HR: Summer 2020
Academic Personnel Processing Workshop

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

Tuesday, May 5, 2020
10:00 a.m. – 12:00 p.m.
Via Zoom
Today’s Topics

• Welcome
• Dates & Deadlines
• Salary Information
• PARS/Calculators
• Appointment Letters
• Cancellation of Appointment
• Entitlements
• Module Review Session
• Workload & Additional Pay
• Parking
• Direct Deposit Enrollment
• Q & A
Before we begin...

- **Due to the impact of COVID-19, All Academic Personnel (including Summer Teaching Associates and Graduate Assistants) working during the Summer Session will require approval from the President's Office as well as the Provost.**

- Please work with your Divisional VP on guidance for transacting these employees.
Approval Requests

- Approval requests should **NOT** go to the President's Office, they need to go to the divisional leadership
  - i.e., Deans office, VPs etc.
- There is no “approval form”.
- Please consult with divisional area for approval process.
- All approvals will come to Mika Williamson, who will forward to HR Ops
Summer 2020 Academic Dates

**Summer Session 1**

Tuesday, May 26 – Tuesday, August 18, 2020*

– [12 Weeks (60 Days)]

**Summer Session 2**

Tuesday, May 26 – Tuesday, July 7, 2020*

– [6 Weeks (30 Days)]

**Summer Session 3**

Wednesday, July 8 – Tuesday, August 18, 2020

– [6 Weeks (30 Days)]

*Friday, July 3, 2020 – Independence Day Holiday
## Faculty Summer Hiring

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

**Faculty Summer Module Open as of Monday, May 4, 2020**

<table>
<thead>
<tr>
<th>Summer 2020</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
<td>May 26, 2020</td>
<td>May 26, 2020</td>
<td>July 8, 2020</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>August 18, 2020</td>
<td>July 7, 2020</td>
<td>August 18, 2020</td>
</tr>
<tr>
<td><strong>Weeks</strong></td>
<td>12</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td><strong>Academic Workdays</strong></td>
<td>60</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td><strong>Module Keying</strong></td>
<td>May 22, 2020</td>
<td>May 22, 2020</td>
<td>June 26, 2020</td>
</tr>
<tr>
<td><strong>Module Approval</strong></td>
<td>June 9, 2020</td>
<td>June 9, 2020</td>
<td>July 21, 2020</td>
</tr>
<tr>
<td><strong>Census Data</strong></td>
<td>June 6, 2020</td>
<td>June 6, 2020</td>
<td>July 18, 2020</td>
</tr>
<tr>
<td><strong>All PARs to HR Due (Low Enrollment, Adjustment, Other Hires)</strong></td>
<td>July 24, 2020</td>
<td>June 26, 2020</td>
<td>July 24, 2020</td>
</tr>
<tr>
<td><strong>Pay Day</strong></td>
<td>August 31, 2020</td>
<td>July 30, 2020</td>
<td>August 31, 2020</td>
</tr>
</tbody>
</table>
Teaching Associates (2324) and Graduate Assistants (2325):

- For Summer, 2020 - 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 – 05/31/2020</td>
<td>Thursday, May 7</td>
<td>05/29/2020</td>
</tr>
<tr>
<td>06/01 – 06/30/2020</td>
<td>Monday, June 8</td>
<td>06/30/2020</td>
</tr>
<tr>
<td>07/01 – 07/30/2020</td>
<td>Wednesday, July 8</td>
<td>07/30/2020</td>
</tr>
<tr>
<td>07/31 – 08/31/2020</td>
<td>Friday, August 7</td>
<td>08/31/2020</td>
</tr>
</tbody>
</table>

* May 30th pay warrant would represent three (3) days of pay (May 26-29, 2020).

