New Faculty, Lecturers, & Unit 3 Employees: Welcome from HRSC

GETTING ANSWERS FOR YOUR EMPLOYMENT QUESTIONS
PRESENTED BY: HUMAN RESOURCES SERVICE CENTER
Navigating Employment Processes

You will have questions about your employment, campus processes, resources and job requirements.

We’re here to answer your questions and help you navigate the process.
Who is this training for?

New Unit 3 Employees

- Faculty
- Lecturers
- Librarians
- Coaches
- Academic Counselors

Unit 3 (R03) Positions Include:

- Coach AY
- Coaching Assistant 12 Mo
- Coaching Specialist 12 Mo
- Coaching Specialist AY
- Dept Chair 12 Mo
- Dept Chair AY
- FT Faculty Unit-Addtl Emplymt
- Head Coach AY
- Instr Fac 12 Mo
- Instr Fac AY
- Instr Fac AY - FERP
- Lecturer 12 Mo
- Lecturer AY
- Librarian 12 Mo
- Resident Director, Intl Pgm 12
- Sprvsng Librarian 12 Mo
- SSP Academic Related I 12 Mo
- SSP Academic Related I AY
- SSP Academic Related II 12 Mo
- SSP Academic Related II AY
- SSP Academic Related III 12 Mo
- Substitute Instructional Faculty
# Employment Questions? Here’s Who to Contact

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HRSC Virtual Services

COVID-19 Faculty, Staff & Manager Resources
Address Changes
Catastrophic Leave Donations
Conflict of Interest Prevention
Direct Deposit
Fee Waivers
Financial Planning & Retirement Savings
Form 700
Learn & Develop
PeopleSoft HR Access
Performance Management and Performance Evaluations
Position Description Access
Professional Development
Separation Clearance
Staff, Manager & Faculty PAL Reporting
Student CPAL Reporting
Tax Withholding Changes
Verify Employment
Health/Medical Services
W-2’s and Earnings Statements
Payroll
When do I get paid?

*** Please Plan Ahead ***

Based on the Academic Calendar & Pay Period Certification, Unit 3 employees are scheduled to receive their first full paycheck for:

- Fall semester – October 1
- Spring semester – March 1

Why?

- To create 12 months of even payments and to avoid a break in salary and benefits over summer if you are hired for a full academic year (AY)

New Tenure Track Faculty hired for Fall

- May receive a small payment around Sept 1 for a few days work (orientation) prior to the official academic workdays
Planning Ahead $$$

The Faculty & Staff Calendar is where you’ll find:
- Pay Day (P) for paper checks
- Direct Deposit (D) posting dates

Expert tips:
- During COVID-19, we highly recommend you enroll in direct deposit as soon as possible
- Schedule bank withdrawals or auto payments to occur on the 5th or later for each month
- Some banks will deposit electronic funds prior to the “D” date – please check with your bank for details
What will you see on your pay warrant?

Payroll Deductions (based on gross salary)
- Mandatory
  - Federal & State taxes
  - Retirement
- Voluntary
  - Benefits
  - Voluntary Retirement Savings (e.g., Tax Sheltered Annuities, Roth IRA, Savings Plus Program)
  - ScholarShare (college savings)
  - Scholarships for students

Employer Contributions
- Depending on your classification, based on gross salary
  - Retirement
  - Benefits
When do I work?

**Faculty & Staff Calendar**
- Check for academic workdays and *observed* holidays

- Important note: the campus moves, or observes, some holidays during academic breaks. Please check the calendar as you design your syllabi to determine which days will be observed holidays.
After Your First Paycheck...

Take a moment to Review Your Personal Information

HR Self Service User Guide

Welcome to the HR Self Service Users Guide. This guide is designed to provide you with the information you need to successfully use the HR Self Service features and includes instructions on the following topics:

- Benefits Information
  - View Benefits Summary
  - View Leave Balances & Usage
- Payroll & Compensation Information
  - View Paycheck History
  - View Compensation History
  - Paycheck Abbreviations Listing
- Personal Information
  - View Personal Summary
  - View/Update Emergency Contact Information
  - View Payroll Designee Information
  - View HR Self Service Change Log
  - Update Disability Status Information
  - Update Veteran status Information
    - Veteran Status
- How to access HR Self Service links on the Portal
- HR Self Service FAQs

Refer to Absence Management Self Service website for more information on viewing and entering absences.
Chico Portal
HR Self Service
Need to make changes to your personal information?

*Contact the Human Resources Service Center to update the following:*

- Address
- Tax Withholdings
- Direct Deposit
- State Warrant Designee
- Educational Information
- Emergency Contact
After Your First Paycheck...

