

Temp Faculty Hiring & Processing Workshop

Presented by:

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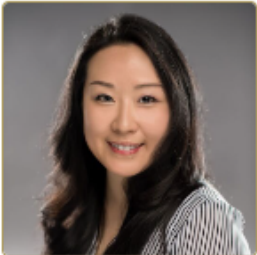
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Agenda

- ▶ Hiring Temp Faculty in Page-up
- ▶ Things to Check Before Submitting Offer Cards and Offer Card Updates
- ▶ Offer Card User Guide Updates
- ▶ Page-up workflow and how to check the status
- ▶ Deadlines, Reminders, and Training Resources
- ▶ Dates for Appointments: 2024/25 AY
- ▶ The Sequence Number
- ▶ Starting A New Contract for Fall 2024
- ▶ Temp Faculty Contract Components
- ▶ Onboarding for Temp Faculty
- ▶ Range Elevation and 3-year
- ▶ Miscellaneous Items

Hiring Temp Faculty in Page Up

- ▶ All approved 2024-25 AY Lecturer Pools have been posted on [Sac State career website](#). 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 their application **once per academic year** to remain in the pool - except: **Unconditional Full-Time 3-Year, Part-Time 3-Year lecturers in Year 1 of 3 and Year 2 of 3**
- ▶ Submit an offer card for the following groups -
 1. All new hires
 2. Faculty returning with break in service over 12 months (last taught in Spring 2023 or earlier for Fall 2024 hiring)
 3. Current lecturers from another department on campus
 4. Retired faculty returning to teach within the last 12 months - please contact OFA first
- ▶ 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>

Things to Check Before Submitting Offer Cards

- ▶ Before the department chair approves an offer card, please check all required documents according to the job posting are included in the application. Applicants can update/change the documents through their applicant portal.

2024-25 AY Lecturer Pool - Theatre and Dance

Job no: 539898

Work type: Instructional Faculty - Temporary/Lecturer

Location: Sacramento

Categories: Unit 3 - CFA - California Faculty Association, Faculty - Fine/Performing Arts, Temporary, Part Time

A screenshot of the applicant portal interface. It shows a search bar with the text "Search for jobs", a "Refine search" section, and a "Work type" section. The "Work type" section has three options: "Instructional Faculty - Temporary/Lecturer (55)" (checked), "Instructional Faculty - Tenured/Tenure-Track (0)", and "Management (MPP) (0)". There are two callout boxes with red borders and arrows pointing to specific elements. One callout points to the "Apply now" button and says "Click 'Apply now' to submit an application for this academic year". The other callout points to the "Applicant Login" button and says "Click 'Applicant Login' to update or correct an existing application for this academic year, not prior."

Apply now

Applicant Login

Job Search

Search for jobs

Refine search

Work type

- Instructional Faculty - Temporary/Lecturer (55)
- Instructional Faculty - Tenured/Tenure-Track (0)
- Management (MPP) (0)

Click "Apply now" to submit an application for this academic year

Click "Applicant Login" to update or correct an existing application for this academic year, not prior.

Things to Check Before Submitting Offer Cards

- ▶ New applicants, faculty returning with break in service over 12 months, current lecturers from another department, and retired faculty returning to teach within the last 12 months, they should select - No, I am new or did not teach last AY.

Page 1 of 8: Lecturer Information

Did you teach in this department/program at Sac State during one or both semesters of the last academic year (AY)?*

- Yes, I taught at Sac State for this department last AY (one or both semesters).
- No, I am new or did not teach last AY.

- ▶ Please check the **highest degree awarded date** is listed in the transcript (the degree matches with the application)

EX:

Degrees Awarded

Degree: Bachelor of Art

Confer Date: 2012-05-23

Plan: Major: English

Can't be accepted:

Degrees Awarded

Graduate Application Pending: Doctor of Philosophy

Degree Date:

Major: Counseling

Offer Card User Guide Updates

Position Details

- ▶ FTE: 1.0
- ▶ Hours Per Week: 40

▶ Concurrent Hire:

Yes: This new hire currently works at Sac State in another capacity.

No: This new hire currently does NOT work at Sac State.

▶ Rehired Annuitant:

Yes: This new hire retired from a CalPERS agency, and will start working at Sac State.

No: Never retired from a CalPERS agency.

POSITION DETAILS

Job Code/Employee Class: Lecturer AY
Job Code: 2358

Auxiliary Hire:* Yes No
Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.

