Following is important information related to **Spring 2022 HR Academic Personnel Hiring and Processing**.

The Hiring and Processing Guide for AY 2021-2022 will be 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 **Wednesday, December 1, 2021,** and Academic Departments can begin keying their respective PTF job actions from that date. The default dates for Spring 2022 are as follows:

Job Code	Start	End
Lecturers (2358) and Teaching Associates (2354)	01/19/2022	05/25/2022
Graduate Assistants (2355)	02/01/2022	06/30/2022

Transactions must be **keyed** into the PeopleSoft Part-Time Faculty Module and **approved** by the following dates 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:

Spring 2022	Pay Issue Date	Keying Deadline	Approval Deadline
01/19 – 03/01/22	March 01, 2022	Thursday, January 27, 2022	Friday, January 28, 2022

New Hires
- Requires Presidential approval. Departments should consult with their respective College Dean's Office.
- Appointments for new and returning Part-Time Faculty should be entered in the PTF Module as soon as possible, and must be entered by the appointment effective date of January 19th.
- PARs for new and returning Faculty should be delivered to Human Resources no later than **January 18th (COB)**.

Note: PARs are only for corrections, and returning faculty with existing Y3 entitlement. Any transactions past the keying deadline can still be keyed in the module. 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.
- Sign-ins are conducted by appointment only. New or Rehired faculty and student employees should e-mail hrcustomerservice@csun.edu to schedule an appointment. Additionally, attach a copy of the New Employee Sign-In Form to the appointment request e-mail. New employees will receive a response from our HR Customer Service Team within 48 hours, Monday - Friday.
  - They may visit the **HR website** for information regarding the sign-in process and links to all the sign-in documents.
- 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.

Personnel Action Request Forms (PARs)

Please submit all PARs to Human Resources by **January 18, 2022 COB** to ensure accurate processing for the January and February 2022 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.

Spring 2022 Hiring and Processing Webinar

Date: Tuesday, January 11th, 2022
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 register with this link to CSU Learn.

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 in the Office of Faculty Affairs at x2962.