

Temp Faculty Hiring & Processing Workshop

Presented by:
The Office of Faculty Advancement

OFA Team

Phone: (916) 278-2913
faculty.advancement@csus.edu

Tasha Souza

Vice Provost, Faculty Success



Location: Sacramento Hall
230

Phone: (916) 278-6331
souza@csus.edu

Jackie Kernen

Director of Academic Personnel



Phone: (916) 278-7415
jkernen@csus.edu

Justin Gaulke

Sr. Personnel Analyst for: Athletics, Library,
and Colleges of Arts & Letters, Health &
Human Services, and Natural Sciences &
Math



Phone: (916) 278-5377
gaulke@csus.edu

Casey Valdez

Sr. Personnel Analyst for: Colleges of
Business Administration, Education,
Engineering & Computer Science, Social
Sciences & Interdisciplinary Studies



Phone: (916) 278-6741
casey.valdez@csus.edu

Carol Wang

Personnel Analyst



Phone: (916) 278-5333
carol.wang@csus.edu

Phillip Booth

Personnel Analyst



Phone: (916) 278-2177
booth@csus.edu

Agenda

- ▶ Hiring Temp Faculty in Page-up
- ▶ Page-up workflow and how to check the status
- ▶ Deadlines, Reminders, and Training
- ▶ Dates for Appointments:2023/24 AY
- ▶ Temp Faculty Contract Components
- ▶ Range Elevation and 3-year
- ▶ Onboarding for Temp Faculty
- ▶ Miscellaneous Items

Hiring Temp Faculty in Page Up

- ▶ All Lecturer Pools are posted in CHRS Recruiting (Page Up). If your department/program has not posted one yet, contact Carol (carol.wang@csus.edu) **ASAP**
- ▶ All lecturers (new and returning) are being asked to submit application in pool - except: **Unconditional Full-Time 3-Year, Part-Time 3-Year lecturers in Year 1 of 3 and Year 2 of 3**
- ▶ Submit offer card for all new hires or those returning after 12-month break in service to get employee ID/POI (Person of Interest) added/updated and background check initiated.
- ▶ Refresh of pool will happen annually in Spring semester after the census date. No need for “emergency hire” process.
- ▶ No change in posting details for Spring semester. Contact OFA if your department has specific need.
- ▶ All user guides are available here:

<https://www.csus.edu/administration-business-affairs/human-resources/employment-services/chrs-recruiting/chrs-training.html>

Page-Up Temp Faculty Hiring Workflow -

Department's responsibilities are highlighted in yellow

- ▶ **In Pool - New Applicant:** New to your department or those returning after 12-month break in service
- ▶ **In Pool - Existing Lecturer:** Currently teaching at your department, not at Sac State with another department
- ▶ **Not Qualified for Pool:** Department Chair or Search Committee's decision
- ▶ **Courses Accepted - Initiate New Hire Request:** After the department chair approves, OFA will review/approved.
- ▶ **Offer in Applicant Portal:** A Welcome email is sent to the applicant and they need to complete the welcome form.
- ▶ **Offer Accepted - Form not Complete:** Applicant is still working on it, and please follow up as needed.
- ▶ **Offer Accepted - Welcome Form Complete:** Page-up exports the personal data to CMS **ONLY** once a day at 3:30PM and OFA will generate/update their employee ID and personal profile in CMS within 1-2 business days.

Page-Up Temp Faculty Hiring Workflow -

Department's responsibilities are highlighted in yellow

- ▶ **Accurate Background - Background Check Initiated:** OFA sends out background check notice to the applicant and another email to the department coordinator with the employee ID. **Departments can assign classes to the new hires and generate their contracts as well as provide them the employee ID.**
- ▶ **Accurate Background - Background Check Pending:** Yes, please wait... it might take only few days or take a while, it depends on which court that Accurate needs to get the information from.
- ▶ **Accurate Background Check - Results Available:** OFA reviews the results
- ▶ **Accurate Background - Background Check Unsuccessful:** OFA will contact your department right away
- ▶ **Hired - New Lecturer: FOR OFA USE ONLY!**
- ▶ **Hired - Existing Lecturer - Departments update the status**
- ▶ **Pool Closed - Not Hired - Departments update this status after the Spring hiring is completed.**

How to check the hiring status in Page-Up

After Dept. Chair approved the offer card

Approval process - Campus

Hiring Manager:* Patricia Hughes
Approval process - Campus: SA-Faculty Lecturer Pools Offer Approval

Approval workflow initiated: Jun 6, 2023, 1:48pm PST

- 1. Department Chair: Rebecca Cameron ✓ Approved Jun 8, 2023
- 2. OFA Analyst: Carol Wang ✓ Approved Jun 8, 2023

► 1. From the application list

2023-24 AY Lecturer Pool - Psychology (525843)

Search Results

Submitted Status

Apr 17, 2023	Hired - Existing Lecturer
Mar 27, 2023	In Pool - New Applicant
Apr 21, 2023	Hired - Existing Lecturer

► 2. From the application - History tab

Applications History Scheduled emails CRM Resume / CV

Job: All Item: All

Monday, Jun 12, 2023, 9:04am **Note**
2023-24 AY Lecturer Pool - Psychology (525843)
System changed status to 'Accurate Background - Background Check Pending'.

