

# HR: Summer 2023 Academic Personnel Processing Workshop

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

Thursday, May 4, 2023

10:00 a.m. – 11:30 a.m.

Via Zoom

# Today's Topics

- Welcome
- Important Updates
- Dates & Deadlines
- Salary Information
- Appointment Letters
- Cancellation of Appointment
- Article 21 (Summer Term Appointment)
- Entitlements
- Workload & Additional Pay
- PARS/Calculators
- Module Review Session
- Parking
- Direct Deposit Enrollment
- Q & A

# Important Updates

- **Job Code 2457**
  - Only Instructional Faculty, Summer Session- State Support (Job Code 2457) will be used
  - Instructional Faculty, Summer Session- Self Support (Job Code 2357) will not be used
  - Policy change: position numbers for 2357's will be inactivated and if dept's do not have 2457, HR will create
- **Retirement coding**
  - Compensation issued under job code 2457 is excluded from CalPERS contributions
    - Part-time faculty impact, teaching less than full-time
  - If Faculty have questions, please refer to Benefits
- **NEW Job Code 4662**
  - Implemented effective April 2023
  - Special Consultant- Hourly (Rehired Annuitants)
  - \$15.50 to \$156.25 per hour

# Summer 2023 Academic Dates

- **Summer Session 1**
  - May 30 – August 22
- **Summer Session 2**
  - May 30 – July 11
- **Summer Session 3**
  - July 12 – August 22
- Monday, June 19 – Juneteenth observed
- Tuesday, July 4 - Independence Day observed

# Faculty Summer Hiring Module Entry, Approval, PARS & Payroll Dates

Faculty Summer Module Open as of Monday, May 1, 2023

Summer 2023	Session 1	Session 2	Session 3
Start Date	May 30, 2023	May 30, 2023	July 12, 2023
End Date	August 22, 2023	July 11, 2023	August 22, 2023
Weeks	12	6	6
Academic Workdays	60	30	30
Module Keying	May 26	May 26	June 30
Census Data	June 9	June 9	July 21
Module Approval	June 12	June 12	July 24
All PARs to HR Due (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 Processing & Payroll Dates

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

- **For Summer, 2023 - Hired via a PAR submitted to HR Operations**
- Paid on a monthly basis, reflected on MPC

Session	Dates / Weeks	Summer TA PAR Due
1	May 30 to August 22 (12 Weeks)	May 30, 2023
2	May 30 to July 11 (6 Weeks)	May 30, 2023
3	July 12 to August 22 (6 Weeks)	July 12, 2023

Pay Period for Monthly GA	Master Pay Date
06/01 – 06/30/2023	June 30, 2023
07/01 – 08/01/2023	August 1, 2023
08/02 – 08/31/2023	August 31, 2023

# Summer Module and Additional Pay System

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

Summer Work Type	Where to Enter	Deadline to Enter	Job Code	Notes
Session 1 and 2 Courses	SOLAR HR Summer Module	05/26/2023	2457	
Session 3 Courses	SOLAR HR Summer Module	06/30/2023	2457	
State Additional Pay	Additional Pay System	Pre-Authorization Prior to Effective Date of Work	4660, 2403, 4662*	AY Faculty can use 4660 during summer
Extended Learning Additional Pay	Additional Pay System	Pre-Authorization Prior to Effective Date of Work	2322, 4660, 2403, 2363	
TUC Additional Pay	Additional Pay System	Pre-Authorization Prior to Effective Date of Work	N/A	

# **SALARY**

## **Faculty Affairs**

- **Continuing Faculty**

- 1/30th Rate (during 2022-2023 AY)

- **Department Chairs**

- 1/30th Academic Year Rate (W/O Chair Stipend)

- **New Faculty**

- Hired within 2457 job code (\$999 - \$5,519)

**Enrollment**

**Based**

**Compensation**



# Salary / Current Faculty

Faculty in (2358, 2359, 2360, and 2361, job codes) who held a Fall 2022 and/or Spring 2023 appointment will be paid at the “1/30<sup>th</sup> rate” of AY Base Salary.