Hiring Type: Temporary

Start date:* Aug 21, 2024

End date if applicable:

Probation End Date:

FTE: 1.0

Hours Per Week: 40

FLSA Status: Exempt

Union: Select

Union Language:

Mandated Reporter: General - The person holding this position is considered a general mandated reporter under the California Child Abus...

NCAA: Yes No

Sensitive Position: None

Conflict of Interest: None

Concurrent Hire: Yes No

Rehired Annuitant: Yes No

Please enter 1.0 for FTE and 40 for Hours Per Week –
Regardless of how much the new hire will be working

Select Yes: If this new hire already works on campus in another capacity

Select Yes: If this new hire is a Rehired Annuitant – retired from a CalPERS agency.

Page-Up Temp Faculty Hiring Workflow -

Department's responsibilities are highlighted in yellow

- ▶ **In Pool - New Applicant:** New applicants, former Sac State faculty with break in service over 12 months (for Fall 2024, last semester worked at Sac State was Spring 2023 or prior), current Sac State lecturers from another department, and retired faculty returning to teach within 12 Months
- ▶ **In Pool - Existing Lecturer:** Taught at your department either one or both semesters in 2023-24 AY
- ▶ **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. They need to accept the offer and complete the welcome forms in the applicant portal.
- ▶ **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 staff 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 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:* Makenna Barber
Approval process - Campus: SA-Faculty Lecturer Pools Offer Approval

Approval workflow initiated: Jun 21, 2024, 10:35am PST

1. Department Chair:
2. OFA Analyst:

Jinsong Ouyang ✓ Approved Jun 21, 2024

Carol Wang ✓ Approved Jun 24, 2024

► 1. From the application list

► 2. From the application - History tab

2024-25 AY Lecturer Pool - Computer Science (536292)

Search Results

<input checked="" type="checkbox"/> All	Submitted	Status	Applic
<input type="checkbox"/>	Mar 18, 2024	Hired - New Lecturer	68356
<input type="checkbox"/>	Apr 16, 2024	In Pool - Existing Lecturer	70057
<input type="checkbox"/>	Apr 26, 2024	In Pool - Existing Lecturer	55982

Applications **History** Scheduled emails CRM Resume / CV

Job: All Item: All

Thursday, Apr 25, 2024, 8:33am

Carol Wang

Communication

2024-25 AY Lecturer Pool - Computer Science (536292)

Email: Background Check Successful, To: [redacted], From: California State University Careers<faculty.advancement@csus.edu>

[View](#)

Deadlines, Reminders, and Training Resources

- ▶ Fall 2024 Temp Faculty Contract Module will be open on **7/16/2024**
- ▶ 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 the college level and to load to Payroll by **FRIDAY, AUGUST 23**
 - ▶ College analysts need to inform the payroll technician any contracts are loaded **after** 8/23/2024.
 - ▶ Notify your payroll technician the non-returning lecturers in Fall 2024
- ▶ ePTF's for **3 Year unconditional** appointments (**FT entitlement is 30 WTUs**)
 - ▶ Enter ePTF by **FRIDAY AUGUST 2** (Earlier is better)
- ▶ Training Resources for contract preparation & generation:
 - ▶ Office Hours: Tuesdays from 10:30am - 12noon at Faculty Zoom Link from 7/16/2024 to 9/17/2024
 - ▶ Temp Faculty Hiring Toolkit and step-by-step instructions (text, PDF, and video demo) on OFA page:
<https://www.csus.edu/academic-affairs/faculty-affairs/internal/temporary-faculty-hiring.html>

Dates for Appointments: 2024/25 AY

- ▶ Contract Desc: Last Name/First Name Initial/Dept/Academic Year
EX: MOUSE M THEA 2024/25

- ▶ Fall 2024 Term: **2248**
224 -2024, 8 - Fall semester, (3 - Spring semester)

- ▶ 1-Semester Appointments
Fall Only - S1: 08/21/2024 - 01/02/2025

- ▶ 1-Academic Year appointment
Fall: 08/21/2024 - 05/21/2025

- ▶ 3-Year appointment dates
Fall: 08/21/2024 - 05/21/2025

- ▶ Multiple term end dates (for 3-Year appointments ONLY):

New 3YR Year 1 of 3: 05/26/2027
Year 2 of 3: 05/27/2026
Year 3 of 3: 05/21/2025

Person ID: 214254639

View All |< ◀ 1 of 1 ▶ >|

DeptID: 15200

Contract Desc:

