Temp Faculty Hiring & Processing Workshop

Presented by:
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Agenda

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- Page-up workflow and how to check the status

- Deadlines, Reminders, and Training

- Dates for Appointments: 2023/24 AY

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- Making Changes to Fall Contract for Spring Contract

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- Recapping SSI

- Temp Faculty Evaluations, 3-year, and Range Elevation

- 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 **once an academic year** in 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 all new hires or those returning after 12-month break in service (for Spring 2024 hiring, the last semester taught was **Fall 2022** or prior) to get employee ID/POI (Person of Interest) added/updated and background check initiated.

▶ Refresh of pool for the next AY recruitment 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 to OFA

- 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.

- 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
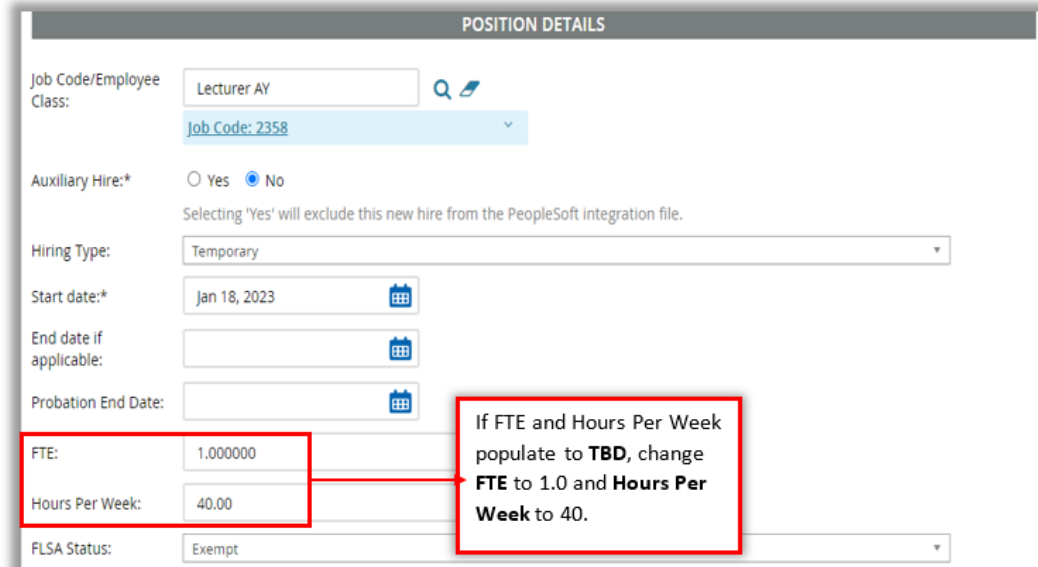
Degree Date:

Major: Counseling

Offer Card User Guide Updates

▶ Position Details – FTE and Hours Per Week

▶ Enter the Highest Level of Education

Position Details

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:*	Jan 18, 2023 📅
End date if applicable:	📅
Probation End Date:	📅
FTE:	1.000000
Hours Per Week:	40.00
FLSA Status:	Exempt
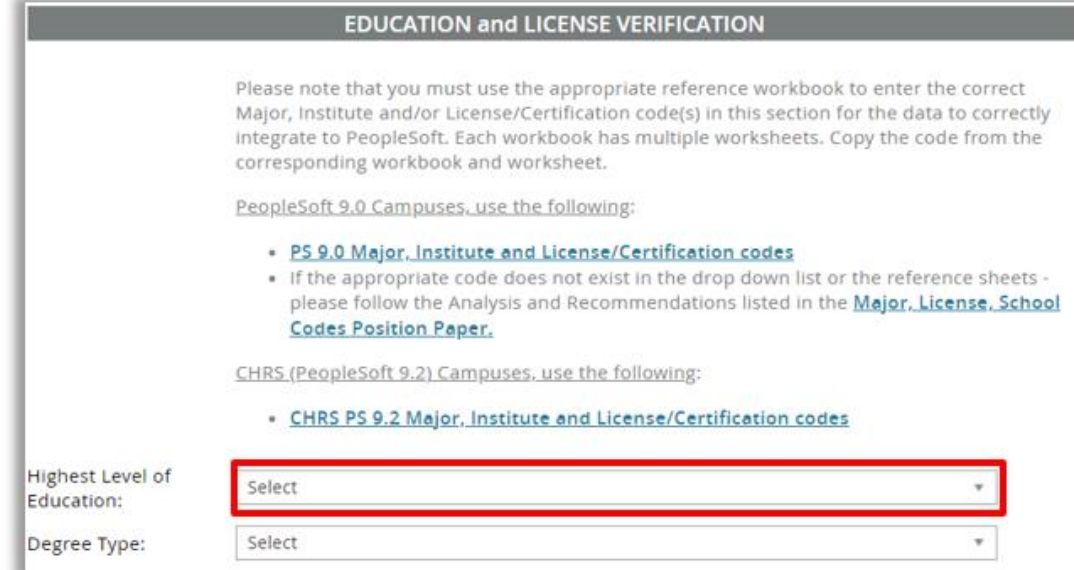
If FTE and Hours Per Week populate to **TBD**, change **FTE** to 1.0 and **Hours Per Week** to 40.