$(\text{FT Monthly AY base} \times 12 / 30) = \text{Unit Rate} \times \text{WTU (weighted teaching units)} =$   
**Salary = Total Pay Amount**

## Example:

A faculty member with a (full-time) monthly base of \$7,077 during 2022-2023, who is teaching one 3 unit course in any summer session would earn \$8,492.40 for that course:

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

# Dept Chair Salary

## Faculty Affairs

- **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)

**Enrollment  
Based  
Compensation**

**\*Note:** Chair & 12 mo faculty appointments are completed on a PAR form and must be sent to Faculty Affairs by May 26 to [yesenia.estrada@csun.edu](mailto:yesenia.estrada@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 apply the vacation usage centrally.

# Salary / Dept Chair

Dept Chairs who held a Fall 2022 and/or Spring 2023 appointment will be paid at the “1/30<sup>th</sup> rate” of AY Base Salary.

## Formula:

$(\text{FT Monthly base chair salary} - \text{Chair Stipend} / 1.15 \times 12 / 30) = \text{Unit Rate} \times \text{WTU} = \text{Total Summer Amount}$

## Example:

A Chair with a (full-time) monthly base chair salary of \$7,077 with a \$305 chair salary increase during 2022-2023, who is teaching a 3 unit course in any summer session would earn \$7,066.80 for that course:

$$(\$7,077 - \$305 / 1.15 \times 12 = \$70,668 / 30) = \$2,355.60 \times (3\text{WTU}) \$7,066.80$$

# Salary / Enrollment-Based Compensation

**ALL** classes for Summer 2023 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.**

≥ 20 Students = 100% Salary

19 Students = 95% Salary

18 Students = 90% Salary

17 Students = 85% Salary

16 Students = 80% Salary

15 Students = 75% Salary

14 Students = 70% Salary

≤ 13 Students = 65% Salary

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

**Example (Refer to Summer 2023 Sample PAR #4):**

Prof Greene has a Summer base rate of \$4530 and at Census on 06/09/2023, **19** students enrolled in his Summer Session 2 class worth 3 units:

$$\$4530 \times 12 = \$54,360 / 30 = \$1,812.00$$

$$\$1,812.00 \times 0.95 = \$1,721.40$$

$$\$1671.24 \times 3 \text{ WTU} = \$5,164.20 \text{ (Total Summer Salary)}$$

# Salary / Academic Student Employees

## Faculty Affairs

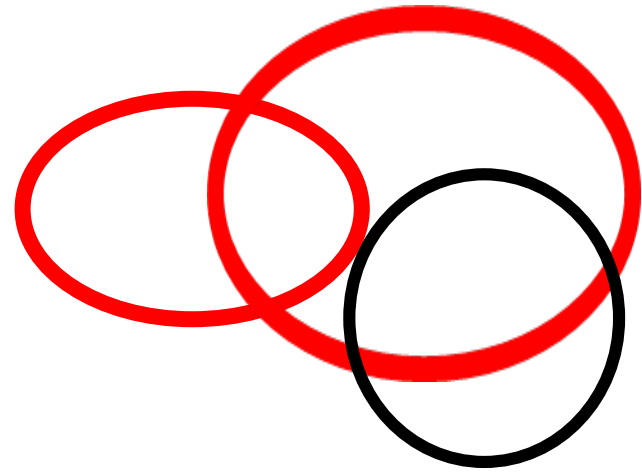
**Academic Student Employees (ASEs) are to be hired within the following ranges:**

- **Teaching Associate- Summer Term: Job Code 2324**  
**\$2,943 to \$11,946 per month**
- **Graduate Assistants- Monthly: Job Code 2325**  
**\$3,091 to \$5,508 per month**
- **Instructional Student Assistant- Job Code 1150, 1152**  
**\$16.20 to \$21.62 per hour**
- **ASE Position Openings are sent to Faculty Affairs**
- **([faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu))**

