Today’s Topics

• Welcome
• Overview: Self-Support vs. State Support
• Dates & Deadlines
• Processing
• Appointments & Workload
• Salary Information
• Appointment Letters
• Cancellation of Appointment
• Benefits
• Module Review Session
• Wrapping Up AY 2015-2016
• PARS
• Q & A
• Summer Student Employee Hiring
Summer 2016 Academic Dates

Summer Session 1
   Tuesday, May 31 – Tuesday, August 23, 2016*
   [12 Weeks (60 Days)]

Summer Session 2
   Tuesday, May 31 – Tuesday, July 12, 2016*
   [ 6 Weeks (30 Days)]

Summer Session 3
   Wednesday, July 13 – Tuesday, August 23, 2016
   [ 6 Weeks (30 Days)]

*Campus Closed
   Monday, May 30, 2016 – Memorial Day Holiday
   Monday, July 4, 2016 – Independence Day Holiday
## Faculty Summer Hiring

### Module Entry, Approval, PARS & Payroll Dates

Faculty Summer Module Open as of Monday, April 4, 2016

<table>
<thead>
<tr>
<th>Summer 2016</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Start Date</td>
<td>Tuesday, May 31, 2016</td>
<td>Tuesday, May 31, 2016</td>
<td>Wednesday, July 13, 2016</td>
</tr>
<tr>
<td>Effective End Date</td>
<td>Tuesday, August 23, 2016</td>
<td>Tuesday, July 12, 2016</td>
<td>Tuesday, August 23, 2016</td>
</tr>
<tr>
<td>Weeks</td>
<td>12</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Academic Workdays</td>
<td>60</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Module Keying Deadline</td>
<td>Monday, August 8, 2016</td>
<td>Thursday, June 23, 2016</td>
<td>Monday, August 8, 2016</td>
</tr>
<tr>
<td>Module Approval Deadline</td>
<td>Tuesday, August 9, 2016</td>
<td>Friday, June 24, 2016</td>
<td>Tuesday, August 9, 2016</td>
</tr>
<tr>
<td>Census Data (for Calculating Low Enrollment)</td>
<td>Saturday, June 11, 2016</td>
<td>Saturday, June 11, 2016</td>
<td>Saturday, July 23, 2016</td>
</tr>
<tr>
<td>All PARs Due to HR (Low Enrollment, Adjustment, Other Hires)</td>
<td>Friday, July 29, 2016</td>
<td>Thursday, June 23, 2016</td>
<td>Friday, July 29, 2016</td>
</tr>
<tr>
<td>Grades Due</td>
<td>Tuesday, August 30, 2016</td>
<td>Tuesday, July 19, 2016</td>
<td>Tuesday, August 30, 2016</td>
</tr>
<tr>
<td>Pay Day</td>
<td>Wednesday, August 31, 2016</td>
<td>Monday, August 1, 2016</td>
<td>Wednesday, August 31, 2016</td>
</tr>
</tbody>
</table>
## Academic Student Employees Processing & Payroll Dates

Teaching Associates (2324) and Graduate Assistants (2325):

- For Summer, 2016 - Hired via a PAR submitted to HR Operations
- Paid on a monthly basis

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Submit PAR By</th>
<th>Master Payroll Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01 – 5/31/2016</td>
<td>Monday, May 9</td>
<td>Tuesday, May 31*</td>
</tr>
<tr>
<td>06/01 – 06/30/2016</td>
<td>Monday, June 6</td>
<td>Thursday, June 30</td>
</tr>
<tr>
<td>07/01 – 08/01/2016</td>
<td>Tuesday, July 5</td>
<td>Monday, August 1</td>
</tr>
<tr>
<td>08/02 – 08/31/2016</td>
<td>Monday, August 8</td>
<td>Wednesday, August 31</td>
</tr>
</tbody>
</table>

* May 31st pay warrant would represent one day of pay (May 31, 2016).

