



CALIFORNIA  
STATE UNIVERSITY  
NORTHIDGE

# **HR: Academic Personnel**

## **Summer 2023 Hiring & Processing Guide**

Presented by The Office of Human Resources  
& The Office of Faculty Affairs

Thursday, May 4, 2023  
Via Zoom Webinar

**Available On-Line at:**

<https://www.csun.edu/hr/hr-toolkit>

<b>Summer 2023 – Overview</b>	<b>2</b>
Self-Support vs. State Support	2
Summer Session Dates	2
<b>Summer 2023 Processing Deadlines and Payroll Dates</b>	<b>2</b>
Faculty - Summer Module	2
Teaching Associates & Graduate Assistants – PARs	3
Instructional Student Assistants & Student Assistants – Hourly Student Employee Summer Form	3
<b>Processing</b>	<b>4</b>
AY Full-time and Part-time/Temporary Faculty	4
Teaching Associates and Graduate Assistants	5
Instructional Student Assistants & Student Assistants	5
Manager's Workbench	5
Summer 2023 Processing-At-A-Glance	6
<b>Appointments &amp; Workloads</b>	<b>7</b>
Order of Assignments	7
FERP Faculty	7
12-Month Department Chairs	7
Non-Exempt Staff Hired as Instructors	8
Additional Employment (125% Rule)	8
TA Appointments, Posting, and Notifications	8
Workloads	9
<b>Salary Information</b>	<b>10</b>
Faculty and Lecturers	10
Department Chairs	10
New Summer Hire Faculty	10
Enrollment Based Compensation	11
Indirect Instructional Compensation (IIC)	11
Academic Student Employees	12
Teaching Associates	12
<b>Appointment Letters</b>	<b>13</b>
Faculty	13
Academic Student Employees	13
Templates	13
<b>Cancellation of Appointments/Classes</b>	<b>14</b>
Faculty and Teaching Associates	14
Graduate Assistants and Instructional Student Assistants	14
<b>Faculty Entitlements</b>	<b>15</b>
<b>Contractual Provisions / Benefits</b>	<b>15</b>
Faculty Appointed Solely to Summer Term Employment	15
Benefits	15
Faculty Summer Health Benefits Stipend	15
Teaching Associate Vacation Benefits	15
<b>Summer 2023 PARs Needed List and Samples</b>	<b>16</b>
Summer Sample PAR #1 – Department Cancels Class after Start of Session	17
Summer Sample PAR #2 – Faculty Member Withdraws From Appointment	17
Summer Sample PAR #3 – Faculty Member Starts Appointment Late	18
Summer Sample PAR #4 – Low Enrollment Salary Adjustment	18
Summer Sample PAR #5 – Low Enrollment Class and Late Start	19
Summer Sample PAR #6 – Teaching One Regular & One Low Enrolled Class	19
Summer Sample PAR #7 – Department Chair Teaching In Summer	20
Summer Sample PAR #8 – Rehired Annuitant Teaching In Summer	20
Summer Sample PAR #9 – Teaching Associate Teaching In Summer	21
Summer Sample PAR #10 – Service Retirement PAR	21
Summer Sample PAR #11 – Separation / Resignation	22
Summer Sample PAR #12 – Completion of 5 Years of FERP	22
Summer Sample PAR #13A– Newly Retired Faculty Beginning FERP – 1 of 2	23
Summer Sample PAR #13B – Newly Retired Faculty Beginning FERP – 2 of 2	23

## **Summer 2023 – Overview**

### ***Self-Support vs. State Support***

For Summer 2023, the majority of classes offered at CSU Northridge will be offered as state-supported summer session courses for regular CSUN students. Faculty hired to teach state-support designated classes will be hired by campus departments into job code 2457 – Instructional Faculty, Summer Session – State Support via the Summer Module.

There will be no Self-support for this year.

### ***Summer Session Dates***

Summer Session 1 [R1, 12 Weeks (60 Days)]    May 30 – August 22, 2023\*  
Summer Session 2 [R2, 6 Weeks (30 Days)]    May 30 – July 11, 2023\*  
Summer Session 3 [R3, 6 Weeks (30 Days)]    July 12 – August 22, 2023  
\*Tuesday, July 4, 2023 – Independence Day Holiday Observed  
\*Monday, June 19<sup>th</sup>, 2023 – Juneteenth observed

## **Summer 2023 Processing Deadlines and Payroll Dates**

### ***Faculty - Summer Module***

Faculty are hired in the Summer Module in sequential order by session, and paid after the session ends.

Summer 2023	Session 1	Session 2	Session 3
Effective Start Date	May 30, 2023	May 30, 2023	July 12, 2023
Effective End Date	August 22, 2023	July 11, 2023	August 22, 2023
Weeks	12	6	6
Academic Workdays	60	30	30
Module Keying Deadline	May 26	May 26	June 30
Census Data (for Calculating Low Enrollment)	June 9	June 9	July 21
Module Approval Deadline	June 12	June 12	July 24
All PARs Due to HR (Low Enrollment, Adjustment, Other Hires)	July 28	June 30	July 28
Grades Due	August 29	July 18	August 29
Pay Day	August 31	August 1	August 31

## ***Academic Student Employees and Student Assistants***

### ***Teaching Associates & Graduate Assistants – PARs***

#### **For Summer 2023:**

Departments hiring **Teaching Associates – Summer Term (2324)** and/or **Graduate Assistants – Monthly (2325)** must submit a PAR to their Human Resources Operations technician before the posted deadlines. TAs and GAs will be hired and separated by Human Resources.

Summer TAs and Monthly GAs are paid on a monthly basis.

#### **Summer Session**

Session 01

Session 02

Session 03

#### **Submit PAR By:**

May 30, 2023

July 12, 2023

May 30, 2023

### ***Instructional Student Assistants & Student Assistants – Hourly Student Employee Summer Form***

ISAs, SAs and NCS are processed through online positive pay (Weekly Elapsed Time Module), and paid on a mid-monthly basis. Time and Attendance should be keyed according to the Time and Labor Deadlines on the University Payroll Calendar.

