HR: Summer 2021
Academic Personnel Processing Workshop

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

Tuesday, May 4, 2021
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...

The CSU hiring chill implemented on March 23, 2020 is still in effect and requires Presidential approval of any new hires and additions to headcount.

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

- There is now a Hiring Justification approval form!
- Created to ease routing from appropriate VP to President’s Office
- Approvals obtained via AdobeSign
- Instructions for each division are available at the following web address:
  https://www.csun.edu/hr/csun-hiring-during-pandemic-hiring-chill
Summer 2021 Academic Dates

• Summer Session 1
  • June 1 – August 24

• Summer Session 2
  • June 1 – July 13

• Summer Session 3
  • July 14 – August 24

• Monday, July 5 - Independence Day observed
<table>
<thead>
<tr>
<th>Summer 2021</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>June 1, 2021</td>
<td>June 1, 2021</td>
<td>July 14, 2021</td>
</tr>
<tr>
<td>End Date</td>
<td>August 24, 2021</td>
<td>July 13, 2021</td>
<td>August 24, 2021</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 28, 2021</td>
<td>May 28, 2021</td>
<td>July 2, 2021</td>
</tr>
<tr>
<td>Module Approval</td>
<td>June 14, 2021</td>
<td>June 14, 2021</td>
<td>July 26, 2021</td>
</tr>
<tr>
<td>Census Data</td>
<td>June 11, 2021</td>
<td>June 11, 2021</td>
<td>July 23, 2021</td>
</tr>
<tr>
<td>All PARs to HR Due (Low Enrollment, Adjustment, Other Hires)</td>
<td>July 30, 2021</td>
<td>July 2, 2021</td>
<td>July 30, 2021</td>
</tr>
<tr>
<td>Grades Due</td>
<td>August 31, 2021</td>
<td>July 20, 2021</td>
<td>August 31, 2021</td>
</tr>
<tr>
<td>Pay Day</td>
<td>August 31, 2021</td>
<td>July 30, 2021</td>
<td>August 31, 2021</td>
</tr>
</tbody>
</table>
Teaching Associates (2324) and Graduate Assistants (2325):

• For Summer, 2021 - 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>06/01 – 06/30/2021</td>
<td>June 11, 2021</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>07/01 – 07/31/2021</td>
<td>July 14, 2021</td>
<td>July 31, 2021</td>
</tr>
<tr>
<td>08/01 – 08/31/2021</td>
<td>August 13, 2021</td>
<td>August 31, 2021</td>
</tr>
</tbody>
</table>
**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>05/28/2021</td>
<td>2357/2457</td>
<td></td>
</tr>
<tr>
<td>Session 3 Courses</td>
<td>SOLAR HR Summer Module</td>
<td>07/02/2021</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>
• **Continuing Faculty**
  - 1/30th Rate (during 2020-2021 AY)

• **Department Chairs**
  - 1/30th **Academic Year Rate** (W/O Chair Stipend)

• **New Faculty**
  - Hired within 2357/2457 job code
    ($933 - $5,152)
• Department Chairs & other 12 month faculty:
  • Chair Appointment - Subtract Chair Stipend from current 12-month 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 28 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.
Salary / Current Faculty

Faculty in (2358, 2359, 2360, and 2361, job codes) who held a Fall 2020 and/or Spring 2021 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 2020-2021, 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 2021 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>&gt; 20 Students</th>
<th>16 Students = 80% Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Students</td>
<td>15 Students = 75% Salary</td>
</tr>
<tr>
<td>18 Students</td>
<td>14 Students = 70% Salary</td>
</tr>
<tr>
<td>17 Students</td>
<td>&lt; 13 Students = 65% Salary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2021</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Date (for Calculating Low Enrollment)</td>
<td>Friday, June 11, 2021</td>
<td>Friday, June 11, 2021</td>
<td>Friday, July 23, 2021</td>
</tr>
<tr>
<td>All PARs Due (Low Enrollment Adjustment)</td>
<td>Friday, July 30, 2021</td>
<td>Friday, July 2, 2021</td>
<td>Friday, July 30, 2021</td>
</tr>
</tbody>
</table>