# Summer Appointment Letters

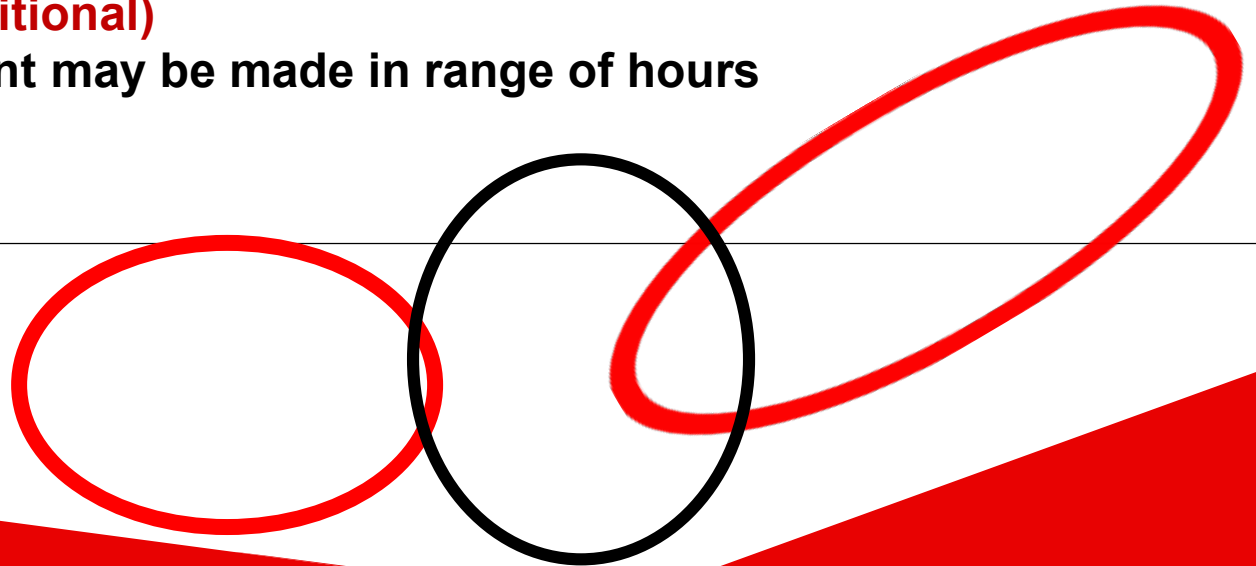
Appointment Letters are required for ALL Faculty and ASEs.

- **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



# Article 21 – Summer Term Appointments

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## Appointments (Voluntary):

- Must meet the campus headcount of 41%
- Follow the Order of Assignment (Article 12)
  - Probationary and Tenured faculty first
  - Volunteers, Administrators, or Teaching Associates
  - Y3 or Y1 Lecturers whose entitlement were not met in the Academic Year
  - Y3, Y1, or S1 from the preceding academic year
  - Any other candidates



# Entitlements

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.

Example	Fall	Spring	Summer	Entitlement
1	9	6		
2	9	6	3	15
3		6	3	9
4	9			
5		6		
6				

# Workload & Additional Pay

## 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 required to process teaching work. Due by May 26 to [yesenia.estrada@csun.edu](mailto:yesenia.estrada@csun.edu).**
- **Vacation time must be included in PAR & will be automatically processed by HR.**

# Workload & Additional Pay

## 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 during the Summer Term.
- **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. – requests must be reviewed by Faculty Affairs)

# Summer Session Table

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>													
<b>3 Units / 12 wks = 11.33 hrs/wk</b>													
<b>6 Units / 12 wks = 22.66 hrs/wk</b>													
<b>9 Units / 12 wks = 34.00 hrs/wk</b>													
<b>12 Units / 12 wks = 45.33 hrs/wk</b>													
<b>REGULAR SESSION 2 (R2) - [6 Weeks / 30 Academic Work Days]</b>													
<b>6 Units / 6 wks = 45.33 hrs/wk</b>													
<b>REGULAR SESSION 3 (R3) - [6 Weeks / 30 Academic Work Days]</b>													
<b>3 Units / 6 wks = 22.66 hrs/wk</b>													
<b>6 Units / 6 wks = 45.33 hrs/wk</b>													
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.

