Good Afternoon,

Please note that there will not be a Spring 2019 Academic Personnel Hiring Workshop. This email notice provides important information related to Spring 2019 HR Academic Personnel Hiring and Processing. The Hiring and Processing Guide for AY 2018-2019 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 will be open as of Monday, December 3, 2018, and Academic Departments can begin keying their respective PTF job actions from that date. The default dates for Spring 2019 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>01/17/2019</td>
<td>05/24/2019</td>
</tr>
<tr>
<td>Graduate Assistants (2355)</td>
<td>01/31/2019</td>
<td>06/30/2019</td>
</tr>
</tbody>
</table>

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 2019</th>
<th>Pay Issue Date</th>
<th>Keying Deadline</th>
<th>Approval Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/17 – 02/28/19</td>
<td>March 01, 2019</td>
<td>Thursday, January 31, 2019</td>
<td>Friday, February 1, 2019</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 17th.
- PARs for New Faculty should be delivered to Human Resources by January 4th (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**

- Requesting a background check is required for the following:
  - All final candidates
  - New hires
  - 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

- After the background check is cleared, the employee can now begin the sign-in process.
- Hiring departments must provide the employee with the following documents to bring to Human Resources:
  - New Employee Sign-In Form (completed by the department).
  - Verification of Degree attached to the New Employee Sign-In Form.
  - Completed Statement of Professional Preparation and Experience (SC-1 Form) attached to the New Employee Sign-In Form.
- Sign-in must be completed on or before the effective start 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.
- Sign-In paperwork is now available online 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.
  - Nevertheless, 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.
  - They may visit the HR website for information regarding the sign-in process and links to all the sign-in documents.

Personnel Action Request Forms (PARs)

Please submit all PARs to Human Resources by January 4, 2019 COB to ensure accurate processing for the January and February 2019 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.

Open Lab Webinar

Date: Tuesday, January 15th, 2019
Time: 9:00 AM to 10:00 AM

Need help entering your student and/or Academic Personnel Transactions? We will be covering the following:

How to Enter Student Transactions into SOLAR HR including:
- Choosing the right Job Code
- How to select Action/Reasons
- What fields to enter

How to Enter 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

If you are interested in participating in the webinar, please send an email to erick.cuevas@csun.edu.

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.