Example (Refer to Summer 2021 Sample PAR #4):

Prof Greene has a Summer base rate of $4229 and at Census on 06/11/2021, 19 students enrolled in his Summer Session 2 class worth 3 units:

- $4229 x 12 = $50,748 / 30 = $1,691.60
- $1,691.60 x .95 = $1,607.02
- $1607.02 x 3 WTU = $4,821.06 (Total Summer Salary)
PARS Needed & NEW Summer Rate / Low Enrollment Calculators

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
### Salary / Academic Student Employees

**Faculty Affairs**

<table>
<thead>
<tr>
<th>Position</th>
<th>Job Code</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Associate - Summer Term</td>
<td>2324</td>
<td>$2,427 to $9,852 per month</td>
</tr>
<tr>
<td>Graduate Assistants - Monthly</td>
<td>2325</td>
<td>$2,549 to $4,542 per month</td>
</tr>
<tr>
<td>Instructional Student Assistant</td>
<td>1150, 1152</td>
<td>$15.00 to $20.42 per hour</td>
</tr>
</tbody>
</table>

ASE Position Openings are sent to Faculty Affairs

(\texttt{faculty.affairs@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

• 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>
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<tr>
<td>3</td>
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<td>4</td>
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<tr>
<td>6</td>
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2021 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!!**

**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**
**Workload & Additional Pay**
Chanel Johnson, 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 28 to Carmenl@csun.edu. Vacation time must be included in PAR & will be automatically processed by HR.
Workload & Additional Pay
Chanel Johnson, Faculty Affairs

- **Non-Exempt Staff Hired as Instructors** – Due Over Time Pay if Time Base > 1.0 applies all year long.

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

- **Rehired Annuitant (RA)** – If working during the summer, RA should contact Faculty Affairs to determine their workload limits. (960 hours or 50% of their time base preceding retirement whichever is less)

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

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

### SUMMER 2021

<table>
<thead>
<tr>
<th>MONTH DATES</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-7  8-14</td>
<td>1-7  8-13</td>
<td>1-7  8-14</td>
</tr>
<tr>
<td></td>
<td>15-21 22-28</td>
<td>14-21 22-28</td>
<td>15-21 22-28</td>
</tr>
<tr>
<td></td>
<td>29-30</td>
<td>29-31</td>
<td></td>
</tr>
</tbody>
</table>

#### REGULAR SESSION 1 (R1) - 12 WEEKS / 60 ACADEMIC DAYS

- 3 UNITS / 12 WEEKS = 11.33 HRS/WK
- 6 UNITS / 12 WEEKS = 22.66 HRS/WK
- 9 UNITS / 12 WEEKS = 34.00 HRS/WK
- 12 UNITS / 12 WEEKS = 45.33 HRS/WK

#### REGULAR SESSION 2 (R2) 6 WEEKS / 30 ACADEMIC WORK DAYS

- 3 UNITS / 6 WEEKS = 22.66 HRS/WK
- 6 UNITS / 6 WEEKS = 45.33 HRS/WK

#### REGULAR SESSION 3 (R3) 6 WEEKS / 30 ACADEMIC WORK DAYS

- 3 UNITS / 6 WEEKS = 22.66 HRS/WK
- 6 UNITS / 6 WEEKS = 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 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

- Parking is being enforced 7 days a week.
  - A Valid CSUN Parking Permit is required if a vehicle is parked of campus.
- CSUN is a LA County Vaccination site and parking is limited on the west side of campus.
  - Parking is limited in B section
- Please contact Parking Services if you have any questions 818-677-2157 or 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

Please note enrollment can take up to two pay periods to take effect
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 2021 Student Processing Webinar
Thursday, May 6th 10:00 – 12:00 via Zoom
Questions?