HR: Academic Personnel
Summer 2019
Hiring & Processing Workshop

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

Wednesday, May 1, 2019
10:00 a.m. – 12:00 p.m.
Ferman Presentation Room
Today’s Topics

• Welcome
• Dates & Deadlines
• Parking
• Workload & Additional Pay
• Salary Information
• Appointment Letters
• Cancellation of Appointment
• Entitlements
• Module Review Session
• Wrapping Up AY 2018-2019
• PARS
• Q & A
Summer 2019 Academic Dates

Summer Session 1
  Tuesday, May 28 – Tuesday, August 20, 2019*
  – [12 Weeks (60 Days)]

Summer Session 2
  Tuesday, May 28 – Tuesday, July 9, 2019*
  – [6 Weeks (30 Days)]

Summer Session 3
  Wednesday, July 10 – Tuesday, August 20, 2019
  – [6 Weeks (30 Days)]

*Thursday, July 4, 2019 – Independence Day Holiday
### Faculty Summer Module Open as of Friday, May 3, 2019

<table>
<thead>
<tr>
<th>Summer 2018</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>May 28, 2019</td>
<td>May 28, 2019</td>
<td>July 10, 2019</td>
</tr>
<tr>
<td>End Date</td>
<td>August 20, 2019</td>
<td>July 9, 2019</td>
<td>August 20, 2019</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</td>
<td>May 17, 2019</td>
<td>May 17, 2019</td>
<td>June 28, 2019</td>
</tr>
<tr>
<td>Module Approval</td>
<td>June 10, 2019</td>
<td>June 10, 2019</td>
<td>July 22, 2019</td>
</tr>
<tr>
<td>Census Data</td>
<td>June 7, 2019</td>
<td>June 7, 2019</td>
<td>July 19, 2019</td>
</tr>
<tr>
<td>All PARs to HR Due (Low Enrollment, Adjustment, Other Hires)</td>
<td>July 26, 2019</td>
<td>June 21, 2019</td>
<td>July 26, 2019</td>
</tr>
<tr>
<td>Grades Due</td>
<td>August 27, 2019</td>
<td>July 16, 2019</td>
<td>August 27, 2019</td>
</tr>
<tr>
<td>Pay Day</td>
<td>August 29, 2019</td>
<td>July 30, 2019</td>
<td>August 29, 2019</td>
</tr>
</tbody>
</table>
Teaching Associates (2324) and Graduate Assistants (2325):

- For Summer, 2019 - Hired via a PAR submitted to HR Operations
- Paid on a monthly basis, reflected on MPC

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Submit PAR by:</th>
<th>Master Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01 – 05/30/2019</td>
<td>Tuesday, May 7</td>
<td>Thursday, May 30</td>
</tr>
<tr>
<td>05/31 – 06/30/2019</td>
<td>Monday, June 10</td>
<td>Friday, June 28</td>
</tr>
<tr>
<td>07/01 – 07/30/2019</td>
<td>Monday, July 8</td>
<td>Tuesday, July 30</td>
</tr>
<tr>
<td>07/31 – 08/29/2019</td>
<td>Friday, August 9</td>
<td>Thursday, August 29</td>
</tr>
</tbody>
</table>

* May 30th pay warrant would represent three (3) days of pay (May 28-30, 2019).

Contact Joe Medina at Extension x6687 with any questions.
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.

- Session 1 (12 weeks) Parking Permit is valid 5/27/19 – 8/24/19 $46.10
- Session 2 (1st 6 weeks) Parking Permit is valid 5/27/19 – 7/7/19 $23.05
- Session 3 (2nd 6 weeks) Parking Permit is valid 7/8/19 – 8/24/19 $23.05
How to Buy a Summer Student Parking Permit

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 5/27/19 – 8/24/19** $132.00
• **Session 2 (1st 6 weeks) Parking Permit is valid 5/27/19 – 7/7/19** $66.00
• **Session 3 (2nd 6 weeks) Parking Permit is valid 7/8/19 – 8/24/19** $66.00
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 Zimride
• **Additional Employment Policy (125%)** – Still applies during summer term

• **Summer Term:** May 28 – August 20, 2019.
  
  o AY Faculty: May perform additional work up to: 75 days (125%)
  o 12-Month Faculty: May perform additional work up to: 15 days (25%)

• **Summer Sessions:**
  
  o Session 1: May 28 – August 20 (12 weeks)
  o Session 2: May 28 – July 9 (6 weeks)
  o Session 3: July 10 – August 20 (6 weeks)
Noteworthy:

- **Department Chairs & other 12-mo Faculty**
  - If teaching a course, vacation time must be charged in excess of 10hrs/week **over 12 weeks**.
  - PARs will be needed to process teaching work.
  - Additional Pay (non-teaching work) is limited to 15 days.