Education and License Verification

Enter the highest level of education from the drop-down menu.

EDUCATION and LICENSE VERIFICATION	
	Please note that you must use the appropriate reference workbook to enter the correct Major, Institute and/or License/Certification code(s) in this section for the data to correctly integrate to PeopleSoft. Each workbook has multiple worksheets. Copy the code from the corresponding workbook and worksheet.
	PeopleSoft 9.0 Campuses, use the following:
  • PS 9.0 Major, Institute and License/Certification codes
  • If the appropriate code does not exist in the drop down list or the reference sheets - please follow the Analysis and Recommendations listed in the Major, License, School Codes Position Paper.

CHRS (PeopleSoft 9.2) Campuses, use the following:
  • CHRS PS 9.2 Major, Institute and License/Certification codes |
| Highest Level of Education: | Select |
| Degree Type: | Select |

Page-Up Temp Faculty Hiring Workflow –

- **In Pool – New Applicant**: New to your department or those returning after 12-month break in service (Last semester worked at Sac State was **Fall 2022** or prior)

- **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 –

▶ **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 a 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

<u>After</u> 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**

▶ **2. From the application – History tab**

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

ⓘ 2023-24 AY Lecturer Pool - Psychology (525843)

Search | **Results**

☑ All ▾   Submitted **Status**

☐☐☐ Apr 17, 2023   Hired - Existing Lecturer

☐☐☐ Mar 27, 2023   In Pool - New Applicant

☐☐☐ Apr 21, 2023   Hired - Existing Lecturer

Job	Item
All	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

▶ Spring 2024 Temp Faculty Contract Module will be open on **12/15/2023 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 load to Payroll by **FRIDAY, January 19, 2024**

▶ Training Resources for contract preparation & generation:

  ▶ Office Hours: Tuesdays from 10:30am - 12noon at **OFA Zoom Link** from **12/19/2023 to 02/06/2024**

  ▶ Temp Faculty Hiring Toolkit and step-by-step instructions (text, PDF, and video demo) on OFA page: https://www.csus.edu/academic-affairs/faculty-advancement/

internal/temporary-faculty-hiring.html

Dates for Appointments: 2023/24 AY

Please search for an existing Fall 2023 contract first, before you start generating a new one for Spring.

- Contract Desc: Last Name/First Name Initial/Dept/Academic Year

  EX: **WANG C PSYC 2023/24**

- Spring 2024 Term: **2243**

  224 -2024, 3 – Spring semester, (8 – Fall semester)

- **1-Semester Appointments**

  Spring Only – S1: 01/17/2024 – 05/22/2024

- **1-Academic Year appointment**

  Same WTUs/time base as Fall: 08/23/2023 – 05/22/2024

  Change in WTUs/time base from Fall: 01/17/2024 – 05/22/2024

- **3-Year appointment dates**

  Same WTUs/time base as Fall: 08/23/2023 – 05/22/2024

  Change in WTUs/time base from Fall: 01/17/2024 – 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

The Effective Date VS. The Sequence No.