Enroll in [Cal Employee Connect](#)

Here’s why:

- Have 24/7 access to your W-2 and Earning Statements
- You won’t have to wait to receive your hard-copy W-2 in the mail from the State Controller’s Office in Sacramento in February
Payroll Highlights

Information for Employees

Payroll is responsible for requesting and auditing all state paychecks for faculty, staff, and students in accordance with State and CSU policies and procedures. Payroll also maintains leave balances. Payroll technicians are responsible for specific units on campus. Please review the My Payroll Technology section to determine who to contact with questions. Below are links to various documents and tools to help you with your payroll-related needs.

Absence Management Self Service
Calendars
Employment Verification Information

General Payroll Information

- Academic Pay Plans
- CSU Salary Schedule
- Hourly Intermittent Employee Information
- I-9 Employment Eligibility Verification
- Leave Maximum Information
- Net Pay Calculator
- Payroll FAQs
- Schedule Guidelines
- Student Employee Policies and Procedures
What will you find at Payroll?

**Answers to your pay questions**
- [My Payroll Technician](#)
- Payroll email: [payroll@csuchico.edu](mailto:payroll@csuchico.edu)
- ([Verify Employment](#) through HR...)

**Calendars and pay periods**
- [Calendars, Deadlines and Schedules](#)
- Holidays
- Paydays
- Direct Deposit (and electronic deposit dates)

**Sick and Vacation Leave**
- Absence Reporting – hard copy to department
- 12-month employees
  - Submit via Absence Management Self Service (AMSS)
  - Report: No Time Taken OR Absences
Benefits
Are you eligible for Benefits?

If you are eligible for Benefits, a Benefits representative will reach out to you.

If eligible, you must enroll during the first 60 days of your employment. After that, you can only enroll, or change options during the CSU’s Open Enrollment (typically in October) to take effect the following calendar year.

Please enroll at least 5 days prior to the end of the month to take effect the following month.
New Employees & Your Benefits

New Employee Resources

Congratulations and Welcome!

Please click on the tabs below which will provide additional information concerning benefits, pay, campus life and professional development at Chico State.

On behalf of the Human Resources Service Center and Academic Personnel, welcome to Chico State! Please follow the steps below to complete your new hire documents.

Step 1 - Complete required documents
Step 2 - New Employee Paperwork Checklist
Step 3 - Meeting with Employment Services
Benefits

Benefits Office Location is in Kendall 118
Our goal is to provide you with a robust selection of benefits to meet your personal needs in dealing with work/life issues. We know that reviewing your benefits can be an overwhelming experience, the Benefits staff can meet with you to discuss various options available to you.

Call Benefits to find out if you are eligible and what is included:
(530) 898-5436, KNDL 118
Email: benefits@csuchico.edu

http://www.csuchico.edu/hr/benefits/
Protecting Students & Peers
Protecting Others – Avoiding Discrimination Harassment and Retaliation

Compliance Training
◦ You’ll get a notice from CSU Learn (training@csuchico.edu) 1-2 weeks before your first paycheck
◦ It’s about four (4) total hours of online training, most of which needs to be retaken annually
State University Employees Must...

1. Report
   ◦ Discrimination, harassment, retaliation
   ◦ Sexual harassment, sexual violence
   ◦ Child abuse (limited & general reporters)

2. Offer victims confidential services
   ◦ Share where the victim can get help
Confidential On-campus Victim Resources

**STUDENTS**

**WellCat Safe Place**
- Student Services Center 180
- 530-898-3030
- safeplace@csuchico.edu

**WellCat Counseling Center**
- Student Service Center 430
- 530-898-6345

**WellCat Health Service**
- Student Health Center
- 530-898-5241

**EMPLOYEES**

**WellCat Safe Place**
- Student Services Center 180
- 530-898-3030
- safeplace@csuchico.edu

**Employee Assistance Program**
- LifeMatters (by Empathia)
- 1-800-367-7474
- Password: csuchico
Title IX Online Resources

Title IX: Preventing Sex Discrimination

Sample syllabus language for faculty

Understanding employee reporting obligations:
You are a Bridge

Sample Employee/Victim Conversations:
How to tell a student you must report what they shared with you

Training: Both students and employees are required to take training
CSU Red Folder: Help Prevent Student Suicide

http://www.calstate.edu/redfolder/chico/Red-Folder-Chico.pdf

RED FOLDER

SEE SOMETHING

SAY SOMETHING

DO SOMETHING

ASSISTING STUDENTS IN DISTRESS
Confidential Employee Assistance
Employee Assistance Program

More information is just a click away...

Campus website:
https://www.csuchico.edu/eap/services/mylife matters.shtml

Downloadable brochure:
https://www.csuchico.edu/eap/_assets/documents/empathia-brochure.pdf
Employee Assistance Program

www.mylifematters.com

Password: csuchico

Or call 24/7 to find out more information:

800-367-7474
Welcome to the Wildcat Community!

SUPPORTING STUDENT SUCCESS