Term End Date:

Multiple Term End Date:

Find | View All First ◀ 1 of 1 ▶ Last

Bus. Unit:

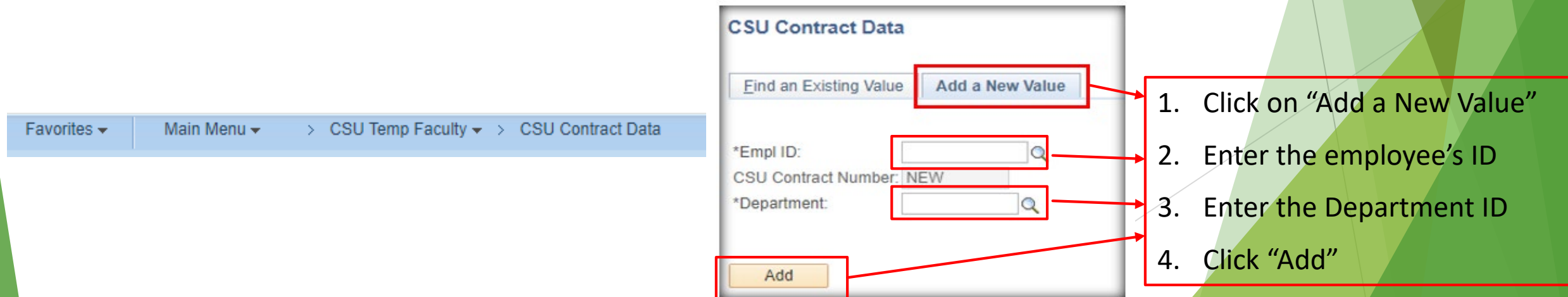
Job Code: Sal Plan/Grd:

The Sequence Number

Sequence Number: References the order of operation for a single or multiple actions occurring on the same effective date.

- ▶ Changes and/or corrections to an existing contract on the same effective date - use sequence numbers to tell the approver and CMS which is the most updated data.

Starting A New Contract for Fall 2024



The screenshot shows a web application interface for "CSU Contract Data". A breadcrumb trail at the top reads: "Favorites > Main Menu > CSU Temp Faculty > CSU Contract Data". The main form area contains the following elements:

- A search bar with two buttons: "Find an Existing Value" and "Add a New Value".
- Input fields for: *Empl ID: (with a search icon), CSU Contract Number: (pre-filled with "NEW"), and *Department: (with a search icon).
- An "Add" button at the bottom left.

Four red arrows point from a numbered list on the right to these specific elements:

1. Click on "Add a New Value"
2. Enter the employee's ID
3. Enter the Department ID
4. Click "Add"

Starting A New Contract for Fall 2024

Contract Status/Content | TF Contract Courses | TF Contract Total

Mickey Mouse 214254639

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: NEW DeptID: 16800

Eff Date: 08/21/2024 Effective Sequence: 0 Contract Desc: MOUSE M THEA 2024/25

Contract Status: Inactive Entitlement: 26 Term End Date: 05/21/2025

Multiple Term End Date: 05/26/2027

Reg Region: USA

Contract Type: 014 12.12 Entitlement - Yr 1 of 3

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00000582 Theater&Dance LECTURER AY Bus. Unit: SACST CSUS

Department: 16800 Dept of Theatre and Dance Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2248 Cycle: 1 *Comp Rate: 6000.000000

*Late Start? N Academic Days Paid: Total WTU: 12.000000

Comments:

First thing to do – CHANGE Eff Date to **8/21/2024** and status to **Inactive**

- 001 – AY
- 006 – Semester
- 014 – Year 1 of 3
- 015 – Year 2 of 3
- 016 – Year 3 of 3

Enter 2248

START the Sequence # at 0. Increase the number for the next row with the same eff date – 8/21/2024

Enter Entitlement for **AY** and **3Y** Contract

Select the correct position number

Enter approved salary and WTU

Last Name F DEPT 2024/25

Semester: 01/02/2025
AY and 3Y: 05/21/2025

Only for **3Y** Appt.
Year 1 of 3: 05/26/2027
Year 2 of 3: 05/27/2026
Year 3 of 3: 05/21/2025

- 2 = A
- 3 = B
- 4 = C
- 5 = D

Save Notify Add Update/Display Include History

DO NOT click save until you complete all tabs of this contract.

