HR: Academic Personnel
Summer 2018
Hiring & Processing Workshop

Sponsored by The Tseng College
Presented by:
The Office of Human Resources
& The Office of Faculty Affairs

Friday, May 4, 2018
10:00 a.m. – 12:00 p.m.
Extended University Room 101
Today’s Topics

• Welcome
• Overview: Self-Support vs. State Support
• Dates & Deadlines
• Parking
• Processing
• Workload & Additional Pay
• Salary Information
• Appointment Letters
• Cancellation of Appointment
• Benefits
• Esmie & THE BONUS ROUND (New!)
• Module Review Session
• Wrapping Up AY 2017-2018
• PARS
• Q & A
Summer 2018 Academic Dates

Summer Session 1
  Tuesday, May 29 – Tuesday, August 21, 2018*
  – [12 Weeks (60 Days)]

Summer Session 2
  Tuesday, May 29 – Tuesday, July 10, 2018*
  – [ 6 Weeks (30 Days)]

Summer Session 3
  Wednesday, July 11 – Tuesday, August 21, 2018
  – [ 6 Weeks (30 Days)]

*Tuesday, July 4, 2018 – Independence Day Holiday
### Faculty Summer Hiring

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

Faculty Summer Module Open as of Friday, May 4, 2018

<table>
<thead>
<tr>
<th></th>
<th>Summer 2018</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 29, 2018</td>
<td>Tuesday, May 29, 2018</td>
<td>Wednesday, July 11, 2018</td>
<td></td>
</tr>
<tr>
<td>Effective End Date</td>
<td>Tuesday, August 21, 2018</td>
<td>Tuesday, July 10, 2018</td>
<td>Tuesday, August 21, 2018</td>
<td></td>
</tr>
<tr>
<td>Weeks</td>
<td>12</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Academic Workdays</td>
<td>60</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Module Keying Deadline</td>
<td>Friday, May 18, 2018</td>
<td>Friday, May 18, 2018</td>
<td>Friday, June 29, 2018</td>
<td></td>
</tr>
<tr>
<td>Module Approval Deadline</td>
<td>Monday, June 11, 2018</td>
<td>Monday, June 11, 2018</td>
<td>Monday, July 23, 2018</td>
<td></td>
</tr>
<tr>
<td>Census Data (for Calculating Low Enrollment)</td>
<td>Friday, June 8, 2018</td>
<td>Friday, June 8, 2018</td>
<td>Friday, July 20, 2018</td>
<td></td>
</tr>
<tr>
<td>All PARs Due to HR (Low Enrollment, Adjustment, Other Hires)</td>
<td>Friday, July 27, 2018</td>
<td>Friday, June 22, 2018</td>
<td>Friday, July 27, 2018</td>
<td></td>
</tr>
<tr>
<td>Grades Due</td>
<td>Tuesday, August 28, 2018</td>
<td>Tuesday, July 17, 2018</td>
<td>Tuesday, August 28, 2018</td>
<td></td>
</tr>
<tr>
<td>Pay Day</td>
<td>Thursday, August 30, 2018</td>
<td>Tuesday, July 31, 2018</td>
<td>Thursday, August 30, 2018</td>
<td></td>
</tr>
</tbody>
</table>
## Academic Student Employees Processing & Payroll Dates

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

- For Summer, 2018 - 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 Pay Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01 – 5/30/2018</td>
<td>Tuesday, May 8</td>
<td>Wednesday, May 30*</td>
</tr>
<tr>
<td>05/31 – 06/30/2018</td>
<td>Monday, June 4</td>
<td>Friday, June 29</td>
</tr>
<tr>
<td>07/01 – 07/31/2018</td>
<td>Tuesday, July 10</td>
<td>Tuesday, July 31</td>
</tr>
<tr>
<td>08/01 – 08/31/2018</td>
<td>Monday, August 6</td>
<td>Thursday, August 30</td>
</tr>
</tbody>
</table>

* May 30th pay warrant would represent two (2) days of pay (May 29-30, 2018).