Monday, Jun 12, 2023, 9:04am **Communication**
Carol Wang
2023-24 AY Lecturer Pool - Psychology (525843)
E-mail: Background Check Initiated, To: [redacted] From: California State University Careers<carol.wang@csus.edu>
[View](#)

Deadlines, Reminders, and Training Resources

- ▶ Fall 2023 Temp Faculty Contract Module will be open on **7/19/2023 9AM**
- ▶ The following contracts are to be entered into Temp Faculty **Module** in CMS:
 - ▶ 1 semester & 1 year appointments (AY appointment)
 - ▶ 3 year appointments - **less than full-time** (entitlement is less than 30 WTUs)
- ▶ Temporary Faculty contracts
 - ▶ approve in CMS at Dean's Office level and to **load to** Payroll by **FRIDAY, AUGUST 25**
- ▶ PTF's for **3 Year unconditional** appointments (**FT entitlement is 30 WTUs**)
 - ▶ Enter ePTF by **FRIDAY AUGUST 4** (Earlier is better)
- ▶ Training Resources for contract preparation & generation:
 - ▶ Office Hours: Tuesdays from 10:30am - 12noon at **Faculty Zoom Link** from **7/25/2023** to **9/26/2023**
 - ▶ Temp Faculty Hiring Toolkit and step-by-step instructions (text, PDF, and video demo) on OFA page:
**[https://www.csus.edu/academic-affairs/faculty-advancement/
internal/temporary-faculty-hiring.html](https://www.csus.edu/academic-affairs/faculty-advancement/internal/temporary-faculty-hiring.html)**

Dates for Appointments: 2023/24 AY

- ▶ Contract Desc: Last Name/First Name Initial/Dept/Academic Year
EX: WANG C PSYC 2023/24

- ▶ Fall 2023 Term: **2238**
223 -2023, 8 - Fall semester, (3 - Spring semester)

- ▶ 1-Semester Appointments
Fall Only - S1: 08/23/2023 - 01/02/2024

- ▶ 1-Academic Year appointment
Fall: 08/23/2023 - 05/22/2024

- ▶ 3-Year appointment dates
Fall: 08/23/2023 - 05/22/2024

- ▶ Multiple term end dates (for 3-Year appointments ONLY):
New 3YR Year 1 of 3: 05/27/2026
Year 2 of 3: 05/21/2025
Year 3 of 3: 05/22/2024

Person ID: 214254639

View All |< ◀ 1 of 1 ▶ >|

DeptID: 15200

Contract Desc:

Term End Date: 31

Multiple Term End Date: 31

Find | View All First ◀ 1 of 1 ▶ Last

Bus. Unit:

Job Code: Sal Plan/Grd:



California State University, Sacramento
Office of Academic Affairs
6000 J Street • Sacramento Hall 230 • MS 0010 • Sacramento, CA 95819
T (916) 278-6331 • F (916) 278-7648 • www.csus.edu/academic-affairs

August 15, 2023

Mickey Mouse
2238 Disneyland Dr.
Sacramento, CA 95817-2812

Dear Mr. Mouse,

On behalf of the President of the University, I am pleased to offer you an appointment as a temporary faculty-unit employee of CSU, Sacramento. Details concerning your assignment and duration of employment are included in the information below. This offer is contingent upon the successful completion of a background check for all new faculty or those who have had a break in service for more than 12 months. We reserve the right to end your appointment should the results of the background check not be successful. **This offer of employment, including the assignment of a specific number of units for any given semester, is contingent on the conditions detailed on the attachment or the reverse side of this letter. Important policies concerning salary payments, retirement, and healthcare information are also shown on the attachment or reverse side of this letter.**

New faculty or those who have had a break in service of two semesters or more need to complete an oath of allegiance, I-9 Employment Eligibility Verification form, and updated employment paperwork in the Payroll Office, Del Norte Hall 3006A. **Therefore, as a condition of appointment, you must present valid, original documentation of your identity and work authorization documents to the Payroll Office, Del Norte Hall 3006A, no later than one (1) day after the effective date of your appointment.** The completion of these forms and the return of the acceptance of appointment are necessary before payment may be made. Photocopies are unacceptable. For more information and to view a list of acceptable documents, please visit <https://www.uscis.gov/i-9>.