- **Non-Exempt Staff Hired as Instructors** – Due OT Pay if TB > 1.0

- **FERP Faculty** - Cannot Work In Summer.

- **Rehired Annuitant (RA)** – If working during the AY, RA should **not** work in summer.

- **Leaves** (Sabbaticals, DIPs, Personal, Professional, etc. - needs reinstatement)
### Summer Session 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
- 12 Units / 12 wks = 45.33 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
- 6 Units / 6 wks = 45.33 hrs/wk

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: 3 units and Session 3: 3 units
- d. Session 1: 3 units and Session 2: 3 units and Session 3: 9 units
- e. Session 1: 0 units and Session 2: 6 units and Session 3: 6 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

- Job Codes used for courses only (2322/2323)

- System will ask if the 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>05/18/2019</td>
<td>2357/2457</td>
<td></td>
</tr>
<tr>
<td>Session 3 Courses</td>
<td>SOLAR HR Summer Module</td>
<td>06/29/2019</td>
<td>2357/2457</td>
<td></td>
</tr>
<tr>
<td>State Additional Pay</td>
<td>Additional Pay System</td>
<td>Pre-Authorization Prior to Effective Date of Work</td>
<td>4660, 2403</td>
<td>AY Faculty can use 4660 during summer</td>
</tr>
<tr>
<td>Extended Learning Additional Pay</td>
<td>Additional Pay System</td>
<td>Pre-Authorization Prior to Effective Date of Work</td>
<td>2322, 4660, 2403, 2363</td>
<td></td>
</tr>
<tr>
<td>TUC Additional Pay</td>
<td>Additional Pay System</td>
<td>Pre-Authorization Prior to Effective Date of Work</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
SALARY

Albert Alcazar, Faculty Affairs

- Continuing Faculty
  - 1/30th Rate (during 2018-2019 AY)

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

- New Faculty
  - Hired within 2357/2457 job code
    ($910 - $5,026)

*Note: Chair and other 12-month faculty appointments are completed via a PAR form and sent directly to Faculty Affairs. Vacation will need to be claimed for the overage of time. (120 hours +)
**Department Chairs & other 12 month faculty:**

- Chair Appointment - Subtract Chair Stipend
- Convert to Academic Year (reduce 12-month salary by 15%).
- Apply the 1/30th rate (See next slide)

*Note: Chair and other 12 month faculty appointments are completed on a PAR form and should be sent to Faculty Affairs. Chairs teaching in the summer need will need to claim vacation days to subsidize the overage time.*
Faculty in (2360, 2361, 2358, and 2359 job codes) who held a Fall 2018 and/or Spring 2019 appointment will be paid at the “1/30th rate” of AY Base Salary.

\[(\text{FT Monthly AY base} \times 12/30) = \text{Unit Rate} \times \text{WTU} = \text{Salary} = \text{Total Pay Amount}\]

Example:

A faculty member with a (full-time) monthly base of $7,077 during 2018-2019, who is teaching one 3 unit course in any summer session would earn $8,492.40 for that course:

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

ALL classes for Summer 2019 are subject to enrollment-based compensation. At Summer Census, if a class has fewer than 20 students, the faculty salary is reduced by 5% for each student below 20 (maximum reduction is 35%).