Contact HR Operations at Extension x6687 with any questions.
How to Buy a Summer Faculty Parking Permit

New employees who received a CSUN ID and CSUN Portal access can

- Purchase a parking permit for the semester online via the CSUN portal.
- Purchase a parking permit for the semester in-person at the CSUN Parking Office, located in the Police Services Building at the corner of Darby Ave and Prairie St. **Employees must present a CSUN employee photo ID with bargaining unit printed OR with appointment letter.**

<table>
<thead>
<tr>
<th>Session</th>
<th>Valid Dates</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 (12 weeks)</td>
<td>5/20/18 – 8/25/18</td>
<td>$46.10</td>
</tr>
<tr>
<td>Session 2 (1st 6 weeks)</td>
<td>5/20/18 – 7/10/18</td>
<td>$23.05</td>
</tr>
<tr>
<td>Session 3 (2nd 6 weeks)</td>
<td>7/2/18 – 8/25/18</td>
<td>$23.05</td>
</tr>
</tbody>
</table>
Students who received a CSUN ID and CSUN Portal access can

• Purchase a parking permit for the semester online via the CSUN portal.
  
  • **Session 1 (12 weeks) Parking Permit** is valid 5/20/18 – 8/25/18  $132.00
  • **Session 2 (1st 6 weeks) Parking Permit** is valid 5/20/18 – 7/10/18  $66.00
  • **Session 3 (2nd 6 weeks) Parking Permit** is valid 7/2/18 – 8/25/18  $66.00
Other Commute Options

Buy Parking Hourly/Daily/Weekly

• Purchase a parking permit from a dispenser, information booth or MobileNOW app
  • $2 – 1 Hour
  • $4 – 2 Hours
  • $6 – 3 Hours
  • $8 – 1 Day
  • $11 – 7 Consecutive Days (Available via MobileNOW app only)

Take the train, bus or carpool

• CSUN offers a 60% discount on Metrolink, Metro and AVTA passes. Discount is up to $100
• CSUN offers free carpool match making services via Zimmride
Workload & Additional Pay
Carmen Lichtscheidl, Faculty Affairs

• Additional Employment Policy (125%) – It still applies during summer term

• Summer Term: May 29 – August 21
  • AY Faculty: May perform additional work up to: 75 days (125%)
  • 12-Month Faculty: May perform additional work up to: 15 days (25%)

• Summer Sessions:
  • Session 1: May 29 – August 21 (12 weeks)
  • Session 2: May 29 – July 10 (6 weeks)
  • Session 3: July 11 – August 21 (6 weeks)

• FERP Faculty - Cannot Work In Summer

• Department Chairs - If teaching a course, vacation time must be charged in Excess of 10hrs/week over the entire summer

• Non-Exempt Staff Hired as Instructors – Due OT Pay if TB > 1.0
## Summer Session Table

### REGULAR SESSION 1 (R1) - [12 Weeks / 60 Academic Work Days]

<table>
<thead>
<tr>
<th>Units / Weeks</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 / 12</td>
<td>11.33</td>
</tr>
<tr>
<td>6 / 12</td>
<td>22.66</td>
</tr>
<tr>
<td>9 / 12</td>
<td>34.00</td>
</tr>
<tr>
<td>12 / 12</td>
<td>45.33</td>
</tr>
</tbody>
</table>

### REGULAR SESSION 2 (R2) - [6 Weeks / 30 Academic Work Days]

<table>
<thead>
<tr>
<th>Units / Weeks</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 / 6</td>
<td>22.66</td>
</tr>
<tr>
<td>6 / 6</td>
<td>45.33</td>
</tr>
</tbody>
</table>

### REGULAR SESSION 3 (R3) - [6 Weeks / 30 Academic Work Days]

<table>
<thead>
<tr>
<th>Units / Weeks</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 / 6</td>
<td>22.66</td>
</tr>
</tbody>
</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: 0 units
- b. Session 1: 9 units and Session 2: 0 units and Session 3: 0 units
- c. Session 1: 6 units and Session 2: 0 units and Session 3: 0 units
- d. Session 1: 3 units and Session 2: 0 units and Session 3: 0 units
- e. Session 1: 0 units and Session 2: 0 units and Session 3: 0 units

Please consult with Faculty Affairs before assigning an instructor a combination which exceeds any combination listed above or if you have any questions.
Summer Additional Pay System

- Only for additional pay requests and ExL-only courses (2322/2323)

- System will ask if employee is teaching during the summer term
  - Which session? How many units?