Starting A New Contract for Fall 2024

Contract Status/Content | TE Contract Courses | **TF Contract Total**

Mickey Mouse Person ID: 214254639

Contract Data Find | View All First 1 of 1 Last

CSU Contract Number: NEW DeptID: 16800 Eff Date: 08/21/2024 Eff Seq: 0

Contract Total Detail Personalize | Find | [Print] [Calendar] First 1 of 1 Last

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd DtTm	Last Upd By
Theater&Dance LECTURER AY	16800	Dept of Theatre and Dance	2358	335	3	2248	6000.000000	0.800000	12/15	4800.000	28800.000	12.00000	<input checked="" type="checkbox"/>	OF1			

Save Notify Add Update/Display Include History

Double check "SalGrd", "Term", "Comp Rate", and "Total WTU"

Check "Print" and enter "OF1"

Starting A New Contract for Fall 2024

Contract Status/Content | TF Contract Courses | TF Contract Total

Mickey Mouse 214254639

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: NEW DeptID: 16800

Eff Date: 08/21/2024 Effective Sequence: 0 Contract Desc: MOUSE M THEA 2024/25

Contract Status: Inactive Entitlement: 26 Term End Date: 05/21/2025

Multiple Term End Date: 05/26/2027

Reg Region: USA

Contract Type: 014 12.12 Entitlement - Yr 1 of 3

Approved by: Approver1 Approver2 Approver3

TF Contract Detail Find | View All First 1 of 1 Last

Position Nbr: 00000582 Theater&Dance LECTURER AY Bus. Unit: SACST CSUS

Department: 16800 Dept of Theatre and Dance Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2248 Cycle: 1 Comp Rate: 6000.000000

*Late Start? N Academic Days Paid: Total WTU: 12.000000

Comments: Enter notes here for Range Elevation, contract updates or correction

Enter approved salary and WTU

Use this "+" to add a row for updates or corrections

START the Sequence # at 0. Increase the number for the next row with the same eff date – 8/21/2024

Last Name F DEPT 2024/25

First thing to do – CHANGE Eff Date to 8/21/2024 and status to Inactive

Semester: 01/02/2025
AY and 3Y: 05/21/2025

- 001 – AY
- 006 – Semester
- 014 – Year 1 of 3
- 015 – Year 2 of 3
- 016 – Year 3 of 3

Enter Entitlement for AY and 3Y Contract

Only for 3Y Appt.
Year 1 of 3: 05/26/2027
Year 2 of 3: 05/27/2026
Year 3 of 3: 05/21/2025

Select the correct position number

Enter 2248

- 2 = A
- 3 = B
- 4 = C
- 5 = D

Notes to the College Analysts:
When you add a row to change the contract status to active or approved, **ALWAYS** double check the **SalPlan/Grd** and **Comp Rate** are correct. Click **"View All"** on top to verify the data before you save.

Save Notify Add Update/Display Include History

Click save when you complete all tabs of this contract.



SACRAMENTO STATE

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July 10, 2024

Mickey Mouse
2243 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 AY B	Department:	Dept of Theatre and Dance	EmplID:	214254639
Contract Type:	12.12 Entitlement - 1 of 3	Effective Date:	August 21, 2024	End Date:	May 21, 2025
Term:	Fall 2024	Units:	12	Fraction:	12/15
Monthly Salary:	\$4,800.00	Base Pay:	\$6,000.00	Term Salary:	\$28,000.00
Entitlement:	26 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		EmpID:	214254639
Contract Type:	12.12 Entitlement - Yr 1 of 3	Effective Date:	August 21, 2024	End Date:	May 21, 2025	
Term:	Fall 2024	Units:	12	Fraction:	12/15	
Monthly Salary:	\$4,800.00	Base Pay:	\$6,000.00	Term Salary:	\$28,800.00	
Entitlement:	26 units per year. Subject to conditions for Establishment of Future Entitlement on reverse.					