▶ Generating Spring contracts for AY and 3Y – use this roadmap to decide if you need to increase the sequence number

With a Fall Appointment (AY or 3Y)

YES → **Same WTUs/Time Base as Fall**

    YES → **Add a row** – the effective date is 8/23/2023. Increase the sequence (+1)

    No → Add a row - the effective date is 01/17/2024 – sequence number defaults to 0

No → Add a new value – the effective date is 01/17/2024, start generating a new contract for Spring 2024 – sequence number defaults to 0
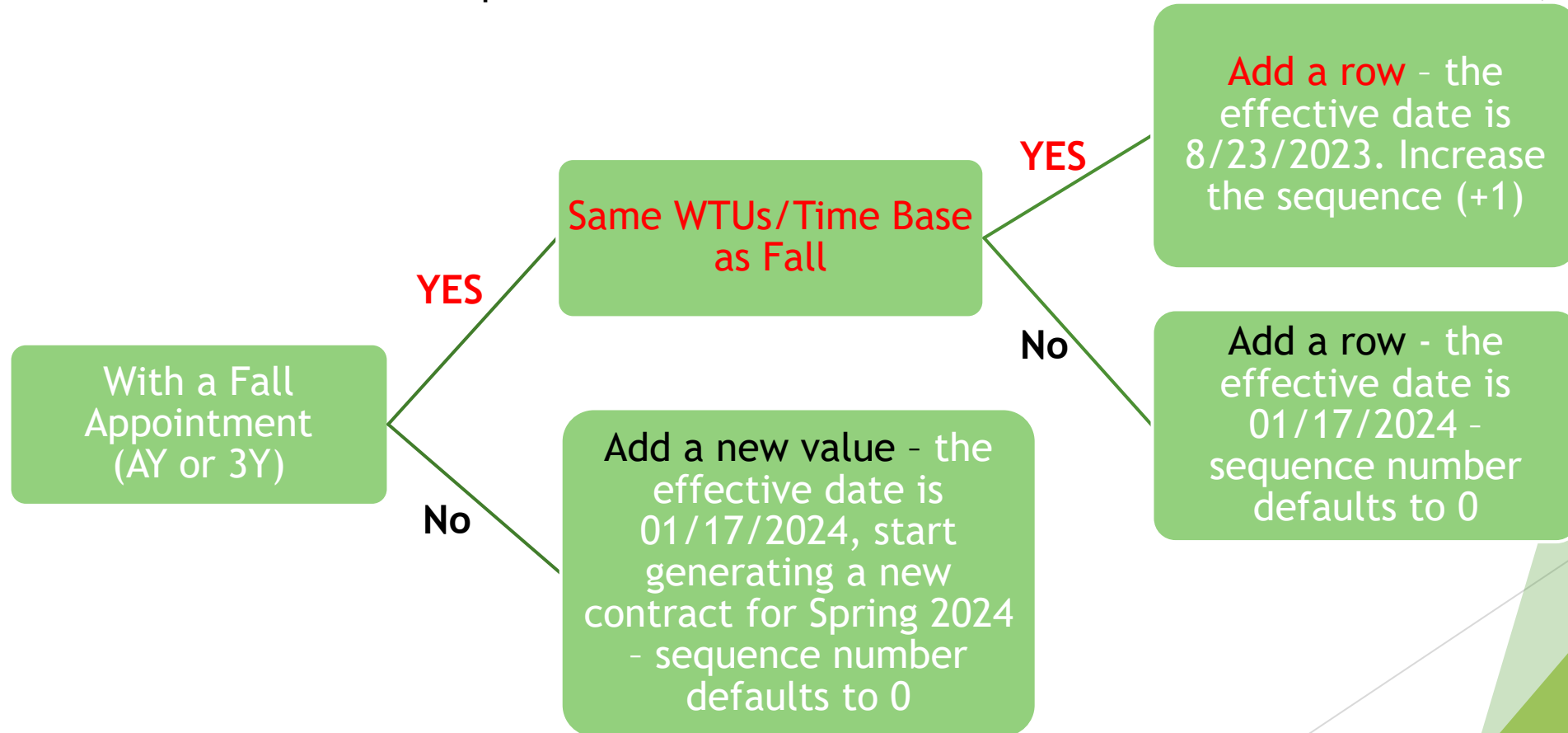
The Sequence Number – Scenarios

Sequence Number: References the order of operation for a single action 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.

▶ Multiple events (New appointment, SSI, Range Elevation) happen on the same effective date – use the sequence numbers to arrange the order of operation.

Adding a **New Row** VS. Adding a **New Value**

► If there is an existing contract from Fall (term 2238), add a new row (**+**) on that contract to enter the spring information.

Click "Term" to sort the list to have the 2238 on top

Make sure you select the "Approved" one from Fall (2238)

► If there is **NO** existing contract from Fall, **add a new value** to create a new contract for the spring information.

Making changes to Fall contract for Spring contract

AY/3Y - If the WTU is the same, keep the same effective date and increase the effective sequence +1

AY/3Y - If the WTU is different, change the effective date to 01/17/2024 and start effective sequence at 0.