- If changes are needed, only FA will have access to make changes
Summer Module and Additional Pay System

The Summer Module and Additional Pay System are two separate systems that we will use this summer.

<table>
<thead>
<tr>
<th>Summer Work Type</th>
<th>Where to Enter</th>
<th>Deadline to Enter</th>
<th>Job Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 and 2 Courses</td>
<td>SOLAR HR Summer Module</td>
<td>05/18/2018</td>
<td>2357/2457</td>
<td></td>
</tr>
<tr>
<td>Session 3 Courses</td>
<td>SOLAR HR Summer Module</td>
<td>06/29/2018</td>
<td>2357/2457</td>
<td></td>
</tr>
<tr>
<td>State Additional Pay</td>
<td>Additional Pay System</td>
<td>Pre-Authorization</td>
<td>4660, 2403</td>
<td>AY Faculty can use 4660 during summer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prior to Effective Date of Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended Learning</td>
<td>Additional Pay System</td>
<td>Pre-Authorization</td>
<td>2322, 4660,</td>
<td></td>
</tr>
<tr>
<td>Additional Pay</td>
<td></td>
<td>Prior to Effective Date of Work</td>
<td>2403, 2363</td>
<td></td>
</tr>
<tr>
<td>TUC Additional Pay</td>
<td>Additional Pay System</td>
<td>Pre-Authorization</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prior to Effective Date of Work</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**SALARY**

Albert Alcazar, Faculty Affairs

- **Continuing Faculty**
  - 1/30th Rate (during 2017-2018 AY)

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

- **New Faculty**
  - Hired within 2357/2457 job code ($879 - $4,856)

*Note – Chair Appointments are done on the PAR and will be sent directly to Human Resources. Please keep in mind that Chairs teaching in the summer need to claim vacation time.*
Faculty who held a Fall 2017 and/or Spring 2018 appointment (2360, 2361, 2358, and 2359) will be paid at the “1/30th rate” of AY Base Salary Calculated according to the 1/30th formula.

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

Example:
A faculty member with a (full-time) monthly base of $7,109 during 2017-2018, who is teaching one 3 unit course in any summer session would earn $8,530.80 for that course:

\[
($7,077 \times 12 = $84,924 / 30) = 2,830.80 \times (3\text{WTU}) \quad $8,492.40
\]

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

All classes for Summer 2018 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

16 Students = 80% Salary
15 Students = 75% Salary
14 Students = 70% Salary
< 13 Students = 65% Salary

<table>
<thead>
<tr>
<th>2018</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>Friday, June 8, 2018</td>
<td>Friday, June 8, 2018</td>
<td>Friday, July 20, 2018</td>
</tr>
<tr>
<td>All PARs Due (Low Enrollment Adjustment)</td>
<td>Friday, July 27, 2018</td>
<td>Friday, June 22, 2018</td>
<td>Friday, July 27, 2018</td>
</tr>
</tbody>
</table>

Example (Refer to Summer 2018 Sample PAR #4):
Prof Greene has a Summer base rate of $3,995 and at Census on 06/08/2018, 19 student enrolled in his Summer Session 2 class worth 3 units:

$3,995 x 12 = $47,940 / 30 = $1,598
$1,598 x .05 = $79.90; $1,598 - $79.90 = $1,518.10
$1,518.10 x 3 WTU = $4,554.30 (Total Summer Salary)
Academic Student Employees (ASEs) are to be hired within the following ranges in effect since July 2017 & January 2018 (2324):

- **Teaching Associate- Summer Term: Job Code 2324**
  
  $2,278 to $9,286 per month

- **Graduate Assistants- Monthly: Job Code 2325**
  
  $2,179 to $4,282 per month

- **Instructional Student Assistant- Job Code 1150, 1152**
  
  $13.00 to $19.42 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
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.
Esmie & THE BONUS ROUND

Time to test your knowledge!

When you hear the question, PLEASE:

1. Raise your hand
2. Give us your name & department
3. Answer the question(s)
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**
Summer 2018 Student Hiring & Processing Session
Friday, May 11\textsuperscript{th} 10:00 – 11:30 OV 16

Summer PARs NEEDED
Excel file of templates available on the HR Academic Personnel webpage
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.

