Welcome to
the Spring
Office of Faculty Affairs Briefing
Agenda

• Temporary Faculty/ASE Appointments
  – Parking
  – Training Available
  – New Hires

• Dates, Processing, and Appointments

• Separations

• Leaves

• New Things
Temporary Faculty/ASE Appointments

• For this semester
  – Parking
  – Training Available
  – New Hires
    • Send Appointment first
    • OFA will communicate with new instructors to setup date and time to complete paperwork.
Temporary Faculty/ASE Appointments

– New Hires

• Send Application, C.V., New Lecturer N and Appointment together
• OFA will communicate with new instructors to setup date and time to complete paperwork.
• What we discuss:
New Hire Onboarding Information

First Paycheck
Payroll

Your first paycheck (and possibly second) must be picked up at the Cashier's Window in Joyal Administration Building. If you signed up for Direct Deposit, the process may take up to 60 days for Payroll to process the information. See Payroll Calendar in this packet for pay date periods.

Appointment Notices/Contracts
Initiated with Department; Final approval in Faculty Affairs

Faculty Affairs does not handle the drafting or creating of contracts. If there are any inquiries in regards to your contract (Salary or teaching units), contact your department or Dean’s office.

Only New Hires will sign contracts at Faculty Affairs and during the Intake Appointments. Any returning faculty will sign contracts at the department.

Yellow Restricted Parking Permit
Initiated at Faculty Affairs; Purchase at Cashier’s Window

The authorization to purchase a yellow parking permit can be obtained from Faculty Affairs. Temporary assignment (lecturer and TA’s) will be verified before blue authorization form is provided. The form is then taken to the Cashier’s Window in Joyal Administration Building to purchase the restricted yellow permit.

Bulldog Card
Initiated at Faculty Affairs; Obtain at Bulldog Card Office

The authorization to receive a faculty Bulldog Card can be obtained from Faculty Affairs.

Temporary assignment (lecturer only) will be verified before yellow authorization form is provided. The form is then taken to the Bulldog Office in Joyal Administration Building for picture and printing of your Fresno State ID.

MyFresnoState
Login after Fresno State Account has been set up

Go to https://my.fresnostate.edu

More information on how to navigate to the Personal Information Summary can be found at the Help Center website:

- Navigate to Employee Self Service, then Personal Information Summary
  - Home and Mailing Address: The mailing address will be used for mailing W-2’s in January. Updates must be completed by December 9 for W-2’s to be mailed to the correct address.
  - Phone Numbers: Your mobile phone number is used by the Bulldog Alert system to notify you via text message if there is an immediate threat to the campus community.
  - Emergency Contacts: This information is used only by central offices in case of an emergency.
  - Final Pay Warrant Designee: This information is gathered via a form when you are first hired. We encourage you to review this information via Employee Self-Service on an annual basis to help make sure your final paycheck will go to your designee in case of your death.

- Navigate to Employee Self Service, then Names
  - Preferred Name (first and middle name only)
  - Primary Name - Legal Name: please visit the Human Resources or Faculty Affairs office to complete the Employee Action Request form. You will need to bring your updated original social security card.

- Navigate to Employee Self Service, then Disability
  - Voluntary Self-identification of Disability

- Navigate to Employee Self Service, then Veteran Status
  - Self-Identification of Veteran Status
Pay Schedule for Temporary Faculty Appointments

California State University, Fresno
Temporary Faculty Appointments

Faculty are entitled to 6 monthly payments per semester, with an academic year paid over a 12 month period. Lecturers and Teaching Assistants fall into this group of employees. The Fall pay releases as September through December, and if the employee does not return for the Spring Semester, the remaining amount due is paid as an additional December lump sum payment. Spring Semester appointments are paid in 6 consecutive payments (January through June) and are followed by 2 payments (July & August) which represent remaining Fall pay. #5 and #6—only if a lump sum payment has not issued for December.

Salary warrants (payments) are issued at the END of each monthly pay period (e.g. June pay issues on July 1). Academic days differ in workdays for 12 month employees and can be found on this web-site under calendars. Below are the 3 typical type appointments which occur each semester.