*Note: PAR goes to HR.*

<table>
<thead>
<tr>
<th>Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 20</td>
<td>100% Salary</td>
</tr>
<tr>
<td>19</td>
<td>95% Salary</td>
</tr>
<tr>
<td>18</td>
<td>90% Salary</td>
</tr>
<tr>
<td>17</td>
<td>85% Salary</td>
</tr>
<tr>
<td>16</td>
<td>80% Salary</td>
</tr>
<tr>
<td>15</td>
<td>75% Salary</td>
</tr>
<tr>
<td>14</td>
<td>70% Salary</td>
</tr>
<tr>
<td>&lt; 13</td>
<td>65% Salary</td>
</tr>
</tbody>
</table>

Example (Refer to Summer 2019 Sample PAR #4):
Prof Greene has a Summer base rate of $4,126 and at Census on 06/07/2019, 19 students enrolled in his Summer Session 2 class worth 3 units:

\[
4,126 \times 12 = 49,512 / 30 = 1,650.40
\]
\[
1,650.40 \times .95 = 1,567.88
\]
\[
1,567.88 \times 3 \ WTU = 4,703.64 \ (Total \ Summer \ Salary)
\]
Academic Student Employees (ASEs) are to be hired within the following ranges in effect since July 2018 & January 2019 (2324):

- **Teaching Associate - Summer Term: Job Code 2324**
  $2,346 to $9,565 per month

- **Graduate Assistants - Monthly: Job Code 2325**
  $2,340 to $4,410 per month

- **Instructional Student Assistant - Job Code 1150, 1152**
  $13.50 to $19.92 per hour

- **ASE Position Openings are sent to Faculty Affairs**
  *(albert.alcazar@csun.edu)*
Appointment Letters are required for ALL Faculty and ASEs.

- **Unit 3 Faculty**
  - Conditional Appointment

- **Unit 11**:
  - TAs - Conditional Appointment
  - GAs - NOT Conditional
  - ISAs - NOT Conditional

- Appointment letter templates are available on the HR Academic Personnel Webpage.
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 the 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 the Spring semester and a State Supported Summer Session (JC 2457) are potentially eligible for credit in the time base for subsequent appointments.

2019 State Supported Programs:
ELPS (Ed.D.); Physical Therapy (DPT); Social Work (MSW); Nursing (Accelerated Degree - AND-BSN); Athletic Training (BS); Geology 430 A/B (BS).
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**
PARS Needed & NEW Summer Rate/
Low Enrollment Calculators

Summer 2019 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 2019**

<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 canceled. 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 38%.</td>
<td>#4</td>
</tr>
<tr>
<td>Low Enrollment &amp; Late Start</td>
<td>See PAR Sample 3 and 4 above.</td>
<td></td>
</tr>
</tbody>
</table>

**Summer Rate & Low Enrollment Calculator**

**STEP 1:** What is the AY Base Salary? 7,109.00

Summer 1/30th Unit Rate is: 2,843.60

**STEP 2:** What are the Summer Paid Units? 3

Total Pay Amount is: 8,530.80

**THIS IS A LOW ENROLLED COURSE PROCEED TO STEP 3**

**STEP 3:** What is the % of full pay due? 95%

Reduced 1/30th Rate is: 2,701.42

Total Gross Due to Employee is: 8,104.26
Summer 2019 Student Hiring & Processing Webinar

Wednesday, May 8th 10:00 – 11:30 via Zoom

Summer PARs NEEDED
Excel file of templates available on the HR Academic Personnel webpage
Student Employment
Hiring & Processing
Summer 2019
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 2019 Process - Overview

It’s all about the enrollment!

- Tax deductions on Medicare and Retirement depends on student's summer enrollment

- To be exempt from these taxes, students **must** be enrolled at CSUN:
  - at least half-time during the Summer
    - 6 units – undergraduate
    - 4 units – graduate
  - Can only work up to 20 hours per week
Summer 2019 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: 5/31/2019 – 6/30/2019
- July Pay Period: 7/1/2019 – 7/30/2019
Summer 2019 Process - Overview

Which Student Assistants would be subject to Taxes?

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

- Hire under 1874 – Taxable Student Assistant
  - Use effective date: 05/31/2019
  - Students can work up to 40 hours per week
Summer 2019 Process - Overview

The department will:

- Have students complete and submit “Hourly Student Employee Summer Form” to indicate Summer status
- **Retain forms – don’t send to HR!**
- Hire your 1870 Student Assistants into 1874 job code
  - Notify HR if pooled position number for 1874 Job Code does not exist
- Have all this done by May 30th
Summer 2019 Process - Overview

The Office of Human Resources will:

- Separate all 1870 Student Assistants on May 30, 2019
- If there is no active 1874 job when mass separation occurs, student will lose all access!
Summer 2019 Process - Overview