**PAR Needed for Summer 2018**

<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 member’s 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 concurrent courses and one course is determined to be low enrolled, use Sample PAR #6. Refect 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 1/10th role from 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>Retired Annuitant</td>
<td>Retired Annuitants teaching in Summer must be processed via a PAR.</td>
<td>#8</td>
</tr>
<tr>
<td>Summer Teaching Associate</td>
<td>Provide the 2017-2018 AY Base Salary and Summer WTU’s on the PAR. Additional instructions are noted on the PAR.</td>
<td>#9A</td>
</tr>
<tr>
<td>Graduate Assistant Monthly</td>
<td>Provide Base Salary and timebase. Note effective date of hire and separation date.</td>
<td>#9B</td>
</tr>
</tbody>
</table>

**PAR Needed to Wrap up Spring 2018 and AY 2017-2018**

<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 PERE 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 2013-2019 Academic Year, submit the FERP PAR with the Service Retirement PAR.</td>
<td>#13A #13B</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 retirees participating in FERP with Part 2 to be submitted upon final separation, completion of FERP.
Summer Employment Hiring & Processing
Summer 2018 Student Employment AGENDA

• Welcome
• Overview
• The Hourly Student Employee Summer Form
• Eligibility for Student Employment
• Hiring New Students
• Time and Labor Exceptions
• Who to contact
• Q & A
Summer 2018 Process - Overview

How do FICA Exemptions affect students during the Summer?

• Tax exemption from Medicare and Retirement depends on student's summer enrollment

• FICA Exempt students must be enrolled:
  • at least half-time during the Summer
    • 6 units – undergraduate
    • 4 units – graduate
  • Can only work up to 20 hours per week
Summer 2018 Process - Overview

Part-Time, Seasonal, Temporary (PST) Retirement Plan

- June & July pre-tax gross earnings
  - 7.5% contributed to PST plan
  - 1.45% Medicare Tax

- May be withdrawn 90 days after complete separation
  - June Pay Period: 5/31/2018 – 6/30/2018
  - July Pay Period: 7/1/2018 – 7/31/2018
Which students aren’t FICA exempt (taxable)?

• If a student:
  • Does not enroll in any Summer Session
  • Enrolls less than half-time:
    • 6 units (undergraduate)
    • 4 units (graduate)

• Non-exempt students can work up to 40 hours per week
Summer 2018 Process - Overview

The department will:

• Have students complete and submit “Hourly Student Employee Summer Form” to indicate Summer status
  • Keep forms in hiring department!

• Complete transactions by **May 24, 2018** for:
  • 1874 – Taxable Student Assistant
  • 1868 – Non Resident Alien Student Assistant
  • 1150 – Instructional Student Assistant
  • 1152 – ISA, Off-Campus
Summer 2018 Process - Overview

The department will:

- Reference Managers Workbench for a list of all active Hourly Student Assistants and Instructional Student Assistants
- Hire 1870 Student Assistants into 1874 job code
  - Notify HR if pooled position number for 1874 Job Code does not exist
- Terminate Students not working in summer
  - HR will terminate all Student Assistants on June 4, 2018
Summer 2018 Process - Overview

International Students

- Non-Citizen Status Students remain as 1868!
  - Can work 40 hours per week if not enrolled
  - Up to 20 hours if enrolled
  - Must be enrolled full-time in Spring and Fall
  - Must have a valid Work Authorization
Summer 2018 Process - Overview

Instructional Student Assistants (ISA)

- 1150 and 1152 job codes will not change!
- A new 1150 appointment (DTA/APT) must be entered
- HR will change retirement coding for June and July
Summer 2018 Process - Overview

Work-Study Students

- All Work-Study jobs will be terminated as of **May 15, 2018**
- There is **no** Work Study allocated for summer
Summer 2018 Process - Overview

Students with Special Roles

• MUST be hired into another student job ON THE SAME DAY as the termination!
• If not, special roles are lost!

• Note: The effective date of the “new” job does not have to be the same as the termination
  • Hire and Term must be done on same action date
Summer 2018 Process - Overview

What about students who are FICA exempt?

• Will keep 1870 job code
• Complete “Hourly Student Employee Summer Form”
• Send completed form to HR by May 24, 2018
  • Meet deadline so HR will exclude the student from termination process
• Enter all Time & Labor attendance and absence data by June 1, 2018
Summer 2018 Eligibility

You have to be a student to be a student worker!