We look forward to you joining our faculty and trust that your association with us will be professionally rewarding. This appointment constitutes the only official offer of the University and supersedes any oral or written representations regarding employment at the University. It is subject to the regulations stated on the attachment or reverse side of this letter. To acknowledge your acceptance of this appointment, **please sign this original letter in the space provided and return it to my office within ten days of receipt, or before you meet the first class session, whichever occurs first. You may keep the copy for your records.**

The California Faculty Association has provided the following information: You are represented by the California Faculty Association, a union of 27,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join, as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>.

Sincerely,

College Dean _____

Appt Level:	LECTURER.AYB	Department:	Dept of Theatre and Dance	EmpID:	22388888
Contract Type:	Academic Year Appointment	Effective Date:	August 23, 2023	End Date:	May 22, 2024
Term:	Fall 2023	Units:	13	Fraction:	13/15
Monthly Salary:	\$4,823.87	Base Pay:	\$5,566.00	Term Salary:	\$28,943.20
Entitlement:	22.8 units per year. Subject to conditions for Establishment of Future Entitlement on reverse.				

Each term you will receive a new letter detailing your assignment.

Additional Conditions of Appointment (if any):

- I DECLINE this offer of employment.
- I ACCEPT this offer of employment as stated above and in accordance with the conditions stated on the attachment or reverse side of this letter.

In addition, I certify that (check all that apply):

- I am not employed in any other capacity at CSUS.
- I am also employed for _____ units in the _____ Department at CSUS or the _____ campus in the CSU system.
- I am also employed _____ % as a staff member in the _____ Department at CSUS. **If appointment is as a MPP/HEERA manager, STOP and consult your college Dean's Office**
- I am a California Public Employees' Retirement System (CalPERS) retiree from a CSU or other state agency.
Effective Date of Retirement: _____

Employee Signature _____

Date _____

cc: Employment File

Contact information

General terms and conditions of employment including background check policy and enrollment contingencies

Salary, Rank, Units, and Appointment Type & Duration

Endorsement and certifications

Spotlight: Terms on the contract VS when you generate the contract

Appt Level:	LECTURER AY B	Department:	Dept of Theatre and Dance	EmplID:	223888888
Contract Type:	Academic Year Appointment	Effective Date:	August 23, 2023	End Date:	May 22, 2024
Term:	Fall 2023	Units:	13	Fraction:	13/15
Monthly Salary:	\$4,823.87	Base Pay:	\$5,566.00	Term Salary:	\$28,943.20
Entitlement:	22.8 units per year. Subject to conditions for Establishment of Future Entitlement on reverse.				

Each term you will receive a new letter detailing your assignment.

Additional Conditions of Appointment (if any):

I DECLINE this offer of employment.

I ACCEPT this offer of employment as stated above and in accordance with the conditions stated on the attachment or reverse side of this letter.

- ▶ Appt Level: Lecturer AY - Salary Grade (Rank) - Sal Plan/Grd
- ▶ Contract Type: Semester, AY, or 3 Years
- ▶ Units: Total WTU (**W**eighted **T**eaching **U**nit)
- ▶ Fraction: Units (total WTU)/15, 15 WTU is the full-time workload
- ▶ Base Pay: Compensation Rate at the full-time workload
- ▶ Monthly Salary: Base Pay x Fraction
- ▶ Term Salary: Monthly Salary x 6, Lecturers receive 6 pay checks per semester - please see faculty pay distribution schedule. If you have any questions, please contact your payroll technician.

https://www.csus.edu/administration-business-affairs/human-resources/payroll/_internal/_documents/academic-pay-distribution-23-24.pdf

- ▶ **Entitlement:** <https://www.csus.edu/academic-affairs/faculty-advancement/internal/entitlement.html>

Spotlight: Temp Faculty Appointment Notification Check-boxes

- I am also employed for ____ units in the _____ Department at CSUS or the _____ campus in the CSU system.
- I am also employed ____% as a staff member in the _____ Department at CSUS. If appointment is as a MPP/HEERA manager, STOP and consult your college Dean's Office

- ▶ If either box is checked, please consult with the faculty and/or college to be sure this faculty member is not going over 100% total workload (15 WTUs)
- ▶ MPP (Management Personnel Plan)/HEERA (Higher Education Employee Relations Act) Manager cannot be compensated for teaching
- ▶ Changes to the employment at other CSUs can impact retirement compensation. If there is a change to this information, faculty should check with Payroll.