Contact Joe Medina at Extension x6687 with any questions.
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>05/22/2020</td>
<td>2357/2457</td>
<td></td>
</tr>
<tr>
<td>Session 3 Courses</td>
<td>SOLAR HR Summer Module</td>
<td>06/26/2020</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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuing Faculty</strong></td>
<td>• 1/30th Rate (during 2019-2020 AY)</td>
</tr>
<tr>
<td><strong>Department Chairs</strong></td>
<td>• 1/30th AY Rate (W/O Chair Stipend)</td>
</tr>
<tr>
<td><strong>New Faculty</strong></td>
<td>• Hired within 2357/2457 job code ($933 - $5,152)</td>
</tr>
</tbody>
</table>
• Department Chairs & other 12 month faculty:
  
  • Chair Appointment - Subtract Chair Stipend from current monthly salary
  
  • Convert to Academic Year (reduce 12-month salary by 15%).
  
  • Apply the 1/30th rate (See next slide)

*Note: Chair & 12 mo faculty appointments are completed on a PAR form and must be sent to Faculty Affairs by May 22 to carmenl@csun.edu. Vacation days will need to be claimed to subsidize the overage time. The PAR will include the vacation days needed so HR can process automatically.
Faculty in (2358, 2359, 2360, and 2361, job codes) who held a Fall 2019 and/or Spring 2020 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 2019-2020, who is teaching one 3 unit course in any summer session would earn $8,492.40 for that course:

\[ ($7,077 \times 12 = $84,924/30) = $2,830.80 \times (3\text{WTU}) \]$
ALL classes for Summer 2020 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>Salary (%)</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 2020 Sample PAR #4):
Prof Greene has a Summer base rate of $4,126 and at Census on 06/06/2020, 19 students enrolled in his Summer Session 2 class worth 3 units:

\[
\begin{align*}
\text{Total Summer Salary} &= \text{Base Rate} \times \text{Units} \div \text{Census Number} \\
&= 49,512 \div 19 \\
&= 1,650.40 \\
&= 1,567.88 \\
&= 4,703.64
\end{align*}
\]
PARS Needed & NEW Summer Rate/ Low Enrollment Calculators

Summer 2020 PAR List

<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 for faculty members whose summer course has been withdrawn. A faculty member is to receive compensation at a rate for each class hour, or part thereof.</td>
<td>1</td>
</tr>
<tr>
<td>Withdrawal by Instructor</td>
<td>Adjust the salary for faculty members who have withdrawn from a course. Attach any documentation regarding the nature of the withdrawal and reference in the action requested to the record.</td>
<td>2</td>
</tr>
<tr>
<td>Late Start</td>
<td>Faculty who are paid at a rate other than the Sansr's rate must be processed via a PAR. Indicate in the Action Requested field the number of hours 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 must be processed according to policy. Include in the Action Requested field the number of students below 20 enrolled in the course along with the percentage or reduction in compensation. Note that courses with 15 or fewer students may only receive a faculty member's fee rate up to 25%.</td>
<td>4</td>
</tr>
<tr>
<td>Low Enrollment &amp; Late Start Adjustment</td>
<td>Faculty members teaching a course with less than 20 students and one course is determined to be less than 20 students (either 17 or 18) and the course with low enrollment in July must be submitted to Faculty Affairs. PARL for Department Chair's teaching during Summer must be submitted to Faculty Affairs.</td>
<td>5</td>
</tr>
<tr>
<td>Department Chair</td>
<td>12-month Department Chairs' teaching summer courses must be processed via a PAR. Compensation for a course is determined by taking the 1/30th rate of the base academic year salary. Include in the Action Requested field the academic year salary, and total number of classes being taught, and total number of credits. Please contact Faculty Affairs for assistance with calculating the annual salary figures. PARL for Department Chairs teaching during Summer must be submitted to Faculty Affairs.</td>
<td>6</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**

**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
Academic Student Employees (ASEs) are to be hired within the following ranges in effect since July 2019:

- **Teaching Associate - Summer Term**: Job Code 2324  
  $2,416 to $9,852 per month

- **Graduate Assistants - Monthly**: Job Code 2325  
  $2,427 to $4,542 per month

- **Instructional Student Assistant**: Job Code 1150, 1152  
  $14.00 to $20.42 per hour

- ASE Position Openings are sent to Faculty Affairs  
  [albert.alcazar@csun.edu](mailto:albert.alcazar@csun.edu)
Appointment Letters

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

- **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.

- **GAs (Not Conditional)**
  - If class is cancelled, alternate work must be assigned

- **ISAs (Not Conditional)**
  - Appointment may be made in range of hours
Entitlements

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.