#### **Pay Period:**

05/02/2023 – 05/31/2023

06/01/2023 – 06/30/2023

07/01/2023 – 08/01/2023

08/02/2023 – 08/31/2023

#### **Payroll Date:**

June 15, 2023

July 14, 2023

August 15, 2023

September 15, 2023

## **Processing**

### ***AY Full-time and Part-time/Temporary Faculty***

When hiring a faculty member via the Summer Module or a PAR, you will be using Class Code 2457 – State Support Summer. The Range/Rank for all Summer faculty will be 1 (indicating “semester campus”).

### **Summer Module**

The Summer Module will be available for hiring beginning Monday, May 1, 2023.

When entering a faculty appointment in the Summer Module, the module will provide a selection of hiring the 2457 State-Support Class Code.

Class Code **2457** – Instructional Faculty, Summer Session – State Support (regular, general state funded course schedule) will be used to hire **ALL** faculty offering instruction as part of the State-Supported Summer terms into the Summer Module.

The module does not allow for retroactive entries, so sessions must be entered in date (Session) order; Sessions that begin with the same effective date may be entered in any order.

If searching for “Session” the module will present four choices. Please be careful to choose the appropriate session code:

01 = Summer Session 01  
02 = Summer Session 02

03 = Summer Session 03  
09 = Summer Early Start

Transactions that cannot be processed in the Summer Hiring Module should be processed via a PAR. Cancellation in the Module only applies to people who are appointed, do not work and therefore are to receive no compensation. Do not use “Cancellation” to correct or ‘redo’ an incorrect entry or to cancel a class after the first class.

### **PARs**

- Department Chairs & Rehired Annuitants
- Late Hires & Non-Sequential Hiring
- Early Separation or Class Cancellation after Start of Session
- Low Enrollment Based Compensation Adjustments
- Salary Updates or Other Corrections

Appointing of Rehired Annuitants and Department Chairs that will be teaching in Summer for additional pay is to be done on PARs. Please indicate the appropriate Class/Job Code. See “Salary Information” for additional information on processing Department Chair appointments. Corrections and appointments that involve Updating Salaries, Late Starts, Enrollment-based Reduced Compensation, and early Separations due to cancellations or withdrawals should be processed via a PAR.

All PARs should be submitted to Human Resources as soon as possible and not later than Friday, June 30, 2023 for Session 2 appointments, or Friday, July 28, 2023 for Session 1 and/or Session 3 appointments. Meeting these deadlines helps avoid late payments or overpayments and the need for establishing an Account Receivable.

### ***Teaching Associates and Graduate Assistants***

#### **PAR Form**

For Summer 2023, Teaching Associates should be hired in job code 2324 (Summer Term) and Graduate Assistants should be hired in job code 2325 (Monthly) by submitting a PAR to Human Resources.

TA's (2324) and GA's (2325) must be in a CSU graduate degree program and either currently enrolled or continuing their enrollment in the Fall term. Teaching Associates are employed to perform instruction in the department in which they are seeking a degree. Graduate students in credential programs or graduate programs outside the CSU are not eligible to be employed in a student classification. (A TA or GA who graduates this Spring cannot be hired to continue in a student classification. If they are hired as a Lecturer to teach in Summer, they must be hired via a PAR.)

### ***Instructional Student Assistants & Student Assistants***

#### **The Student Module and the Hourly Student Employee Summer Form**

An "Hourly Student Employee Summer Form" must be completed by every undergraduate and graduate student employed in the summer in a Student Assistant, Instructional Student Assistant, or Non-Citizen Status Student Assistant position. Please use the "Hourly Student Employee Summer Form" as a guide to hire the student employee into the correct job code, and for information on FICA tax exemption and the maximum number of hours to be worked per week.

### ***Manager's Workbench***

2457 Summer State-Support, and 1874 (Taxable Student Assistant) positions exist from last Summer for all departments that had positions established. If you require additional 2457 positions or changes in the "reports to" please submit a completed Action Request Form to your Human Resources Operations Technician. Any necessary changes to the funding strip for summer instructional personnel should be made directly by the department.

## Summer 2023 Processing-At-A-Glance

<b>Position</b>	<b>Entry Point</b>					
	Summer Session Module	Part Time Faculty Module	Student Module	Personnel Action Request (PAR) Form	Hourly Student Employee Summer Form	Action Request Form (ARF)
2457 Faculty (Hired or Rehired from 2358, 2360 position)	√					
2457 Faculty, NEW	√					
2457 Faculty, Late Start				√		
2457 Faculty, Low Enrollment Adjustment				√		
2481 Department Chair hired as 2457				√		
2457 Rehired Annuitant ( <i>non-FERP</i> )				√		
2457- New position # needed OR New position # for a different reporting relationship				√		√
All Faculty Salary Updates and After-the-Fact Corrections				√		
2324 - Teaching Associate – Summer Term				√		
2325 - Graduate Assistants (monthly)				√		
1150, 1152 - Instructional Student Assistant			√		√	
1870 - Student Assistant			√		√	
1874 – Taxable Student Assistant (Bridge Student Assistant)			√		√	
1868 – Student Non-Citizen Status			√		√	

## **Appointments & Workloads**

Summer term employment for **Unit 3 Faculty** instructional personnel **IS** a conditional temporary appointment for a specific period of time, in that it may be cancelled based on budget and/or enrollment.

Faculty are to be appointed at the same academic or librarian rank held during the immediate past academic year. Acceptance of an appointment and course assignment includes an agreement by the employee to meet the class on the first day regardless of enrollment, for classes not cancelled prior to that time. If the course to which a faculty member has been assigned has fewer than twenty (20) students, at the second class meeting, the faculty member may withdraw from the appointment at that time. If a class is cancelled or a faculty member withdraws from a low enrolled class, s/he is to be paid on a pro-rata basis for each day of class taught prior to cancellation. If a faculty member continues to teach a low enrolled class, they will be paid via enrollment-based compensation (see Salary Information).

Summer term employment for **Unit 11 Teaching Associates (2324), and Student Assistants IS** a conditional temporary appointment for a specific period of time. Student appointments may be cancelled based on budget and enrollment, but the student employee is to be paid for any hours assigned/worked prior to the cancellation (on a pro-rata basis).