International Students

- Non-Citizen Status Students remain as 1868!
  - Must have a valid Work Authorization
  - Must be enrolled full-time in Spring and Fall
  - Verify that your students have a valid appointment if they are continuing through the Summer

- Summer Enrollment rules - just like 1870s
  - 20 hours max if enrolled half-time or more in Summer
  - Up to 40 hrs if not enrolled in Summer, or under half-time
Summer 2019 Process - Overview

Instructional Student Assistants (ISA)

• 1150 and 1152 job codes will not change!
• Verify that your students have a valid appointment if they are continuing through the Summer
• Once this is done, HR will change retirement coding as appropriate
Summer 2019 Process - Overview

Work-Study Students

- **Departments will:**
  - Report all hours for Work-Study students
  - **Deadline: May 16, 2019**
  - Approvers will have until the 17th to approve
  - Hire students in appropriate job code if continuing through May & beyond

- **Human Resources will:**
  - Mass separate all Work-Study student positions after deadline
  - There is **no** Work-Study allocated for summer
Summer 2019 Process - Overview

Students with Special Roles

- Examples: access to Financials, Advisement info
- MUST be hired into another student job ON THE SAME DAY as the termination!
  - If not, special roles are lost!
Summer 2019 Process - Overview

What about students who **are** enrolled at half time or more?

- Will keep 1870 job code
- Complete “Hourly Student Employee Summer Form”
- Send completed form to HR by **May 23, 2019**
  - HR will exclude student from mass separation
- Timekeepers can enter all Time & Labor attendance and absence data by **June 3, 2019**
- Self-Reporters can enter time up until May 30
Summer 2019 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 as soon as possible.

<table>
<thead>
<tr>
<th>Summer Term Status</th>
<th>FICA Tax Exempt</th>
<th>Allowable Job Code</th>
<th>Max Work Hrs/Week</th>
</tr>
</thead>
</table>
| **Status 1**                        | No (JC 1868 - no tax change) | 1874 – Taxable Student Assistant  
1868 – Student Non Citizen Status  
1150 – Instructional Student Assistant (ISA)*  
1152 – ISA, Off-Campus*          | 40 / 20* if enrollment ≥ 1 Unit |
| Enrolled Spring and Planning to Attend Fall  
Enrolled *less than ½ time* this Summer, or  
Not Enrolled Summer               |                 |                                                                                    |                   |
| **Status 2**                        | Yes             | 1870 – Student Assistant  
1868 – Student Non Citizen Status  
1150 – Instructional Student Assistant (ISA)  
1152 – ISA, Off-Campus            | 20                |
| Enrolled Spring and Planning to Attend Fall  
Enrolled *½ time or more* this Summer |                 |                                                                                    |                   |
| **Status 3**                        | N/A             | Not Eligible to work as a student employee past last day of Spring Semester.        | N/A               |
| Enrolled Spring, Graduated or Not Attending Fall  
Not Enrolled Summer                |                 |                                                                                    |                   |

I will be enrolled as indicated in the Status above. I understand that if my enrollment units or status changes, it could affect my eligibility to work and/or my eligibility to be exempt from retirement and (FICA) Medicare deductions.

Student Signature: ___________________________ Date: ___________________________

---

**CSUN**
# Hourly Student Employee Summer Form

## 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 23, 2019. 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 23, 2019 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 2019 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>
<tr>
<td>Action/ Reason</td>
<td>PIMS Tran Code</td>
</tr>
<tr>
<td>Job Code</td>
<td>Appt End Date</td>
</tr>
<tr>
<td>HR/Ops Init.</td>
<td>HR/Ops Audit</td>
</tr>
<tr>
<td>Action/ Reason</td>
<td>Effective Date</td>
</tr>
<tr>
<td>Job Code</td>
<td>Retirement Code</td>
</tr>
<tr>
<td>HR/Ops Init.</td>
<td>HR/Ops Audit Date</td>
</tr>
<tr>
<td>Action/ Reason</td>
<td>TM - N/A</td>
</tr>
</tbody>
</table>

CSUN
• 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 25, 2019 – May 30, 2019:

- No change in Job code.
- Can work full-time during this period.