- During the Summer term:
  - May work as long as they did not graduate in Spring and are enrolled for Fall
Hourly Student Employee Summer Form

Student Enrollment and Acknowledgement Section

The Student must select **one status only** and return form to you by **Friday, May 11, 2018**
II. Department Use Only:

- The Department will transact the necessary processing of 1874, 1868, 1150, and 1152 Summer appointments directly in PeopleSoft by COB, Thursday, May 24, 2018. The form is maintained in the hiring department.
- If the student is currently in an 1870 Job Code and is eligible to remain in an 1870 Job Code for the summer, the Department will send this form to HR Operations, MC 8229 by Thursday, May 24, 2018 for processing.

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Department ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>Appointment End Date:</td>
</tr>
<tr>
<td>Hire / Re-Hire:</td>
<td>Job Code:</td>
</tr>
<tr>
<td>Hourly Rate $ xx.xx:</td>
<td>Comment:</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Extension:</td>
</tr>
</tbody>
</table>

III. Human Resources Use Only - Summer 2018 Student Employee Processing & Audit

<table>
<thead>
<tr>
<th>Enrollment Units</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action/ Reason</td>
<td>Effective Date</td>
</tr>
<tr>
<td>Job Code</td>
<td>Appt Duration</td>
</tr>
<tr>
<td>HR/Ops Init.</td>
<td>HR/Ops Input Date</td>
</tr>
</tbody>
</table>
Your student is enrolled in the Spring, and plans to attend in the Fall.

They are also enrolled less than half-time this Summer, or not enrolled at all.

What do you do?
Summer Status 1: Not Enrolled or less than half-time

May 26, 2018 – May 30, 2018:

- No change in Job code.
- Can work 40 hours per week.
May 31, 2018 – July 31, 2018:

- Hire or Rehire to job code 1874.
- Can work 40 hours per week.

Summer Status 1: Not Enrolled or less than half-time
Summer Status 1: Not Enrolled or less than half-time

August 1, 2018:

- Hire or Rehire to job code 1870 or 1871
- Can work 40 hours per week through 8/22/18.
Status 2

- Your student is enrolled in the Spring, and plans to attend in the Fall.

- They are enrolled half-time or more this summer.

What do you do?
Summer Status 2: Enrolled more than half-time

May 26, 2018 – May 30, 2018:

- No change in Job code.
- Can work 40 hours per week.

Pay Period 05/01/18 – 05/30/18 (22 days)
Summer Status 2: Enrolled more than half-time

May 31, 2018:

- No change in job code.
- Can work 20 hours through 7/31/18
August 1, 2018:

- No change in job code.
- Can work 40 hours until 8/22/18, ONLY if not enrolled in Sessions 1 or 3.
Status 3

- Your student is enrolled in the Spring, and is Graduating or **not** attending in the Fall.

- They are **not** enrolled this summer.

*What do you do?*
Summer Status 3: Not enrolled Summer or Fall

May 25, 2018:
• Last day eligible to work as student

May 26, 2018:
• Student must be separated. Dept. can explore hiring options in different job code.
Eligibility for Student Employment

You have to be a student to be a student worker!

- How about when you hire students back in the Fall?
  - Student Assistants = $\frac{1}{2}$ Time or more
  - ISAs, TAs, and GAs = 1 Unit or more
  - Non Citizen Status Student (1868) – Full Time
Student Enrollment Eligibility

Query
- How to run the Student Employment Eligibility Audit Type
  - Guide is on the HR Managers’ and Facilitators Toolkit
    - Under Student Assistant Employment
  - Frequency of report should be monthly prior to the start of new pay period

Analysis
- Captures student employees with active appointments and shows their eligibility for employment
- Based on academic enrollment

Action
- If not enrolled, student cannot work in student classification
- Adding or dropping classes can change eligibility
- For questions contact your HR Operations Representative
Hiring New Students

- Students who aren’t starting at CSUN until Fall are **NOT** eligible to work in Summer.
  - First day is **August 1, 2018**
  - MUST be hired to appropriate job code
- Prior to starting work, New Students **MUST**:  
  - Complete and clear a Background check
  - Sign in at Human Resources on 1st day of employment
Time and Labor Exceptions

Monitoring Student Hours

- In June and July, ISAs (1150/1152) and certain non-citizen status Students (1868) classifications are allowed to work more than 20 hrs/wk (Sun – Sat)
- With the exception of Taxable Student Asst (1874) jobs, the timesheet message, “Student Hours Exceed 20” will be generated for all students who report more than 20 hrs/week.