Summer term employment for **Unit 11 Graduate Assistants (2325) and Instructional Student Assistants IS NOT** a conditional temporary appointment. If a Graduate Assistant position that has been offered and accepted is no longer available, the employee shall be placed in an appointment at the same level of compensation for the academic terms stated in the appointment notification or receive the same compensation in lieu of the position.

### ***Order of Assignments***

**Only the appointment of summer instructional faculty into job code 2457 State-Support must adhere to Order of Assignment criteria** as outlined in Article 21.24 of the Collective Bargaining Agreement. For assistance with questions on the order of assignment or entitlement, please contact Faculty Affairs at extension 2962. Those departments authorized to hire faculty into State-Support classifications should offer work first to enough probationary and tenured faculty so that of all faculty appointed in State-Support summer term, the percentage by headcount who are probationary and tenured faculty is no less than **41%**.

### ***FERP Faculty***

FERP Faculty cannot teach for extra pay during Summer.

### ***12-Month Department Chairs***

The MOU between the CSU and CFA allowing for 12-Month Department Chairs (Code 2481) to teach during Summer up to the 125% limit remains in effect through the 2014-2017 Collective Bargaining Agreement. This MOU allows Department Chairs to participate in the 25% additional employment provision under Article 36, even if the additional employment is funded from general fund sources or consists of employment not of a substantially different nature from the Department Chair's primary or normal employment.



**12-Month Department Chairs who teach in the summer need to charge vacation day(s) for any hours in excess of 10 hours per week over the entire summer term.**

The calculation of vacation days to be used by Department Chairs is charged in full day increments. Please contact Faculty Affairs for assistance if you have any questions.

Example: A 12-month Department Chair teaching a 3 unit course in any Summer Session would need to charge a total of 2 vacation days (16 hours) for the summer term. Total teaching hours = 45.33 hours per unit X 3 units= 136 hours. A Department Chair would be allowed 120 hours (10 hours a week X 12 weeks) per the 125% rule.

Thus, for a 3-unit class, 136 hours (3 units) – 120 hours allowed for 12-month Department Chair's summer session = 16 hours or 2 vacation days to be taken for the summer term. For a Department Chair teaching 6 units during the summer, 45.33 hours per unit X 6 units= 272 hours. With 120 hours allowed for 12-month Department Chair's summer session, 152 hours or 19 days of vacation would need to be taken for the summer term. Since Chairs are exempt they need to take vacation in full day increments only.

This time must be entered and approved in the Time and Labor Module by the Department/College.

***Non-Exempt Staff Hired as Instructors***

Employees who work in a non-exempt staff position and are hired in an exempt Academic Personnel position must be paid overtime when the concurrent appointments result in a time-base greater than 1.0. The cost of overtime is to be paid by the department assigning the additional work. Be sure that total employment does not exceed 125% as allowable.

***Additional Employment (125% Rule)***

Additional employment and overload limits (125%) for AY Faculty are calculated and applied independently during summer periods. Please see the enclosed workload chart or contact Faculty Affairs at extension 2962.

***TA Appointments, Posting, and Notifications***

Summer Employment for Teaching Associates shall follow the same recruitment process as the Academic Year with the exception of Article 2.7 and 2.12 (Please see Article 21 of the Unit 11 contract). Written notice of appointment/reappointment shall be provided no less than 30 days before the start of the appointment. If a position(s) becomes available in less than 30 days before the commencement of the appointments, notice shall be provided as soon as practicable after the decision is made.

Summer TA position openings shall require an approved Teaching Associate Position Opening form. (Please send an electronic form to Faculty Affairs at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu)) Departments will be notified of the approved position by Faculty Affairs. Faculty Affairs will post the position on the Faculty Affairs ASE website. In addition, Departments are required to post the position(s) on their respective website.

## Workloads

### Academic Year Faculty

AY Faculty are still restricted by the number of units they can work in the summer. Using the following chart, an AY faculty member cannot exceed a workload of more than 50 hours per week.

SUMMER 2023													
MONTH	MAY/JUNE					JULY				AUGUST			
DATES	5/30-6/4	5-11	12-18	19-25	26-7/2	3-9	10-16	17-23	24-30	7/31-8/6	7-13	14-20	21-22
<b>REGULAR SESSION 1 (R1) - [12 Weeks / 60 Academic Work Days]</b>													
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													
<b>REGULAR SESSION 2 (R2) - [6 Weeks / 30 Academic Work Days]</b>													
6 Units / 6 wks = 45.33 hrs/wk													
<b>REGULAR SESSION 3 (R3) - [6 Weeks / 30 Academic Work Days]</b>													
3 Units / 6 wks = 22.66 hrs/wk													
6 Units / 6 wks = 45.33 hrs/wk													
DAYS	Tue-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Sun	Mon-Tue

**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:	3 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.

### Academic Student Employees

Unless otherwise noted below, Academic Student Employees are limited to a maximum of 40 work hours per week. The above chart will assist you in determining the maximum number of hours an ASE paid by units may work during summer.

Teaching Associates may be appointed at any time-base and up to full time if not enrolled in classes. If appointed at half-time or more, a TA may not be appointed concurrently in another student classification. TAs appointed for less than half time may be appointed concurrently in another student classification, up to a combined total of 20 hours per week.

Graduate Assistants may be appointed at any time-base up to and including halftime (20 hours = .5 FTE) while enrolled in classes. GAs may be appointed at any time-base less than full time if not enrolled in classes. GAs may be appointed concurrently in another student classification up to a combined total of no more than 20 hours per week.

Instructional Student Assistant appointments may be made for no more than 20 hours per week while the student is enrolled in class. An ISA may work more than 20 hours per week while not enrolled in class.

## **Salary Information**

### ***Faculty and Lecturers***

Only faculty who held a Fall 2022 and/or Spring 2023 appointment (2360, 2358, and 2481) will be paid at the “1/30<sup>th</sup> rate” calculated according to the following formula:

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

For example, a faculty member with a (full-time) monthly base of \$7,109 during the 2022-2023 Academic Year, and teaching one 3 unit course in any summer session would earn \$8,530.80 for that course:

$$([\$7,109 \times 12 = \$85,308] / 30) = \$2843.60 \times (3\text{WTU}) = \$8,530.80$$

For eligible 2360 and 2358 faculty, the module will populate the Monthly AY Base pulling from the Spring 2023 salary base. The module will then determine the Unit Rate by multiplying the AY base by 12 and dividing by 30. The module will calculate the Total by multiplying the Unit Rate by the number of Summer WTUs. Summer WTUs should be calculated and assigned in the same manner as those calculated and assigned for the preceding AY term. If the faculty member last worked Fall 2022, you will need to calculate the 1/30<sup>th</sup> rate and input the figure in the module.