Contact your HR Operations at Extension 6687 with any questions.
# Summer 2016 Processing-At-A-Glance

<table>
<thead>
<tr>
<th>Position</th>
<th>Summer Session Module</th>
<th>Part Time Faculty Module</th>
<th>Student Module</th>
<th>Personnel Action Request (PAR) Form</th>
<th>Hourly Student Employee Summer Form</th>
<th>Action Request Form (ARF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2357, 2457 Faculty, (Hire or Re-Hire from 2358, 2360)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2357, 2457 Faculty, NEW</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2357, 2457 Faculty, Late Start</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2357, 2457 Faculty, Low Enrollment Adjustment</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2481 Department Chair hired as 2357 or 2457</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2357, 2457 Rehired Annuitant (non-FERP)</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2357, 2457 - New position # needed OR New position # for a different reporting relationship</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Faculty Salary Updates and After-the-Fact Corrections</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2324 - Teaching Associate – Summer Term</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2325 - Graduate Assistants (monthly)</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1150, 1152 - Instructional Student Assistant</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1870 - Student Assistant</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1874 – Taxable Student Assistant (Bridge Student Assistant)</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1868 – Non-Resident Alien Student Assistant</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appointments & Workload

**Carmen Lichtscheidl, Faculty Affairs**

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Conditional</th>
<th>Not Conditional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>TAs</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>GAs</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>ISAs</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>SAs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Unless part of a Prior Appointment or Offer*

- **FERP Faculty** - May Not Work In Summer
- **Department Chairs** - Vacation Time must be charged in Excess of 10 Hrs/week over the entire summer
- **Non-Exempt Staff Hired as Instructors** – Due OT Pay if TB > 1.0
- **125% Additional Employment Rule**
- **TA Appointment Postings**
### Summer 2016

<table>
<thead>
<tr>
<th>MONTH</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES</td>
<td>31</td>
<td>1-5</td>
<td>6-12</td>
<td>20-26</td>
</tr>
</tbody>
</table>

#### Regular Session 1 (R1) - [12 Weeks / 60 Academic Work Days]

- **3 Units / 12 wks = 11.33 hrs/wk**
- **6 Units / 12 wks = 22.66 hrs/wk**
- **9 Units / 12 wks = 34.00 hrs/wk**

#### Regular Session 2 (R2) - [6 Weeks / 30 Academic Work Days]

- **3 Units / 6 wks = 22.66 hrs/wk**
- **6 Units / 6 wks = 45.33 hrs/wk**

#### Regular Session 3 (R3) - [6 Weeks / 30 Academic Work Days]

- **3 Units / 6 wks = 22.66 hrs/wk**

<table>
<thead>
<tr>
<th>DAYS</th>
<th>T-S</th>
<th>M-S</th>
<th>M-S</th>
<th>M-S</th>
<th>M-S</th>
<th>M-S</th>
<th>M-T</th>
<th>W-S</th>
<th>M-S</th>
<th>M-S</th>
<th>M-S</th>
<th>M-S</th>
<th>M-S</th>
<th>M-S</th>
<th>M-T</th>
</tr>
</thead>
</table>

An instructional workload may not exceed 50 hours in any one week period.

**Maximum Possible Workload Scenarios Include:**

- a. Session 1: 12 units and Session 2: 0 units and Session 3:
- b. Session 1: 9 units and Session 2: 0 units and Session 3:
- c. Session 1: 6 units and Session 2: 3 units and Session 3:
- d. Session 1: 3 units and Session 2: 3 units and Session 3:
- e. Session 1: 0 units and Session 2: 6 units and Session 3:

Note: These calculations are inclusive for Academic Year faculty. Hours for 12 Month faculty are calculated differently.

Please consult with Faculty Affairs before assigning an instructor a combination which exceeds any combination listed above or if you have any questions.
SALARY
Michelle Kilmnick, Faculty Affairs

- **Continuing Faculty**
  - 1/30th Rate (2015-2016 AY)

- **Department Chairs**
  - 1/30th AY Rate (W/O Chair Stipend)

- **New Faculty**
  - Hired within 2357/2457 job code ($792 - $4,381)

*Note – Chair Appointments are done on the PAR*
Salary / Current Faculty

Faculty who held a Fall 2015 and/or Spring 2016 appointment (2360, 2361, 2358, and 2359) will be paid at the “1/30th rate” of their AY Base Salary Calculated according to the 1/30th formula.

\[(\text{FT AY Salary} \times 12 / 30) = 1/30\text{th Unit Rate} \times (\# \text{ Summer WTUs}) = \text{Total Pay Amount}\]

Example:
A faculty member with a (full-time) monthly base of $7,109 during 2015-2016, who is teaching one 3 unit course in any summer session would earn $8,530.80 for that course:

\[($7,109 \times 12 = \$85,308 / 30) = \$2,843.60 \times (3\text{WTU}) \$8,530.80\]

\[(\text{Monthly base} \times 12 / 30) = \text{Unit Rate} \times \text{WTU} = \text{Salary}\]
Salary / Enrollment-Based Compensation

**ALL** classes for Summer 2016 are subject to enrollment-based compensation. If as of Summer Census, a class has fewer than 20 students, faculty salary is reduced by 5% for each student below 20, to a maximum reduction of 35%.