<table>
<thead>
<tr>
<th>Example</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>6</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>6</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>4</td>
<td>9</td>
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<tr>
<td>5</td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**2020 State Supported Programs:**
ELPS (Ed.D.); Physical Therapy (DPT); Social Work (MSW); Nursing (Accelerated Degree - ADN-BSN); Athletic Training (BS); Audiology (Au.D); General Education (various courses); SPRINT Courses
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!!

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**
Workload & Additional Pay
Iliana Carvajal, Faculty Affairs

Additional Employment Policy (125%) – Applies during summer term
- AY Faculty: May perform stipend additional work up to: 75 days (125%)
- Max units is 12 units total among State and Extended Learning/Tseng

Department Chairs & other 12-mo Faculty
- 12-mo Faculty may do stipend (non-teaching work) additional work up to: 15 days (25%)
- **Note**: 12-mo faculty who are teaching a 3 unit course over summer are not allowed to do any other stipend Additional Pay work
- 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. Due by May 22 to Carmenl@csun.edu. Vacation time must be included in PAR & will be automatically processed by HR.
Workload & Additional Pay
Iliana Carvajal, Faculty Affairs

- **Non-Exempt Staff Hired as Instructors** – Due Over Time Pay if Time Base > 1.0

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

- **Rehired Annuitant (RA)** – If working during the summer, RA should **contact** Faculty Affairs to determine their workload limits.

- **Leaves** (Sabbaticals, DIPs, Personal, Professional, etc. - needs reinstatement)

- **MPP’s** (Administrators)- not allowed any Additional Pay at any time
# Summer Session Table

<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>26-31</td>
<td>1-6</td>
<td>7-13</td>
<td>14-20</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
- 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 and Session 3: 0 units
- **b** Session 1: 9 units and Session 2: 0 and Session 3: 0 units
- **c** Session 1: 6 units and Session 2: 3 and Session 3: 3 units
- **d** Session 1: 3 units and Session 2: 3 and Session 3: 9 units
- **e** Session 1: 0 units and Session 2: 6 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.
New requests in the Additional Pay module for any of the areas (State, Extended Learning or TUC), you will get the following message:

```
2357 & 2457 summer teaching are processed thru the SOLAR HR Summer Module. Here we are capturing those teaching assignments here in the Additional Pay Module.

If the employee is teaching during summer, select “Yes” and complete the following page:
The system will calculate the total time each class that is taught will take in the session, and it will also provide the total time left for other additional work thereafter.

Summer courses thru EXL/Tseng College using 2322 or 2363 SHOULD NOT be entered here.
Summer Additional Pay System

Tseng College

• Job Codes used for Tseng College/EXL Cohorted courses only (2322/2363)
  • Contact Silvia Argueta in Tseng College for questions
• If changes are needed, only FA will have access to make changes

Guides & Resources on Additional Pay System

https://www.csun.edu/faculty-affairs/additionalpay
email: Additional.pay@csun.edu
Parking during the Summer Session

Since all courses will be held virtually, no real need for Parking Permits.

As of this time, the need to purchase and display permits for the Summer Session has not been confirmed yet.

However, should there be a need to park on campus, please contact Parking Services to inquire about exceptions or arrangements on a case-by-case basis,

- (818) 677-2157
- parking@csun.edu
Direct Deposit Enrollment

• Benefits
  • No need to wait for live paycheck on payday
  • No lost or stolen checks
  • Eliminates the need to go to bank to deposit check

• How to Enroll in Direct Deposit
  • Employees must complete the Direct Deposit Authorization Form located on our CSUN HR Forms page.
  • Completed enrollment forms can be mailed to:

  Human Resources- Payroll Administration
  California State University, Northridge
  18111 Nordhoff St.
  Northridge, CA 91330-8229
Cal Employee Connect (CEC)

• Employees can now view their Pay Warrant (paycheck) information and W-2s online!
  • For more information and how to register, please visit https://www.csun.edu/payroll/cec
Summer 2020 Student Processing Webinar
Thursday, May 7th 10:00 – 11:30 via Zoom
Questions?