If the faculty member was not employed by the University or in the Summer hiring department in at least one term in the 2022-2023 academic year, the faculty member may be appointed at any salary on the salary schedule for the job code. Department Chairs should contact Faculty Affairs with any questions about initial placement on the rank and salary schedule.

### ***Department Chairs***

Department Chairs teaching as part of Summer YRO with compensation must be hired via a PAR submitted to Human Resources (see Summer PAR Sample # 7). To calculate the summer instructional unit rate for a Department Chair teaching during the summer, first subtract the Department Chair Stipend from their monthly base salary then divide by 1.15. The new figure is the AY monthly base which must be multiplied by 12 and then divided by 30 to obtain the summer unit rate. Contact Faculty Affairs if you need assistance in determining the Department Chair Stipend to be subtracted from a Department Chair's monthly base salary.

All PARs to hire Department Chairs to teach for extra pay during Summer must be submitted through Faculty Affairs and Human Resources in advance of the start of the session. If the appointment for the Department Chair is cancelled, please submit an email indicating such to both Faculty Affairs and Human Resources within the first week of the expected start date.

### ***New Summer Hire Faculty***

Faculty who teach only in Summer or who were not employed in Unit 3 and taught at least one term in the immediately preceding academic year prior to the summer appointed, do not have an academic year salary upon which to base their summer salary. Therefore, they may be appointed at an appropriate salary level within the salary range for classification code 2457 (State-Support).

Job Code 2457 (State-Support) Rank 1                      Min: \$ 999.00    Max: \$ 5,519.00

## Enrollment Based Compensation

**ALL classes for Summer 2023 that are low enrolled as of Summer Census are subject to enrollment-based compensation.** If the course to which a faculty unit employee has been assigned has enrollment of fewer than twenty (20) students at the second class meeting, the faculty member may withdraw from the appointment at that time and receive full pro-rata compensation.

Please note the compensation calculation based on the 2014-17 Faculty Collective Bargaining Agreement (CBA):

- Relief when enrollment drops below 20 students (Article 21.15)
- Reduction of 5% per student to a minimum of 65% of full salary

Thus, for Summer 2023:

Number of Students	% of Full Pay		Number of Students	% of Full Pay
20+	100		15	75
19	95		14	70
18	90		13	65
17	85		12 or less	65
16	80			

A PAR must be submitted to adjust the faculty member's salary (see Summer PAR Sample # 4).

2023	Session 1	Session 2	Session 3
<b>Census Date</b> (for Calculating Low Enrollment)	Friday, June 9, 2023	Friday, June 9, 2023	Friday, July 21, 2023
<b>All PARs Due</b> (Low Enrollment Adjustment)	Friday, July 28, 2023	Friday, June 30, 2023	Friday, July 28, 2023

## Indirect Instructional Compensation (IIC)

Instructional faculty appointed into job code 2457 Summer State-Support without a specific indirect instructional assignment must be reviewed and considered for Indirect Instructional Compensation (IIC). Article 21.22 provides that all probationary and tenured faculty that do not receive a specific indirect instructional assignment with compensation in the Summer term shall receive an indirect instructional payment in the amount of \$150 per each unit of direct instructional work assigned. Information on IIC will be forwarded to College DFOs for departments authorized to hire instructional faculty in job code 2457.

Summer appointed Academic Student Employees are to be hired within the following ranges in effect since January, 2023:

<b>Teaching Associates – Summer Term: Job Code 2324</b>	\$2,943 to \$11,946 per month
<b>Graduate Assistants – Monthly: Job Code 2325</b>	\$3,091 to \$5,508 per month
<b>Instructional Student Assistants: Job Codes 1150, 1152</b>	\$16.20 to \$21.62 per hour

### ***Academic Student Employees***

#### **Teaching Associates**

The salary for Teaching Associates who held appointments as Teaching Associates during the immediately preceding academic year will be based on the salary during the immediately preceding academic year using the following formula:

$$\text{Salary per WTU} = (\text{annual full-time equivalent salary})/30$$

An individual who did not have an appointment as a Teaching Associate in the prior academic year may be appointed at any salary within the appropriate summer classification and range.

Please consult with Joe Medina in Human Resources at x 6687 if you need additional assistance.



All new hires and former employees that have not worked within the past eighteen months must sign-in with the Human Resources department (VH 165). Individuals that do not sign-in should not be working and cannot be paid.

## **Appointment Letters**

Appointment letters are necessary for all Faculty and Academic Student Employees Summer appointments.

### ***Faculty***

The official notification to a faculty unit employee of a conditional summer term appointment includes the beginning and ending dates of appointment, time base, salary, the requirement to meet the first class, and other conditions of appointment.

### ***Academic Student Employees***

Per the Collective Bargaining Agreement, Academic Student Employees must be provided with written notification that provides the employee with fourteen days to accept the appointment, prior to the start of the appointment. In addition to an appointment letter, Academic Student Employees must be provided with a Description of Duties form (Appendix F). Templates of ASE Position Descriptions and Appendix F may be found on the Faculty Affairs website at:

[http://www.csun.edu/sites/default/files/r11\\_appendix\\_F\\_description\\_of\\_duties\\_form\\_20120807Rev.pdf](http://www.csun.edu/sites/default/files/r11_appendix_F_description_of_duties_form_20120807Rev.pdf).

### ***Templates***

The following appointment letter templates are available from the HR Academic Personnel website at: <http://www.csun.edu/hr/hr-toolkit>. An individual appointment letter should be generated for each session appointment.