*Note: PAR goes to HR.*

- 20 Students = 100% Salary
- 19 Students = 95% Salary
- 18 Students = 90% Salary
- 17 Students = 85% Salary
- < 13 Students = 65% Salary

<table>
<thead>
<tr>
<th>2016</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Date (for Calculating Low Enrollment)</td>
<td>Saturday, June 11, 2016</td>
<td>Saturday, June 11, 2016</td>
<td>Saturday, July 23, 2016</td>
</tr>
<tr>
<td>All PARs Due</td>
<td>Friday, July 29, 2016</td>
<td>Thursday, June 23, 2016</td>
<td>Friday, July 29, 2016</td>
</tr>
</tbody>
</table>

**Example (Refer to Summer 2016 Sample PAR #4):**
Prof Lang has a Summer base rate of $3,595 and at Census on 06/11/2016, 19 student enrolled in his Summer Session 2 class worth 3 units:

\[ \frac{3,595 \times 12}{30} = \frac{43,140}{30} = 1,438 \]

\[ 1,438 \times 0.05 = 71.90; \quad 1,438 - 71.90 = 1,366.10 \]

\[ 1,366.10 \times 3 \text{ WTU} = 4,098.30 \text{ (Total Summer Salary)} \]
Academic Student Employees (ASEs) are to be hired within the following ranges in effect since July 2015:

• Teaching Associate- Summer Term: Job Code 2324
  $2148 to $8,753 per month

• Graduate Assistants- Monthly: Job Code 2325
  $2,054 to $4,036 per month

• Instructional Student Assistant- Job Code 1150, 1152
  $12.00 to $18.42 per hour

• ASE Position Openings are sent to Faculty Affairs
  (albert.alcazar@csun.edu)
Appointment Letters

Appointment Letters are required for ALL Faculty and ASEs.

- Appointment letter templates are available on the HR Academic Personnel Webpage.

- **Unit 3 Faculty**
  - Conditional

- **Unit 11 TAs**
  - Conditional / Notice

- **Unit 11 GAs**
  - NOT Conditional / Notice

- **Unit 11 ISAs**
  - NOT Conditional / Notice
CANCELLATIONS

• Unit 3 Faculty & TAs (Conditional)
  • Appointment may be cancelled based on budget / enrollment
  • Faculty paid for time up to cancellation
  • Faculty member may withdraw through second class meeting if class has fewer than 20 students

• Unit 11 GAs (Not Conditional)
  • If class is cancelled, alternate work must be assigned

• Unit 11 ISAs (Not Conditional)
  • Appointment may be made in range of hours
Entitlements

Only WTUs worked as part of a State Supported Summer Session (JC 2457) are potentially eligible for credit in the time base for subsequent appointments.

Other Upcoming Changes

• CBA Changes (June/July set of increases)

• Indirect Instruction (expected $150)
Faculty who are scheduled to teach during Summer 2016 and need to purchase a Parking Permit **must:**

- Present a signed appointment letter & CSUN ID
- Session 1 (12 Wks) go to Univ Cash Svc
- Sessions 2 & 3 (6 Wks each) go to Parking & Transportation Svc
Hiring Faculty in the Summer Module

- Additional Field on Search Page is for selecting Job Code
- Warning if State Support is selected.
- Hire Sessions in numeric order – 01, 02, 03

Warning!!

Message from webpage

Warning -- This Job Code is State-supported
Please be sure State funding is correct before making your selection.
Summer Rate Calculation

- Salary / Current Academic Year
  - Will populate rate in Unit Rate field if Summer Department is the same as the AY Department
  - Rate will not calculate for faculty who worked Fall, but who are not active this Spring. YOU WILL NEED TO CALCULATE AND INSERT
Hands On Lab

Monday, May 9th  
9:30 – 11:30 UN 166

Bring your questions and transactions for individual assistance.