May 31 = June pay period!
Summer Status 1: Not Enrolled or less than half-time

May 31, 2019 – July 30, 2019:

- Appointment begins as 1874.
- Can work full-time during this period.
July 31, 2019:

- Hire or Rehire to job code 1870 or 1871
- Can work full-time through 8/20/19.

Pay Period 07/31/19 – 08/29/19 (22 days)
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 25, 2019 – May 30, 2019:

- No change in Job code.
- Can work full-time during this period.

May 31 = June pay period!
Summer Status 2: Enrolled more than half-time

May 31, 2019:

- No change in job code.
- Can work up to 20 hours through 7/30/19
July 31, 2019:

- No change in job code.
- 20 hour max per week rule applies.
- If enrolled in Session 2 only, student can work full-time until 8/20/19.
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 24, 2019:
• Last day eligible to work as student. Will be picked up by mass separation process run by HR.
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?
  – 1870 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
Time and Labor

Tips for Submitting Time in Summer

• In May (05/01/19 – 05/30/19):
  • Timekeeper might need to enter time by “Day” view option
  • Might be greyed out if you select “Week” or “Time Period”
  • No 1874 hours in May pay period!
Time and Labor

Tips for Submitting Time in Summer

• In June (05/31/19 – 06/30/19):
  • Please **do not** report June hours until all your students have been hired in the appropriate job code.

• In July (07/01/19 – 07/30/19):
  • Last day for Self-Reporters to enter time for 1874 is July 30
  • 1874 Mass Separation process will be July 31
  • Students will not have access to timesheet past this date
  • Timekeeper still has time by Time Entry deadline even if record is terminated
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.
Hiring New Students

- Students who are not starting at CSUN until Fall are **NOT** eligible to work in Summer.
  - First day is **July 31, 2019**
  - MUST be hired to appropriate job code
- Prior to starting work, New Students **MUST**:
  - Sign in at Human Resources on 1st day of employment
Student Assistant Mentorship Program (StAMP)

Rosemary Martin, Office of Human Resources

- [https://www.csun.edu/development/stamp](https://www.csun.edu/development/stamp)
- StAMP Handbook
  - General guidelines and advice
    - Etiquette
    - Personal Presentation
    - Professional Development
- Mentorship Evaluation Forms
  - Self-evaluations
  - Self-check ins
  - Mentorship completion forms
Hourly Student Employees
Processing & Payroll Dates, 2019

Student Assistants and Instructional Student Assistants:
• For Summer, 2019 - Hired based Hourly Student Employee Summer Form
• Paid on a mid monthly basis
• Processed through online positive pay/ Timesheet

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Period Dates</th>
<th>Hourly Pay Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>05/01/2019 – 05/30/2019</td>
<td>Friday, June 14</td>
</tr>
<tr>
<td>June</td>
<td>05/31/2019 – 06/30/2019</td>
<td>Monday, July 15</td>
</tr>
<tr>
<td>July</td>
<td>07/01/2019 – 07/30/2019</td>
<td>Thursday, August 15</td>
</tr>
<tr>
<td>August</td>
<td>07/31/2019 – 08/29/2019</td>
<td>Friday, September 13</td>
</tr>
</tbody>
</table>

Have Students return Status Forms to you as soon as possible
Enter transactions as soon as the student starts work
Forms to HR must be received no later than Thursday, May 23, 2019
Monthly Student Employees Processing & Payroll Dates, 2019

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

• For Summer, 2019 - Hired and separated via PAR form
• Paid on a monthly basis, reflected on Master Payroll

<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 7, 2019</td>
<td>Thursday, May 30, 2019</td>
</tr>
<tr>
<td>Session 3</td>
<td>Monday, July 8, 2019</td>
<td>Tuesday, July 30, 2019</td>
</tr>
</tbody>
</table>

*May 30th pay warrant will represent 3 days of pay (May 28-30th).

Contact your HR Operations Representative with any questions
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 them hired as a student beyond 05/24/19?
Summer Processing Contacts

• Questions on completing the forms, or hiring students:
  ❖ Your HR Operations Technician

• Questions on Student eligibility to work:
  ❖ Lynn Marks, Human Resources Ext: 2290

• Questions on Entering Time for Summer:
  ❖ Your HR Payroll Technician

• Questions about R11’s (ISA, TA, & GA) eligibility to work:
  ❖ Faculty Affairs Ext: 2962
Questions?