Faculty:

Summer 2023, State-Supported Session Faculty Appointment Letter Template – Pg 1  
Summer 2023, State-Supported Session Faculty Appointment Letter Template – Pg 2

Academic Student Employees:

Teaching Associate (TA) - Summer Term, Job Code 2324  
Graduate Assistant (GA) - Monthly, Job Code 2325  
Instructional Student Assistant (ISA) – On Campus, Job Code 1150  
Instructional Student Assistant (ISA) – Off Campus, Job Code 1152

## **Cancellation of Appointments/Classes**

### ***Faculty and Teaching Associates***

A summer class may be cancelled and an appointment rescinded for tenure-track faculty, lecturers, and Teaching Associates (TAs). If an appointment is cancelled due to low enrollment or budgetary reasons, the faculty unit employee is to be paid on a pro-rata basis for each class taught prior to cancellation; an ISA is to be paid for hours worked prior to cancellation of the appointment.

### ***Graduate Assistants and Instructional Student Assistants***

Summer Graduate Assistant (GAs) appointments are not conditional. If the class/work is cancelled, the department must ensure that the GA:

- a. is placed in an appointment at the same level of compensation for the academic term stated in the appointment notification; or,
- b. receives the same compensation in lieu of the position for the academic term stated in the appointment notification.

Summer Instructional Student Assistant appointments are not conditional.

- a. appointments may be made for a range of hours: e.g. "0 to 20 hours per week".

## **Faculty Entitlements**

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

## **Contractual Provisions / Benefits**

### ***Faculty Appointed Solely to Summer Term Employment***

Article 21 lists the terms and provisions of the Unit 3 Collective Bargaining Agreement that apply to employees who become faculty unit employees solely by appointment to summer term employment. Only provisions included in that Article apply to this group of employees.

### ***Benefits***

#### **Faculty Summer Health Benefits Stipend**

Only Lecturers hired in a State-Support in Summer Session (JC 2457) course who meet all of the following criteria shall receive a stipend of \$400 per month for any of the July, August, and/or September pay periods during which s/he was not eligible for CalPERS health benefits<sup>1</sup>:

- a. Employed in the immediately preceding Spring term and enrolled in CalPERS health benefits; and
- b. Appointed and worked at least six WTUs during their entire Summer term employment.

#### **Teaching Associate Vacation Benefits**

Teaching Associates in the 2324 classification do not accrue vacation benefit.

### ***Sick Leave***

Sick leave may be accrued by part-time faculty during Summer term employment up to the equivalent of a full-time position and may be used by all faculty during their Summer term employment or any subsequent period of employment as specified in the Collective Bargaining Agreement.

### ***SSI Eligibility***

Only WTUs taught by lecturers as part of a State-Supported Summer Session (JC 2457) assignment are to be recorded and credited toward SSI eligibility.


---

<sup>1</sup> Stipends are not paid to any employee who is eligible for CalPERS health benefits during these pay periods.



## Summer 2023 PARs Needed List and Samples

Summer PAR Samples are available on the HR Academic Personnel Website: at <https://www.csun.edu/hr/hr-toolkit>



CALIFORNIA

STATE UNIVERSITY

NORTHridge

Summer 2023 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 2023

Transaction Type	Comments	Summer Sample
Class Cancellation	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.	# 1
Withdrawal by Instructor	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.	#2
Late Start	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.	# 3
Low Enrollment Adjustment	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%.	# 4
Low Enrollment & Late Start Adjustment	See PAR Sample 3 and 4 above.	# 5
Instructor with one Regular and one Low Enrolled Course	If a faculty member has two concurrent courses and one course is determined to be low enrolled, use Sample PAR #6. Reflect the course with full pay in Job #1 (lines 9 & 10) and the course with low enrollment in Job #2 (lines 11 & 12).	# 6
Department Chair	12-month Department Chairs teaching summer courses must be processed via a PAR. Compensation for a chair is determined by taking the 1/30 <sup>th</sup> rate 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. <b>PARS for Department Chairs teaching during Summer must be submitted to Faculty Affairs.</b>	# 7
Rehired Annuitant	Rehired Annuitants teaching in Summer must be processed via a PAR.	# 8
Summer Teaching Associate	Provide the 2020-2021 AY Base Salary and Summer WTU's on the PAR. Additional instructions are noted on the PAR.	# 9 A
Graduate Assitant Monthly	Provide Base Salary and timebase. Note effective date of hire and separation date.	#9 B

PARS Needed to Wrap up Spring 2023 and AY 2022-2023

Transaction Type	Comments	Summer Sample
Retirements *	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.	# 10
Separation / Resignation *	Attach Copy of Resignation Letter.*	# 11
Completing 5 Years of FERP	Attach Copy of Separation Clearance Forms (Parts 1 & 2).*	# 12
New FERP	If a faculty member is beginning FERP participation with the 2020-21 Academic Year, submit the FERP PAR with the Service Retirement PAR.	# 13 A # 13 B

\* 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.

## Summer Sample PAR #1 – Department Cancels Class after Start of Session

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #1

1. College/Division: MDECOE Date: MM/DD/YY

2. Empl ID #: 100014064 Record #: 0 Empl Position #: 99741242

3. Name: ☐ Mr. ☐ Ms. ☒ Dr. Antionette M Herrera  
First Name MI Last Name

4. Reports to (name): Courteney D. White Reports to (position #): 99738000

5. Action Requested: Class cancelled due to low enrollment. Summer YYYY Self-Supported, Session 02-EPC 609  
Course meets M-W 1730-2200. Class cancelled after first meeting on MM/DD/YY. Pro-rate for academic work da  
Summer 1/30th Rate=\$6023 x 12=\$72,276 / 30 =\$2409.20 Unit Rate. \$2409.20 X 3 Units = \$7227.60 / 30 days is  
\$240.92 Daily Rate. \$240.92 x 2 days = \$481.84 Total Summer Salary Rate.