**PAY PERIODS**

| SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG |

**ACADEMIC YEAR APPOINTMENTS**

AY pay: Fall-1 Fall-2 Fall-3 Fall-4 Spr-1 Spr-2 Spr-3 Spr-4 Spr-5 Spr-6 *Fall-5 **Fall-6

FALL ONLY APPOINTMENTS

Fall pay: Fall-1 Fall-2 Fall-3 Fall-4 Spr pay: Spr-1 Spr-2 Spr-3 Spr-4 Spr-5 Spr-6

Notes:

* Pay is based on employee’s time base in prior month of June, if total contract is not yet paid in full.

** Pay for this month is adjusted to end and represents final amount due for entire year of contract.

SPRING ONLY APPOINTMENTS

Typical year-end settlements which would affect total payout for semester/year result from late starts, dock in pay, salary changes or time base changes which occur mid-semester:

Formula used to calculate settlement to employee = (6 mos. pay) × # days to be paid

If Spring monthly pay is 2X or more greater than Fall monthly pay =

(1) No August pay will issue

(2) and July may issue as an adjusted pay.

This situation results from the requirement that July pay must issue in the amount shown on employee’s
New Hire Onboarding Information

How to Create Your Fresno State Account

This account will allow you to access your Fresno State email account and other resources you will need as a Fresno State employee. Please follow the instructions below to create your account.

Point your browser to the Fresno State Signup page (https://idm.fresnostate.edu/signup)

1. Enter your nine-digit employee ID number and your date of birth, then click on Continue. If you receive an error message, please contact the Help Desk at 278-5000.
2. Select your username from the selection provided.
   Enter a password (following the criteria) and confirm the password.
   Select three secret questions and type the secret answers.
   Click on Verify
3. Verify your username and click on Create
4. You will get this confirmation page once the account is created

- Lots of other paperwork that we are required to provide a hardcopy to the employee.
- Payroll Paperwork
- Overview of Appointment Notice, Lecturer Notification Form, (CBA: SSI, Range Elevation, 3-year appointments, Fee Waiver)
www.fresnostate.edu/academics/facultyaffairs/procedures/temporary-appointments/lecturer.html

Where to find Hiring New Faculty

California State University, Fresno – Office of Faculty Affairs facultyaffairs@mail.fresnostate.edu
Important Upcoming Dates

December 11, 2017
All Spring appointments should be received in Faculty Affairs by this date, please confirm with the Dean’s office for any internal deadlines. As always, appointment notices will be processed on a first in, first out basis, any appointments received after this date will be processed based on Faculty Affairs workload.

December 22, 2017
The department should notify Faculty Affairs of any Faculty or TA with no Spring appointment. Submit either (1) a separation notice form for resignation, Fall only appointments or 1 of 1 decline Spring; or (2) a zero unit appointment notice for 3-year lecturers. Temporary faculty with a 3-year appointment (1 of 3, 2 of 3, or 3 of 3) will continue on payroll unless Faculty Affairs receives a zero unit appointment notice.

January 11, 2018
Federal requirement for new hire paperwork to be completed: Please mention to new faculty that documentation is needed to complete I-9 form. They can complete paperwork any time after an offer is received in Faculty Affairs.

January 16, 2018
Faculty Affairs will separate any Faculty or TA with a Fall only appointment and no Spring appointment. NOTE: If the faculty member had benefits, the separation will cause their benefits to lapse during Summer 2017 and Benefits department will send out a COBRA notice.

In order to make January 20, 2017 Payroll cutoff, this is the last day to submit revisions to Faculty Affairs.

January 23, 2018
No contract reductions for Spring can be submitted after the 3rd class meeting. If a class is cancelled before the 3rd meeting, the temporary employee shall be paid for class meetings.

NOTE: This does not guarantee that Faculty Affairs will be able to complete required paperwork prior to payroll cutoff.