## Additional Pay Module – Entering Summer Requests

New requests in the Additional Pay module for any of the areas (State, Extended Learning or TUC), will be followed by the following message:

**Message**

Is the employee for this additional pay request teaching courses (2357/2457) this summer?

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:

## Additional Pay Module – Entering Summer Requests

Summer Session Course Units Teaching Load								
Assigned Teaching Workload By Session								
Session	Session Begin Date	Session End Date	Weeks Of Instr	Assigned Units	Hours Per Week	Total Wkly Hours	Hrs Remaining	Days Left
Session 1	05/30/2023	08/22/2023	12	<input type="text"/>				75.00
Session 2	05/30/2023	07/11/2023	6	<input type="text"/>			50.00	37.50
Session 3	07/12/2023	08/22/2023	6	<input type="text"/>			50.00	75.00

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.

Units for summer courses through 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](mailto:Additional.pay@csun.edu)

# PARS Needed & NEW Summer Rate/ Low Enrollment Calculators

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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 member's 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. PARS for Department Chairs teaching during Summer must be submitted to Faculty Affairs.	# 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 Assistant 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

## 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



# 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

## Summer Session Search

Please enter the department, term and session that you would like to work with. Also, please enter at least one item in the Summer Session Search Box.

### Required Information

Department: 10142 Kinesiology-8287

Job Code: 2457 If Summer Session State Supprt

Term: SUM23 Summer Session 2023

Session: 01 Summer Session 01

### Look Up Session

Search by: Session begins with

Look Up Cancel Advanced Lookup

### Search Results

View 100 First 1-5 of 5 Last

Session	Description
01	Summer Session 01
02	Summer Session 02
03	Summer Session 03
9A	Summer Session 9A
9B	Summer Session 9B

### Look Up Job Code

Search by: Job Code begins with

Look Up

Cancel

Advanced Lookup

### Search Results

View 100 First 1 of 1 Last

Job Code	Description
2457	If Summer Session State Supprt



### Message

Warning -- This Job Code is State-supported

Please be sure State funding is correct before making your selection.

OK

# 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**

Job Data			
Department:	10142		
Job Code:	2457	If Summer Session State Supprt	Total:
Position Number:	99743059	<b>Unit Rate:</b> 3148.40	
Reports To:	99739311		
Paid Units:	<input type="text"/>	Unit Rate:	3148.40 Monthly AY Base: 7871.00
		Session End Date:	08/22/2023

[Return to Search Page](#)

# Summer 2023 Parking

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- CSUN Parking Services has implemented Virtual Parking Permits
  - **As such, all semester and annual parking permits will be completely virtual, no physical decal will be issued.**
  - **A valid license plate number must be input at time of purchase.**
- Payroll Deductions are available for full-time employees. Please visit Parking Office to enroll.
- For more information:
  - [www.csun.edu/parking](http://www.csun.edu/parking)
  - **818-677-2157**

# Direct Deposit Enrollment

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- **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 register for a CEC account after receiving their first pay warrant
- Once logged in, the employee can submit their direct deposit form to the State Controller's Office (SCO)

Please note enrollment can take up to two pay periods to take effect

Employee must be on campus or connected to the CSUN VPN to submit their direct deposit form

# Cal Employee Connect (CEC)

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- Allows employees to
  - View, print, download their **paystub(s)**
  - View, print, download their **W-2 tax statement(s)**
  - Enroll in or change current **Direct Deposit** information

To Register for a CEC account visit the CSUN Payroll Webpage for step by step instructions.

<https://www.csun.edu/payroll/cec>



# Questions?