6. ☒ Full-Time ☐ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

	Job Classification/Grade		Academic Year/12-Month/Monthly		Department	
7. Current Information	Professor		Academic Year		EPC	
8. New/Changed Information						
Job #1	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*
9. Current Information	10122	2357		MM/DD/YY	1	3.0
10. New Information			MM/DD/YY	MM/DD/YY	1	3.0
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*
11. Current Information						0.000
12. New Information						0.000
13. Transitional Leave Balances:	Sick	Vacation	PH			

## Summer Sample PAR #2 – Faculty Member Withdraws From Appointment

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #2

1. College/Division: MCCAMC Date: MM/DD/YY

2. Empl ID #: 100012345 Record #: 4 Empl Position #: 99737000

3. Name: ☒ Mr. ☐ Ms. ☐ Dr. Maxwell W Park  
First Name MI Last Name

4. Reports to (name): John P. Eastwood Reports to (position #): 99738000

5. Action Requested: Faculty member withdrew from course (documentation attached). Session 03- ART 100.  
Course meets MWF 4:00-6:30; Faculty withdrew after MM/DD/YYYY class meeting. Pro-rate for academic  
work days= 6 days of possible 30. Summer 1/30th Rate= \$3595 x 12 = \$43,140 / 30 = \$1438.00  
\$1438.00 x 3 Units = \$4314 / 30 days = \$143.80 Daily Rate. \$143.80 x 6 Days = \$862.80 Total Summer Pay

6. ☐ Full-Time ☒ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

	Job Classification/Grade		Academic Year/12-Month/Monthly		Department	
7. Current Information	Lecturer A		Academic Year		Art	
8. New/Changed Information						
Job #1	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*
9. Current Information	10094	2357		MM/DD/YY	1	3.0
10. New Information			MM/DD/YY	MM/DD/YY	1	3.0
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*
11. Current Information						0.000
12. New Information						0.000

### Summer Sample PAR #3 – Faculty Member Starts Appointment Late

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #3

1. College/Division: MCCAMC Date: MM/DD/YY

2. Empl ID #: 100012347 Record #: 3 Empl Position #: 99737000

3. Name: ☐ Mr. ☐ Ms. ☒ Dr. Karen J Greulich  
First Name MI Last Name

4. Reports to (name): John P. Eastwood Reports to (position #): 99738000

5. Action Requested: Late start. Summer YYYY Self Support, Session 3- ART 100 (Replaced Maxwell W. Park)  
Faculty member start date (MM/DD/YY, pro-rate = 24 days worked of 30 possible in session).  
Summer 1/30th rate: \$5120x12=\$61,440/30=\$2048. \$2048 /30 days = \$68.27 x 24 = \$1638.48  
\$1638.48 x 3 Units = \$4915.44 Total Summer Salary Rate.

6. ☐ Full-Time ☒ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

Job Classification/Grade		Academic Year/12-Month/Monthly		Department					
Lecturer C		Academic Year		Art					
8. New/Changed Information									
Job #1	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
9. Current Information	10094	2357		MM/DD/YY	1	3.0		\$2,048.00	\$6,144.00
10. New Information			MM/DD/YY	MM/DD/YY	1	3.0		\$1,638.48	\$4,915.44
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
11. Current Information							0.000		\$0.00
12. New Information							0.000		\$0.00

13. Transitional Leave Balances: Sick        Vacation        PH       

### Summer Sample PAR #4 – Low Enrollment Salary Adjustment

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #4

1. College/Division: MCCAMC Date: MM/DD/YY

2. Empl ID #: 100012348 Record #: 2 Empl Position #: 99737000

3. Name: ☒ Mr. ☐ Ms. ☐ Dr. Joseph K. Greene  
First Name MI Last Name

4. Reports to (name): John P. Eastwood Reports to (position #): 99738000

5. Action Requested: Low Enrolled Summer Course- Salary Adjustment.  
Summer YYYY Self-Supported, Session 02, ART 133. Reduce salary by 5% per 19 Students at Census Date.  
Summer 1/30th Rate= \$3595 x 12 = \$43,140/30=\$1438.00 \$1438.00 x .05 = \$71.90; \$1438.00-\$71.90 = \$1366.10  
\$1366.10 x 3 units taught = \$4098.30 Total Summer Salary Rate.

6. ☐ Full-Time ☒ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

Job Classification/Grade		Academic Year/12-Month/Monthly		Department					
Lecturer L		Academic Year		Art					
8. New/Changed Information									
Job #1	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
9. Current Information	10094	2357			1	3.0		\$1,438.00	\$4,314.00
10. New Information			MM/DD/YY	MM/DD/YY	1	3.0		\$1,366.10	\$4,098.30
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
11. Current Information							0.000		\$0.00
12. New Information							0.000		\$0.00

## Summer Sample PAR #5 – Low Enrollment Class and Late Start

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #5

1. College/Division: **MCCAMC** Date: **MM/DD/YY**

2. Empl ID #: **100012349** Record #: **2** Empl Position #: **99737000**

3. Name: ☒ **Wendell** **A** **Yee**  
Mr. Ms. Dr. First Name MI Last Name

4. Reports to (name): **John P. Eastwood** Reports to (position #): **99738000**

5. Action Requested: **Low enrolled and late start, Session 03 - ART 104 (Start Date: MM/DD/YY, 13 students at Census)**  
**Summer 1/30th Rate: \$6,589 x 12 = \$79,068 / 30 = \$2,635.60 Unit Rate. Reduce salary by 35%.**  
**\$2635.60 x .35 = \$922.46; \$2635.60 - \$922.46 = \$1713.14 / 30 = \$57.10 Daily Rate**  
**\$57.10 x 20 = \$1142.09 x 3 = \$3426.28 Total Summer Salary Rate**

6. ☐ Full-Time ☒ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

7. Current Information	Job Classification/Grade		Academic Year/12-Month/Monthly		Department				
8. New/Changed Information	<b>Lecturer C</b>		<b>Academic Year</b>		<b>Art</b>				
<b>Job #1</b>	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
9. Current Information	<b>10094</b>	<b>2357</b>		<b>MM/DD/YY</b>	<b>1</b>	<b>3.0</b>		<b>\$2,635.60</b>	<b>\$7,906.80</b>
10. New Information			<b>MM/DD/YY</b>	<b>MM/DD/YY</b>	<b>1</b>	<b>3.0</b>		<b>\$1,142.09</b>	<b>\$3,426.28</b>
<b>Job #2</b>	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
11. Current Information							<b>0.000</b>		<b>\$0.00</b>
12. New Information							<b>0.000</b>		<b>\$0.00</b>