Summer PARs NEEDED
Excel file of templates available on the HR Academic Personnel webpage
# Summer 2016 PAR List

Submit Personnel Action Request Forms (PARs) to Human Resources for the following Summer transactions using the effective dates indicated throughout this guide. Late transactions can cause overpayments to employees and the assessment of fees to the University by the State Controller’s Office.

## PARS Needed for Summer 2016

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Comments</th>
<th>Summer Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Cancellation</td>
<td>Adjust the salary pro-rata for faculty members whose summer course has been cancelled. A faculty member is to receive compensation pro-rata for each class taught prior to cancellation.</td>
<td>#1</td>
</tr>
<tr>
<td>Withdrawal by Instructor</td>
<td>Adjust the salary pro-rata for faculty members who have withdrawn from a course. Attach any documentation regarding the nature of the withdrawal and reference in the Action Requested field as well.</td>
<td>#2</td>
</tr>
<tr>
<td>Late Start</td>
<td>Faculty who are hired to teach a summer course later than the Session start date must be processed via a PAR. Indicate in the Action Requested field the number of pro-rata days the faculty member is to be compensated.</td>
<td>#3</td>
</tr>
<tr>
<td>Low Enrollment Adjustment</td>
<td>Faculty teaching courses determined to be low enrolled as of census, must have their compensation adjusted accordingly via a PAR. Indicate in the Action Requested field the number of students below 20 enrolled in the course along with the percentage of reduction in compensation. Note that a course with 13 or fewer students may only reduce a faculty members’ full salary by up to 35%.</td>
<td>#4</td>
</tr>
<tr>
<td>Low Enrollment &amp; Late Start Adjustment</td>
<td>See PAR Sample 3 and 4 above.</td>
<td>#5</td>
</tr>
<tr>
<td>Instructor with one Regular and one Low Enrolled Course</td>
<td>If a faculty member has two courses one of which is determined to be low enrolled, use Sample PAR #5. Reflect the course with full pay in Job #1 (lines 9 &amp; 10) and the course with low enrollment in Job #2 (lines 11 &amp; 12).</td>
<td>#6</td>
</tr>
<tr>
<td>Department Chair</td>
<td>12-month Department Chairs teaching summer courses must be processed via a PAR. Compensation for a chair is determined by taking the 1/100th rate of the chair’s academic year salary. Indicate in the Action Requested field the academic year salary, unit rate, number of units being taught, and total summer salary. Please contact Faculty Affairs for assistance with chair stipend and AY Salary Figures. PARS for Department Chairs teaching during Summer must be submitted to Faculty Affairs.</td>
<td>#7</td>
</tr>
<tr>
<td>Rehired Annuitant</td>
<td>Rehired Annuitants teaching in Summer must be processed via a PAR.</td>
<td>#8</td>
</tr>
<tr>
<td>Teaching Associate</td>
<td>Provide the 2014-2015 AY Base Salary and Summer WTUs on the PAR. HR will calculate Summer Pay Rate.</td>
<td>#9 A</td>
</tr>
<tr>
<td>Graduate Assistant Monthly</td>
<td>Provide Base Salary and timeshare. Note effective date of hire and separation date.</td>
<td>#9 B</td>
</tr>
</tbody>
</table>

## PARS Needed to Wrap up Spring 2016 and AY 2015-2016

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Comments</th>
<th>Summer Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirements *</td>
<td>Effective Date of Separation must be prior to 1st day of new AY or Semester and should be at least one day before the PERS Retirement Date. * Attach documentation and indicate on the PAR whether or not the person will participate in FERP.</td>
<td>#10</td>
</tr>
<tr>
<td>Separation / Resignation *</td>
<td>Attach Copy of Resignation Letter *</td>
<td>#11</td>
</tr>
<tr>
<td>Completing 5 Years of FERP</td>
<td>Attach Copy of Separation Clearance Forms (Parts 1 &amp; 2) *</td>
<td>#12</td>
</tr>
<tr>
<td>New FERP</td>
<td>If a faculty member is beginning FERP participation with the 2014-2015 Academic Year, submit the FERP PAR with the Service Retirement PAR.</td>
<td>#13 A</td>
</tr>
</tbody>
</table>

* Separation/Clearance Forms (Parts 1 & 2) must be submitted for resignations, separations and retirements. Only Part 1 of the Separation/Clearance Forms must be submitted for retirements participating in FERP with Part 2 to be submitted upon Final Separation, completion of FERP.
Questions?

Human Resources & Faculty Affairs

Thank You!