>
<td>Adjustment to Full-time 1.0 FTE</td>
</tr>
<tr>
<td>Rehires</td>
<td>Rehired Annuitants</td>
</tr>
<tr>
<td>Reappointments</td>
<td>Outdated base salary in system</td>
</tr>
</tbody>
</table>

Check PAR samples on HR Toolkit for more examples.
What does it mean to certify?

➤ MPC is your chance 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
➤ New hires/rehires with effective date higher than Final MPC
➤ and/or assignment changes.
MASTER PAYROLL CERTIFICATION (MPC)

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

MPC Exception Form is used when...

➤ Employees are not reflected on MPC

➤ Any hire or rehire entered in the PTF module after the final MPC will require an Exception Form.

Mid Semester Time Base Changes

➤ Certify MPC, leave comment for Payroll

For any MPC questions, please contact your Payroll tech
RESOURCES

➤ HR Toolkit: www.csun.edu/hr/hr-toolkit

➤ CSU Salary Schedule:
  https://www.calstate.edu/hradm/salaryschedule/salary.aspx

➤ Pay Warrant Distribution Schedule & Payroll Calendar:
  https://www.csun.edu/payroll/payroll-calendars-schedules


➤ Student Assistant Federal Work-Study Compensation Plan
  https://www.csun.edu/careers/student-assistant-compensation-plan
RESOURCES

➤ Academic Student Employee (R11) contract: https://www.uaw4123.org/unit-11-contract

➤ Faculty (R03) Bargaining Contract: https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx
CONTACTS

➤ For more on questions regarding faculty appointment and contract matters:
  ➤ Albert Alcazar or Carmen Lichtscheidl, Office of Faculty Affairs at x2962

➤ For hiring & processing questions, contact your HR Ops tech:
  ➤ Carrie Dingler, x6117
  ➤ Erik Magana, x7547
  ➤ Erick Cuevas, x2728
  ➤ Sara Martinez, x5385
  ➤ Yesenia Corona, x2480
QUESTIONS?
THANK YOU!