Good Afternoon,

Please note that there will not be a Spring 2018 Academic Personnel Hiring Workshop. This email notice provides important information related to Spring 2018 HR Academic Personnel Hiring and Processing. The Hiring and Processing Guide for AY 2017-2018 is posted to the HR Academic Personnel web page. As always, anyone with questions not addressed in the guide may contact us.

The Part-Time Faculty Module is currently populated with appointment default dates and available for processing as of Monday, December 11, 2017. In the module or if you need to prepare a PAR, the default dates for Spring 2018 are as follows:

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturers (2358) and Teaching Associates (2354)</td>
<td>01/18/2018</td>
<td>05/25/2018</td>
</tr>
<tr>
<td>Graduate Assistants (2355)</td>
<td>01/31/2018</td>
<td>06/30/2018</td>
</tr>
</tbody>
</table>

Academic Departments can begin keying their respective PTF job actions. 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:

<table>
<thead>
<tr>
<th>Spring 2017</th>
<th>Pay Issue Date</th>
<th>Keying Deadline</th>
<th>Approval Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/18 – 02/28/18</td>
<td>March 01, 2018</td>
<td>Thursday, February 1, 2018</td>
<td>Friday, February 2, 2018</td>
</tr>
</tbody>
</table>

New Hires

- Appointments for New Part-Time Faculty should be entered into the PTF Module as soon as possible, and must be entered by the appointment effective date of January 18th.
- PARs for New Faculty should be delivered to Human Resources by January 5th (COB).

Note: With the exception of corrections, subsequent transactions should be keyed in the module, instead of submitting PAR forms. Refer to the PARS section below for additional information.

Background Check

- The background check policy is a CSU system-wide policy enacted August 3, 2015. This policy provides guidance on background checks which are critical in protecting the health, well-being and safety of its employees, students, volunteers and guests.
- A background check is required for all final candidates, for new hires, and 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.

The Sign-in Process

- Sign-In paperwork is now available on line and employees are encouraged to complete and print their Sign-in Paperwork and bring it when they come to Human Resources to expedite the process
  - They may visit the HR website for information regarding the sign-in process and links to all the sign-in documents.
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 by REHIRES who have not been employed at CSUN during the past 18 months.
  o Academic Personnel may complete new hire and payroll documents in University Hall, Room 165, Monday through Friday 8:00 a.m. to 4:00 p.m.

Hiring departments must provide the employee with the following documents to bring to Human Resources:
  o New Employee Sign-In Form (completed by the department).
  o Verification of Degree attached to the New Employee Sign-In Form.
  o Completed Statement of Professional Preparation and Experience (SC-1 Form) attached to the New Employee Sign-In Form.

  Please share this link with all your new and rehired employees.

Personnel Action Request Forms (PARs)
PARs needed to wrap-up Fall 2017 Academic Semester, or effecting the Spring 2018 Academic Semester with an effective date of January 18, 2018 or January 31, 2018 should be submitted to Human Resources by January 5, 2018 COB to ensure accurate processing for the January and February 2018 pay periods. Please visit the HR Toolkit website for PAR lists and samples. Please contact your Operations representative should you have any questions or need additional information regarding PAR forms.

Need help entering your student and/ or Academic Personnel Transactions?

Open Lab
Date: Wednesday, January 17, 2018
Time: 9:00 AM to 11:00 AM
Location: Bayramian Hall 316

9:00 AM to 10:00 AM  Entering Student Transactions into SOLAR HR including:
    Choosing the right Job Code
    How to select Action/Reasons
    What fields to enter

10:00 AM to 11:00 AM  Entering Lecturers, TAs and GAs in the PTF Module including:
    What data to prepare
    Selecting Action/Reasons
    Deciding Duration and End Dates
    What can and cannot be entered in the module

Space is limited, please follow the registration link below to reserve your spot today!
(Skillport Registration Link)

For Academic Personnel hiring and processing questions, please contact your HR Operations representative or Joe Medina at x6687 in the Office of Human Resources or at Joe.Medina@csun.edu.
For questions regarding appointment or contract issues, please contact Michelle Kilmnick or Albert Alcazar in the Office of Faculty Affairs at x2962.

Thank you,