Spotlight: Retired Annuitants

I am a California Public Employees' Retirement System (CalPERS) retiree from a CSU or other state agency.
Effective Date of Retirement: _____.

- ▶ If box is checked or if you know the employee is a rehired annuitant, be sure the employment is not exceeding 50% of their time base in the year preceding their retirement including all CalPERS affiliated work (CCE, Sponsored Programs, etc.)
- ▶ Temporary Faculty retired from CalPERS (a CSU or other state agency):
 - ▶ **Contact OFA AND Payroll if the CalPERS statement is checked**
 - ▶ Must track WTUs to ensure compliance with CalPERS' Post Retirement Employment limits

OFA Website: <https://www.csus.edu/academic-affairs/faculty-advancement/internal/rehired-annuitants.html>

Range Elevations & 3-year

- ▶ Wrapping up range elevation process
 - ▶ The Department should key the range elevation (new range) and increase in salary (**5%** or the **minimum of new grade/range**) in the Fall 2023 contract. Note changes in “notes” section (Example: New Grade: _B_/Salary: \$5200 x 1.05 = \$5,460).
 - ▶ New salary and grade may not carry over when adding a row in contract module. Please double check.
 - ▶ **Reminder**: Range elevation for 3 year FT faculty are done on PTF and sent to OFA
 - ▶ OFA website: <https://www.csus.edu/academic-affairs/faculty-advancement/internal/range-elevation.html>
- ▶ 3-Year Appointment
 - ▶ Full-Time 3-year unconditional appointment (entitlement is 30 WTU) - enter an ePTF before 8/4/2023
 - ▶ Part-Time 3-year appointment (entitlement is less than 30 WTU) - please generate the contract in CMS Contract Module.
 - ▶ OFA website: <https://www.csus.edu/academic-affairs/faculty-advancement/internal/three-year-appointment.html>

If you are not sure, please contact your college analyst or OFA.

Salary Schedule for Academic Year Faculty Only (Effective July 1, 2022)

Job Code 2358 and Job Code 2360

For
reference
only!

Lecturer A or Instructor (Rank 2)

Minimum Rate	<u>SSI Max Rate</u>	Maximum Rate
4,530.00 M 26.13 H 54,360.00 A	5,405.00 M 31.18 H 64,860.00 A	6,056.00 M 34.94 H 72,672.00 A

Lecturer B or Assistant Professor (Rank 3)

Minimum Rate	<u>SSI Max Rate</u>	Maximum Rate
5,405.00 M 31.18 H 64,860.00 A	6,786.00 M 39.15 H 81,432.00 A	11,994.00 M 69.20 H 143,928.00 A

Lecturer C or Associate Professor (Rank 4)

Minimum Rate	<u>SSI Max Rate</u>	Maximum Rate
6,190.00 M 35.71 H 74,280.00 A	8,554.00 M 49.35 H 102,648.00 A	13,172.00 M 75.99 H 158,064.00 A

Lecturer D or Professor (Rank 5)

Minimum Rate	<u>SSI Max Rate</u>	Maximum Rate
7,794.00 M 44.97 H 93,528.00 A	9,385.00 M 54.14 H 112,620.00 A	13,797.00 M 79.60 H 165,564.00 A

Onboarding for Temp Faculty

Items covered by OFA Onboarding Process:

- ▶ New Hire Paperwork
- ▶ Parking information
- ▶ OneCard information
- ▶ SacLink and Email Set-up
- ▶ Assorted campus resources via self enrolled Lecturer CANVAS course

Items NOT covered by OFA:

- ▶ Providing of Employee ID
- ▶ SacLink and Email Set-up Reminder
- ▶ Textbooks and office keys
- ▶ Appointment notification
- ▶ Course assignments and CANVAS
- ▶ Follow up regarding new hire paperwork to ensure issuance of pay (i.e. I-9, W-4, etc.)

Miscellaneous Items

- ▶ Conditions of Appointment and Benefit Handout is available here:
<https://www.csus.edu/academic-affairs/faculty-advancement/internal/temporary-faculty-hiring.html>
- ▶ Hiring staff to teach? MUST NOTIFY OFA AND PAYROLL. They must apply to pool.
- ▶ New Temporary Faculty Orientation via Zoom - **Friday, August 25 afternoon**
 - ▶ OFA will be sending “formal” invitations to new faculty.
- ▶ I-9 Verification document(s) must be submitted in person to **Employment Services Office** within 1 day of start date 8/23/2023. Failure to complete will result in delay of pay being issued.
- ▶ Payroll Reminder: Encourage direct deposit for faculty

QUESTIONS?