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

- ▶ Appt Level: Lecturer AY - Salary Grade (Rank) - Sal Plan/Grd
- ▶ Contract Type: Semester, AY, or 3 Years
- ▶ Units: Total WTU (Weighted Teaching Unit)
- ▶ 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-24-25.pdf

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

Onboarding for Temp Faculty

New Temporary Faculty Orientation via Zoom - **Friday, August 23 afternoon**
OFA will be sending “formal” invitations to new 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
- ▶ For Fall 2024, new temp faculty should complete and submit their onboarding paperwork (I-9, W-4 etc.) in person to [Employment Services](#) within 1 day of start date **08/21/2024**

Range Elevations & 3-year

▶ Range Elevation

- ▶ The Department should key the range elevation (new range) and increase in salary (5% or the **minimum of new grade/range**) in the Fall 2024 contract. (Example: **New Grade: _B_/Salary: \$5700 x 1.05 = \$5,985**).
- ▶ New salary and grade may not carry over when adding a row in contract module. Please double check and make a note in the comments for the grade and salary change.
- ▶ **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-affairs/internal/range-elevation.html>

▶ 3-Year Appointment

- ▶ Full-Time 3-year unconditional appointment (entitlement is 30 WTU) - enter an ePTF before 8/2/2024
- ▶ 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-affairs/internal/three-year-appointment.html>

Miscellaneous Items

- ▶ Conditions of Appointment (Page 2) and Benefit Handout is available here: <https://www.csus.edu/academic-affairs/faculty-advancement/internal/temporary-faculty-hiring.html>
- ▶ Need to hire a substitute instructor, an early termination or a late start lecturer to cover other faculty's workload. **MUST CONTACT OFA FIRST**
- ▶ Hiring staff to teach? **MUST CONTACT OFA AND PAYROLL for more information.** They must apply to pool and go through the hiring process.
- ▶ 2024 GSI: Information will be sent out by OFA to colleges as soon as we receive more information from the Chancellor's Office.
- ▶ SSI: Information will be sent out by OFA to colleges later in Fall 2024.
- ▶ I-9 Verification document(s) must be submitted in person to Employment Services Office within 1 day of start date 8/21/2024. Failure to complete will result in delay of pay being issued.

Salary Schedule for Academic Year Faculty Only (Effective July 1, 2023)

Job Code 2358 and Job Code 2360

For Reference
Only!

Lecturer A or Instructor (Rank 2)

Minimum Rate	SSI Max Rate	Maximum Rate
5,007.00 M	5,675.00 M	6,359.00 M
28.89 H	32.74 H	36.69 H
60,084.00 A	68,100.00 A	76,308.00 A

Lecturer B or Assistant Professor (Rank 3)

Minimum Rate	SSI Max Rate	Maximum Rate
5,925.00 M	7,125.00 M	12,594.00 M
34.18 H	41.11 H	72.66 H
71,100.00 A	85,500.00 A	151,128.00 A

Lecturer C or Associate Professor (Rank 4)

Minimum Rate	SSI Max Rate	Maximum Rate
6,500.00 M	8,982.00 M	13,831.00 M
37.50 H	51.82 H	79.79 H
78,000.00 A	107,784.00 A	165,972.00 A

Lecturer D or Professor (Rank 5)

Minimum Rate	SSI Max Rate	Maximum Rate
8,184.00 M	9,854.00 M	14,487.00 M
47.22 H	56.85 H	83.58 H
98,208.00 A	118,248.00 A	173,844.00 A

Below is the link to the California State University Salary Schedule

<https://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx#-Class=0-CBID=R03-Date=1-PLYear=2021-PLNumber=2103-Recs=15>

Useful Links

- ▶ Office of Faculty Affairs

<https://www.csus.edu/academic-affairs/faculty-affairs/>

- ▶ Temporary Faculty Hiring

<https://www.csus.edu/academic-affairs/faculty-affairs/internal/temporary-faculty-hiring.html>

- ▶ Page-up User Guides

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

- ▶ Entitlement

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

- ▶ Range Elevation

<https://www.csus.edu/academic-affairs/faculty-affairs/internal/range-elevation.html>

- ▶ Three-Year Appointment

<https://www.csus.edu/academic-affairs/faculty-affairs/internal/three-year-appointment.html>

- ▶ Rehired Annuitants

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

- ▶ Employment Services

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

- ▶ Payroll Services

<https://www.csus.edu/administration-business-affairs/human-resources/payroll/>

- ▶ Faculty Pay Distribution 2024-25AY

https://www.csus.edu/administration-business-affairs/human-resources/payroll/_internal/_documents/academic-pay-distribution-24-25.pdf

- ▶ CSU Salary Schedule

<https://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx#-Class=0-CBID=R03-Date=1-PLYear=2021-PLNumber=2103-Recs=15>