13. Transitional Leave Balances: Sick \_\_\_\_\_ Vacation \_\_\_\_\_ PH \_\_\_\_\_

## Summer Sample PAR #6 – Teaching One Regular & One Low Enrolled Class

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #6

1. College/Division: **MCCAMC** Date: **MM/DD/YY**

2. Empl ID #: **100012350** Record #: **2** Empl Position #: **99737000**

3. Name: ☒ **Samantha** **A** **Lee**  
Mr. Ms. Dr. First Name MI Last Name

4. Reports to (name): **John P. Eastwood** Reports to (position #): **99738000**

5. Action Requested: **One Regular Course and One Low Enrolled Summer Course. Summer YYYY Self-Supported, Session 02- ART 133 and ART 134. Low Enrolled Course ART 134: 17 students at Census, reduce salary by 15%**  
**\$1438 x .15 = \$215.70; \$1438-\$215.70 = \$1222.30 Reduced Unit Rate**  
**Total Units Worked: 6 (3 at Regular Unit Rate, 3 at Reduced Unit Rate) . Total Summer Salary Rate Due: \$7676**

6. ☐ Full-Time ☒ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

7. Current Information	Job Classification/Grade		Academic Year/12-Month/Monthly		Department				
8. New/Changed Information	<b>Lecturer L</b>		<b>Academic Year</b>		<b>Art</b>				
<b>Job #1</b>	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
9. Current Information	<b>10094</b>	<b>2357</b>		<b>MM/DD/YY</b>	<b>1</b>	<b>3.0</b>		<b>\$1,438.00</b>	<b>\$4,314.00</b>
10. New Information									
<b>Job #2</b>	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
11. Current Information	<b>10094</b>	<b>2357</b>		<b>MM/DD/YY</b>	<b>1</b>	<b>3.0</b>		<b>\$1,438</b>	<b>\$4,314.00</b>
12. New Information						<b>3.0</b>		<b>\$1,222.30</b>	<b>\$3,666.90</b>

## Summer Sample PAR #7 – Department Chair Teaching In Summer

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #7

1. College/Division: MCCAMC Date: MM/DD/YY

2. Empl ID #: 100012351 Record #: 0 Empl Position #: 99737000

3. Name: ☐ Mr. ☐ Ms. ☒ Dr. Anabella M. Samaritano  
First Name MI Last Name

4. Reports to (name): M. Dean Reports to (position #): 99738001

5. Action Requested: 12-Month Department Chair Teaching Summer Session 01- ART 615  
\$7505-\$352 Stipend = \$7153/1.15=\$6220 AY Base Salary  
Summer 1/30th Rate= \$6220 x 12 = \$74,640 / 30 = \$2488.00 Unit Rate  
\$2488 x 3 units taught = \$7464.00 Total Summer Salary

6. ☒ Full-Time ☐ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

7. Current Information	Job Classification/Grade		Academic Year/12-Month/Monthly		Department	
8. New/Changed Information	Professor / Department Chair		12 Month		Art	
Job #1	Dept ID	Job Code	Transaction Effective Date	App/Leave End Date	Rank	Paid Units*
9. Current Information	10094	2481		Indef	5	1.000
10. New Information						
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*
11. Current Information	2357		MM/DD/YY	MM/DD/YY	1	
12. New Information						
13. Transitional Leave Balances: Sick _____ Vacation _____ PH _____						

## Summer Sample PAR #8 – Rehired Annuitant Teaching In Summer

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #8

1. College/Division: CHUM Date: MM/DD/YY

2. Empl ID #: 000011903 Record #: 1 Empl Position #: 99737000

3. Name: ☒ Mr. ☐ Ms. ☐ Dr. John P Moran  
First Name MI Last Name

4. Reports to (name): Mary Prado Reports to (position #): 99738001

5. Action Requested: Rehired Annuitant teaching Summer YYYY Self Support, Session 02, CHS 432  
Summer 1/30th Rate: \$4486 x 12 / 30 = \$1794  
\$1794 x 3 Units = \$5382 Total Summer Salary Rate

6. ☐ Full-Time ☒ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☒ Rehired Annuitant

7. Current Information	Job Classification/Grade		Academic Year/12-Month/Monthly		Department	
8. New/Changed Information	Lecturer		Academic Year		Chicana/o Studies	
Job #1	Dept ID	Job Code	Transaction Effective Date	App/Leave End Date	Rank	Paid Units*
9. Current Information	10147	2358		MM/DD/YY	3	3.000
10. New Information						
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*
11. Current Information	2357		MM/DD/YY	MM/DD/YY	1	
12. New Information						
13. Transitional Leave Balances: Sick _____ Vacation _____ PH _____						

## Summer Sample PAR #9 – Teaching Associate Teaching In Summer

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #9

1. College/Division: **Science and Mathematics** Date: **MM/DD/YY**

2. Empl ID #: **100000000** Record #: **0** Empl Position #: **99744065**

3. Name: ☐ Mr. ☒ Ms. ☐ Dr. **Yesenia** **A** **Coronado**  
First Name MI Last Name

4. Reports to (name): **Department Chair** Reports to (position #): **99739560**

5. Action Requested: **Summer YYYY Self Support, Session 2, Chem 102 Lab= 2.0 WTU Semester Equivalent**  
**AY Base Rate \$3171. Separate from Job Code 2324 effective 07/09/13 close of business.**  
**\*\* Teaching Associate- Summer Term Requires Special Processing. Please Contact Human Resources, Operations x6687 for additional information\*\***

6. ☐ Full-Time ☐ Part-Time ☐ GA ☒ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

Job Classification/Grade		Academic Year/12-Month/Monthly		Department					
Teaching Associate		Academic Year		Chemistry and Biochemistry					
8. New/Changed Information		12-Month Monthly							
Job #1	Dept ID	Job Code	Transaction Effective Date	App/Leave End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
9. Current Information	10160	2354	MM/YY/DD	MM/YY/DD	1	6.0	0.400	\$3,171	\$1,268.40
10. New Information									
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
11. Current Information		2324	MM/YY/DD	MM/YY/DD	1	2.0	0.133	See Calc	See Calc
12. New Information									
13. Transitional Leave Balances: Sick _____ Vacation _____ PH _____									