Click "View All" to see the previous page and verify the data

Click the "+" to add a row.

Contract Status/Content

CSU Contract #: [ ]

DeptID: 15500

Contract Desc: [ ]

View All |< ◄ 1 of 2 ► >|

*Eff Date: 08/23/2023

Effective Sequence: 1

*Contract Status: Approved

Entitlement: 24

Term End Date: 05/22/2024

Change the status to "inactive"

Reg Region: USA

Multiple Term End Date: 05/27/2026

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: 00001107   History LECTURER AY

Bus. Unit: SACST   CSUS

Department: 15500   History

Job Code: 2358   Sal Plan/Grd: 335 / 4

Term: 2238

Cycle: 1

Comp Rate: 6759.000000

Change the term to "2243"

*Late Start? N

Academic Days Paid:

Total WTU: 9.00000

Comments: Change the term to "2243"

ALWAYS double check the "**SalPlan/Grd**", "**Comp Rate**", and "**Total WTU**" AFTER you add a row. Data might be changed by the system.

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.

College Analyst Level Processing Notes

▶ When College is reviewing Spring contracts, pay attention to the below on the Temp Faculty Approval. Departments should use "Inactive" status ONLY.

Contract Type	Change in WTUs/time base?	Effective Date	Contract Status
Academic Year	No Change	Fall date	Approved
Academic Year	WTU/time base Change	Spring date	Active
3-year	No Change	Fall date	Approved
3-year	WTU/time base Change	Spring date	Active
Semester (had FA2023 appt)	No Change	Spring date	Active
Semester (had FA2023 appt)	WTU/time base Change	Spring date	Active
Semester	New	Spring date	Active

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

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:	Spring 2024	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

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.

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

Recapping SSI

- SSI – 2.65%

  - Effective 2023/24 AY - applied during Fall 2023

  - SSI was added to the Fall 2023 base pay in October 2023. Department should make sure the new salary is updated to the contract module. You may have to input the new salary manually.

  - There will be only few Spring only lecturers who will receive an SSI on their Spring appointments.

- As of right now, there is no additional salary changes for Unit 3 Faculty. If a CBA is ratified during the Spring semester, OFA will notify the colleges on potential impacts.

Temp Faculty Lecturer Evaluations, 3-year, and Range Elevation

▶ Evaluations for periodic review, Range Elevation, and new 3-year appointments should continue to be done electronically.

▶ 3-year Appointment process staying the same. Web posting allowable as long as that has been shared with lecturers. - https://www.csus.edu/academic-affairs/faculty-advancement/internal/three-year-appointment.html

▶ 2023/24 Range Elevation – FTAS (Full Time Adjusted Service) criteria is in effect thru 2023/24. https://www.csus.edu/academic-affairs/faculty-advancement/internal/range-elevation.html

   ▶ OFA will be sending out FTAS faculty in February.

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
- For Spring 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 01/17/2024

Miscellaneous Items

- Conditions of Appointment and Benefit Handout is available here: https://www.csus.edu/academic-affairs/faculty-advancement/internal/temporary-faculty-hiring.html

- Faculty with AY contract, but who end up getting no Spring Assignment **MUST notify Payroll**, so they can cancel the contract and stop the payment for Spring.

- Hiring staff to teach? **MUST CONTACT OFA AND PAYROLL for more information**. They must apply to pool and go through the hiring process.

- Hiring MPP to teach? **MUST CONTACT OFA. MPP can only teach on voluntary basis.**

- New Temporary Faculty Orientation via Zoom – Friday, January 19, 2024 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 01/17/2024. Failure to complete will result in delay of pay being issued.

- Payroll Reminder: Encourage direct deposit for faculty

Helpful Links

▶ Office of Faculty Advancement

https://www.csus.edu/academic-affairs/faculty-advancement/

▶ Temporary Faculty Hiring

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

▶ Lecturer Pool User Guides

https://www.csus.edu/administration-business-affairs/human-resources/employment-services/chrs-recruiting/chrs-training.html#user-guides-pdf

▶ Entitlement

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

▶ Range Elevation

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

▶ 3-Year Appointment

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

▶ Rehired Annuitants as Temp Faculty

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

▶ 2023-24 Faculty Pay Distribution

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

For reference only!

Lecturer A or Instructor   (Rank 2)

Minimum Rate	SSI Max Rate	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	SSI Max Rate	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	SSI Max Rate	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	SSI Max Rate	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

QUESTIONS?