Thank you from all of us at
THE OFFICE OF FACULTY AFFAIRS
Email us at facultyaffairs@mail.fresnostate.edu
Where to find Upcoming Dates

http://www.fresnostate.edu/academics/facultyaffairs/procedures/temporary-appointments/index.html
Temporary Faculty/ASE Appointments

- Shells ready
  - If not returning: “Inactive” or delete shell
- Processing, and Appointments
  - Start entering and printing:
    - First in / First out
Separations

- List includes those with Fall only or those with appointments ending in December 2017.
- List DOES NOT include those with 1 year (Academic Year) or 3 year appointment.
- If no spring contract is received in OFA by the end of the day 1/13/18, we will separate.
Separations

- A few are marked “Yes” under Benefits. These individuals are enrolled in benefits.
  - Pay Attention! To keep continuous benefits (12 months), OFA needs new appointment by 1/12/18
  - Pay Attention! A separation form will cause a break in benefits and no pay/benefits for two months summer 2018.
Separations

• Separation Form – when to use? When the Lecturer/TA/GA/ISA is not returning.
  – Semester Only appointments (optional)
  – Resignation (remove from Order of Assignment and remove from Payroll/Benefits next semester.)

• Zero Unit Contract: For a 3 year lecturers only
  – Short work break during 3 year appointment.
Where to find Separations

http://www.fresnostate.edu/academics/facultyaffairs/procedures/separations-retirement-ferp/index.html
Leaves

• Appointments still needed
• Leave Types
  – Medical
  – Personal
  – Professional
• All leaves need to be approved
Where to find Leaves

http://www.fresnostate.edu/academics/facultyaffairs/procedures/leaves/index.html
New Things Happening

• New Range Elevation
• Temporary Faculty add to eRecruit option
• Substitute Form
• New and Revised Forms
• Using facultyaffairs@mail.fresnostate.edu
Where to find New Range Elevation

https://www.fresnostate.edu/academics/facultyaffairs/procedures/
Temporary Faculty in eRecruit
Completing Substitute Pay Forms

California State University, Fresno – Office of Faculty Affairs

Faculty Affairs

Request for Substitute Pay Form

Because the difference in hourly rates for a lecture class and a lab section, if a substitute is assigned to both, a separate request pay form must be completed for each; a separate check will be issued for both sections.

Personnel Information

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Number</th>
</tr>
</thead>
</table>

Hours of work on these days of the month (enter hours of classroom work only in grey areas):

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>26</th>
<th>27</th>
<th>28</th>
<th>29</th>
<th>30</th>
<th>31</th>
</tr>
</thead>
</table>

For Pay Period of: Choose Month: Total # of Days: 0 Total # of Hours: 0

<table>
<thead>
<tr>
<th>Rank</th>
<th>Choose drop-down</th>
<th>Lecturer Hourly Rate $</th>
<th>#/WA</th>
<th>Teaching Associate Calculation</th>
<th>Enter Base Rate $</th>
<th>Total this Pay Period</th>
<th>TA 2453</th>
<th>$0.00</th>
<th>Lect 3556</th>
<th>$0.00</th>
</tr>
</thead>
</table>

For more information regarding substitute faculty assignment, see Article 20.5 of the CFA/CSU collective bargaining agreement.

- Faculty employees may make informal voluntary (unpaid) substitute arrangements of short duration with a Fresno State colleague, subject to department chair approval. This form is for paid assignments only - do not fill out if informal arrangements have been made.
- Substitute assignment(s) are limited to faculty with less than full-time appointment.
- Substitute assignment(s) are limited to temporary replacement of up to 23 days.
- Substitute assignments should be offered first to current qualified part-time faculty (not on full-time assignment) using the Order of Assignment procedures specified in CBA Article 12.
- The substitute teaching associate is a qualified unit 11 employee, current TA, and enrolled in a master’s program as specified in LA/WICSU CBA, article 2.6. They are paid Base Rate x $950 x hourly rate.
- Substitute faculty are paid for actual hours worked in the classroom; the hourly rate includes: contact hours with students, normal office hours, grading time and prep time in relation to the course(s) taught.
- Employees are required to submit application and complete appropriate payroll paperwork in Faculty Affairs.

Employee

This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1088 as a condition of employment.

Employee Signature: Date:

Department Chair

Chair signature certifies that the Department has complied with the Order of Assignment of Work provisions, Article 12 of the faculty collective bargaining agreement.

Chair Signature: Date:

Dean Approval

[ ] Approved [ ] Not Approved

Signature: Date:

Second page attached with substitute course information A copy of this document will be filed in the faculty member's Personnel Action File, without justification.

facultyaffairs@mail.fresnostate.edu
Thank you for your attendance and helping serve our campus community!