- For Students who can work up to 40 hours based on summer academic load:
  - Post the comment “40-hr Eligible” after reviewing the record.
- Campus representatives must review and approve timesheet messages or correct hours, as appropriate.
Hourly Student Employees
Processing & Payroll Dates, 2018

Student Assistants and Instructional Student Assistants:

• For Summer, 2018 - Hired based on Hourly Student Employee Summer Form
• Paid on a mid monthly basis
• Processed through online positive pay/ Timesheet

Pay Period: Hourly Pay Date:
05/01/2018 – 05/30/2018 Friday, June 15
05/31/2018 – 06/30/2018 Friday, July 13
07/01/2018 – 07/31/2018 Wednesday, August 15
08/01/2018 – 08/31/2018 Friday, September 14

Have Students return Status Forms to you by Friday, May 11, 2018
1. Enter transactions as soon as the student starts work but no later than May 24, 2018
2. Forms to HR must be received not later than Thursday, May 24, 2018
Monthly Student Employees
Processing & Payroll Dates, 2018

Teaching Associates- Summer Term (2324) and Graduate Assistants – Monthly (2325):

- For Summer, 2018 - Hired and separated via PAR form
- Paid on a monthly basis

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Submit PAR</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 &amp; 2</td>
<td>Tuesday, May 8, 2018</td>
<td>Wednesday, May 30, 2018</td>
</tr>
<tr>
<td>Session 3</td>
<td>Tuesday, July 5, 2018</td>
<td>Tuesday, July 31, 2018</td>
</tr>
</tbody>
</table>

*May 30th pay warrant will represent two days of pay (May 29-30th).

Contact your HR Operations Representative with any questions
<table>
<thead>
<tr>
<th>Dates</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 11(^{th}), 2018</td>
<td>Students return Summer Status Forms to hiring department</td>
</tr>
<tr>
<td>May 16(^{th}), 2018</td>
<td>Work-Study students will be separated by HR</td>
</tr>
<tr>
<td>May 24(^{th}), 2018</td>
<td>Departments enter transactions per Hourly Student Employee Summer Form</td>
</tr>
<tr>
<td>May 25(^{th}), 2018</td>
<td>Last day Graduating students can work</td>
</tr>
<tr>
<td>June 1(^{st}), 2018</td>
<td>Deadline for entering all Time &amp; Labor attendance and absence data</td>
</tr>
<tr>
<td>June 4(^{th}), 2018</td>
<td>HR will mass separate all 1870s</td>
</tr>
<tr>
<td>August 1(^{st}), 2018</td>
<td>Hire students from 1874 → 1870</td>
</tr>
<tr>
<td>August 4(^{th}), 2018</td>
<td>HR will mass separate all 1874s</td>
</tr>
<tr>
<td>August 22(^{nd}), 2018</td>
<td>First day of 2018 Fall Semester</td>
</tr>
</tbody>
</table>
Summer FAQs

- How do I get an Hourly Student Employee Summer Form for a Student I plan to Hire for Summer?

- Can I change the Student’s Salary?

- There are students on my list who haven’t worked lately. What should I do?

- Can I hire a student who officially graduates this Spring?

- Does enrollment through the Tseng College count towards summer hiring, FICA Tax Exemption?

- My student assistant graduates in May, but is starting a MA program through Tseng College. Can I keep him hired as a student beyond 05/26/18?
Summer Processing Contacts

• Questions about completing the forms, or regarding Tax Exemption eligibility
  ✓ Your HR Operations Technician

• Questions about Student Assistants (1870) eligibility to work:
  ✓ Lynn Marks, Human Resources Ext: 2290

• Questions about R11’s (ISA, TA, & GA) eligibility to work:
  ✓ Faculty Affairs Ext: 2962
Questions?
MAY THE FOURTH BE WITH YOU