## Summer Sample PAR #10 – Service Retirement PAR

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #10

1. College/Division: **MCCAMC** Date: **MM/DD/YY**

2. Empl ID #: **100067890** Record #: **0** Empl Position #: **99710123**

3. Name: ☐ Mr. ☒ Ms. ☐ Dr. **Elmer** **A** **Smith**  
First Name MI Last Name

4. Reports to (name): **Mary S. Doe** Reports to (position #): **99744556**

5. Action Requested: **Service Retirement Effective MM/DD/YY, per attached documentation.**  
**Last day worked: MM/DD/YY. Will not participate in FERP.**  
**Separation Clearance Form Part I and Part II attached.**

6. ☒ Full-Time ☐ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

Job Classification/Grade		Academic Year/12-Month/Monthly		Department					
Assistant Professor		Academic Year		Art					
8. New/Changed Information									
Job #1	Dept ID	Job Code	Transaction Effective Date	App/Leave End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
9. Current Information	10094	2360		Indef	3		1.000	\$6,325.00	\$6,325.00
10. New Information									
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*	Time Base	Base Salary	Actual Salary
11. Current Information									
12. New Information									
13. Transitional Leave Balances: Sick _____ Vacation _____ PH _____									



### Summer Sample PAR #11 – Separation / Resignation

If the employee was hired to work Summer only, submit Separation/Clearance Forms.

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer 2013 PAR Sample #11

1. College/Division: CHUM Date: July 17, 2013

2. Empl ID #: 007121700 Record #: 0 Empl Position #: 99710123

3. Name: ☐ Mr. ☐ Ms. ☒ Dr. Carolina R. Benson-Ramirez  
First Name MI Last Name

4. Reports to (name): Mary Prado Reports to (position #): 99738001

5. Action Requested: Separation PAR. Faculty member resigned. Resignation letter dated 07/17/13, Separation Clearance Forms attached. Last day worked: 05/24/13

6. ☒ Full-Time ☐ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

	Job Classification/Grade		Academic Year/12-Month/Monthly		Department	
7. Current Information	Assistant Professor		Academic Year		Chicana/o Studies	
8. New/Changed Information						
Job #1	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*
9. Current Information	10147	2360		Indef	3	1.000
10. New Information			07/17/13			
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*
11. Current Information						
12. New Information						

### Summer Sample PAR #12 – Completion of 5 Years of FERP

Submit Section 2 of Separation Clearance Forms.

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #12

1. College/Division: CSBS Date: MM/DD/YY

2. Empl ID #: 007121800 Record #: 0 Empl Position #: 99752508

3. Name: ☐ Mr. ☐ Ms. ☒ Dr. Franklin R. Regina  
First Name MI Last Name

4. Reports to (name): Mary S. Doe Reports to (position #): 99724695

5. Action Requested: Final Separation. Faculty member completed 5 Years of FERP.  
Clearance Forms attached. Taught FT Spring only. Last day worked: MM/DD/YY

6. ☒ Full-Time ☐ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☐ FERP ☐ Rehired Annuitant

	Job Classification/Grade		Academic Year/12-Month/Monthly		Department	
7. Current Information	Professor		Academic Year		Sociology	
8. New/Changed Information						
Job #1	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*
9. Current Information	10177	2360	MM/DD/YY	MM/DD/YY	5	1.000
10. New Information			MM/DD/YY			
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*
11. Current Information						
12. New Information						

13. Transitional Leave Balances: Sick \_\_\_\_\_ Vacation \_\_\_\_\_ PH \_\_\_\_\_

## Summer Sample PAR #13A– Newly Retired Faculty Beginning FERP – 1 of 2

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #13A  
PAR 1 OF 2

1. College/Division: MCCAMC Date: MM/DD/YY

2. Empl ID #: 100067890 Record #: 0 Empl Position #: 99710123

3. Name: ☐ Mr. ☐ Ms. ☒ Dr. Hannah A Rose  
First Name MI Last Name

4. Reports to (name): Mary S. Doe Reports to (position #): 99744556

5. Action Requested: Faculty member retiring effective MM/DD/YY close of business.  
Commencing FERP effective Fall YYYY. Will teach 100% each Fall semester.  
Separation / Clearance Form Part I attached

6. ☒ Full-Time ☐ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☒ FERP ☐ Rehired Annuitant

	Job Classification/Grade		Academic Year/12-Month/Monthly		Department	
7. Current Information	Professor		Academic Year		Sociology	
8. New/Changed Information						
Job #1	Dept ID	Job Code	Transaction Effective Date	App/Leave End Date	Rank	Paid Units*
9. Current Information	10094	2360		Indef	5	
10. New Information			MM/DD/YY			
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*
11. Current Information						
12. New Information						

13. Transitional Leave Balances: Sick \_\_\_\_\_ Vacation \_\_\_\_\_ PH \_\_\_\_\_

## Summer Sample PAR #13B – Newly Retired Faculty Beginning FERP – 2 of 2

California State University  
**Northridge**

INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM  
Summer PAR Sample #13B  
PAR 2 OF 2

1. College/Division: MCCAMC Date: MM/DD/YY

2. Empl ID #: 100067890 Record #: 0 Empl Position #: 99710123

3. Name: ☐ Mr. ☐ Ms. ☒ Dr. Hannah A Rose  
First Name MI Last Name

4. Reports to (name): Mary S. Doe Reports to (position #): 99744556

5. Action Requested: Faculty member commencing FERP participation, Fall of AY YYYY-YYYY.  
Will teach 100% each Fall semester.  
Based on 5 Yr FERP Program: Last year of FERP = YYYY-YYYY.  
CalPERS Service Retirement Date MM/DD/YY.

6. ☒ Full-Time ☐ Part-Time ☐ GA ☐ TA ☐ ISA ☐ Article 12, 3-Year ☐ PRTB ☒ FERP ☐ Rehired Annuitant

	Job Classification/Grade		Academic Year/12-Month/Monthly		Department	
7. Current Information	Assistant Professor		Academic Year		Sociology	
8. New/Changed Information						
Job #1	Dept ID	Job Code	Transaction Effective Date	App/Leave End Date	Rank	Paid Units*
9. Current Information	10094	2360			5	
10. New Information			MM/DD/YY	MM/DD/YY	5	
Job #2	Dept ID	Job Code	Effective Date	End Date	Rank	Paid Units*
11. Current Information						
12. New Information						

13. Transitional Leave Balances: Sick \_\_\_\_\_ Vacation \_\_\_\_\_ PH \_\_\_\_\_



