

This memo contains important information related to **Spring 2015** Academic Personnel Hiring.

**The Part-Time Faculty Module** is currently populated with appointment default dates and available for Academic Departments to begin keying their Spring 2015 appointments. In the module or if you need to prepare a PAR, the default dates for Spring 2015 are as follows:

<b>Job Code</b>	<b>Start</b>	<b>End</b>
Lecturers (2358) and Teaching Associates (2354)	01/16/2015	05/22/2015
Graduate Assistants (2355)	01/30/2015	06/30/2015

Please note that transactions must be **keyed** into the PeopleSoft Part-Time Faculty Module **and approved** by the following dates in order to guarantee processing for February's pay warrant. Transactions keyed and approved after these dates may not be reflected in the paycheck for that pay period, but will be reflected in the next pay cycle:

<b>Spring 2015</b>	<b>Pay Issue Date</b>	<b>Keying Deadline</b>	<b>Approval Deadline</b>
01/16 – 02/28/15	February 27, 2015	Wednesday, February 4, 2015	Thursday, February 5, 2015

**The Sign-in Process** must be completed on or before the effective date of an appointment by all NEW Full-Time and Part-Time Faculty, Teaching Associates, Graduate Assistants and Instructional Student Assistants and those who have not been employed at CSUN during the past 18 months. Academic Personnel may complete new hire and payroll documents in University Hall, Room 165, Monday through Friday between 8:00 a.m. and 5:00 p.m.

### **New Hires**

- Appointment for New Part-Time Faculty should be entered into the PTF Module as soon as possible. Please note that entering by the appointment effective date of January 16<sup>th</sup> will ensure proper access. Likewise, approving by February 5<sup>th</sup> guarantees processing for February's pay warrant.
- PARs for New Faculty should be delivered to Human Resources by January 9<sup>th</sup> (COB).

### **PARS**

Spring 2015 Full Time & Temporary Part-Time PARs needed. PARS needed to wrap up Fall 2014 Academic Semester or effecting the Spring 2015 Academic Semester with an effective date of January 16, 2015 or January 31, 2015 should be submitted to Human Resources by **January 9, 2015 COB** to ensure accurate processing for the January and February pay periods. List of PARS needed include, but are not limited to the following:

<b>PARs needed for Full Time Faculty</b>	<b>PARs needed for Temporary/Part-Time Faculty</b>
<input type="checkbox"/> Return from Leave without Pay	<input type="checkbox"/> Corrections (Includes base salary, effective date, duration, retroactive)
<input type="checkbox"/> Return from Difference in Pay (DIP)	<input type="checkbox"/> Separations (resignation v. no units)
<input type="checkbox"/> Separations (includes retirements, resignation, completing 5 <sup>th</sup> year of FERP)	<input type="checkbox"/> Begin Rehired Annuitant
<input type="checkbox"/> Begin Leave without Pay	<input type="checkbox"/> Return Temp Faculty w/existing 3 Yr appointment who did not work Fall 2014

<b>PARs needed for Full Time Faculty</b>	<b>PARs needed for Temporary/Part-Time Faculty</b>
<input type="checkbox"/> Begin Sabbatical / DIP Leave	<input type="checkbox"/> Separation of 12 Month Graduate Assistant at end of appointment
<input type="checkbox"/> FERP (New and Continuing)	<input type="checkbox"/> Hire Full-Time Lecturer
<input type="checkbox"/> Reassignments	

### **Unit 3 General Salary Increase (GSI)**

Eligible Faculty will receive increases retroactive to 07/01/14, but processing details have not yet been issued. For Spring PARS or module transactions, departments should not address (include) the GSI. HR will assess eligibility for the GSI and apply it if necessary during processing.

### **Hands-On Labs**

To assist with your Academic Personnel processing, HR is offering two hands-on labs on the following dates:

**Friday, January 9<sup>th</sup>**

9:00 – 11:00 UN165

**Tuesday, January 13<sup>th</sup>**

1:00 – 3:00 UN165

**Please contact Joe Medina at x6687 or Bobbi Van Every at x6262 or at [Joe.Medina@csun.edu](mailto:Joe.Medina@csun.edu), or [Bobbi.VanEvery@csun.edu](mailto:Bobbi.VanEvery@csun.edu) to reserve your spot today!**

For processing questions, please contact your HR Operations representative or Joe Medina at x 6687, or Bobbi Van Every x 6262 in the Office of Human Resources or at [Joe.Medina@csun.edu](mailto:Joe.Medina@csun.edu), or [Bobbi.VanEvery@csun.edu](mailto:Bobbi.VanEvery@csun.edu).

For questions regarding appointment or contract issues, please contact Michelle Kilmnick or Albert Alcazar in the Office of Faculty Affairs at x 2962.