

## **Additional Faculty Work Compensated Using CSUF-ASC or Philanthropic Foundation Funds**

### **ASC Hires Faculty**

The Auxiliary Services Corporation (ASC) pays faculty directly for additional work funded by ASC or Philanthropic Foundation (PF) accounts. This requires the auxiliary to hire the faculty member as an employee of the auxiliary before issuing the first payment.

To start the hiring process, the Principal Investigator or Project Director of the account funding the work must submit an ASC Personnel Transaction Report (PTR) to ASC Sponsored Programs. A copy of the PTR form appears at the end of this document.

### **Faculty Signs in with ASC Human Resources**

Because faculty must become employees of the ASC before they can receive payment for additional work, they need to sign in with the ASC by bringing documents to certify that they are eligible to work in the United States. Being a separate employer, federal law requires the ASC to maintain its own hiring records separate from the University. Contact ASC Human Resources at ext. 4119 for information about which documents fulfill this requirement.

### **Payroll Tax Deductions**

The ASC is a private employer with a different Federal Tax Identification Number from the University and is subject to Federal and State of California labor and tax laws. It must withhold FICA (Social Security and Medicare) taxes and State Disability Insurance premiums from employee wages.

### **Payment Schedule**

The ASC issues paychecks every two weeks. Faculty will have the option to receive their pay by paper check or by Direct Deposit after submitting their bank information to the ASC. The ASC will mail paychecks not picked up at its office in Titan Hall the day before the subsequent payday.

When the faculty consultant and the project director certify the work as completed in the SCPR system, faculty will be paid on the next scheduled pay day after the end of the biweekly pay period.

### **Possible Background Check**

State employees hired prior to the CSU instituting the requirement for background checks might need to have one conducted by the ASC.

### **Special Consultant Payment Request System (SCPR) Continues**

The online payment request and approval system remains unchanged other than a deadline for certification of work completed. The faculty consultant and the project director must certify days scheduled in the SCPR within 120 days after the work date.

### **125% Additional Pay Restriction**

Work performed for ASC and Philanthropic Foundation projects is subject to the 125% additional pay policy for all work performed for the CSU system and its auxiliaries.

### **Contact Us**

\* **ASC-funded work:** Contact the ASC sponsored programs administrator assigned to your department.

\* **Philanthropic Foundation-funded work:** Contact your department's staff member who administers its Philanthropic Foundation accounts and creates pay commitments in the Special Consultant Payment Request system (the SCPR).

\* **ASC Hiring Process:** Contact ASC Human Resources at ext. 4119 for questions about the hiring process and the documents requirement. Remember to mention you will be receiving "faculty additional pay."

\* **125% Additional Work Restriction:** Contact Nathan Van Diggele of the Provost's Office at ext. 4890 with questions about the 125% restriction or calculation.

### **Special Consultant Payment Request (SCPR)**

The workflow for the new SCPR system remains unchanged:

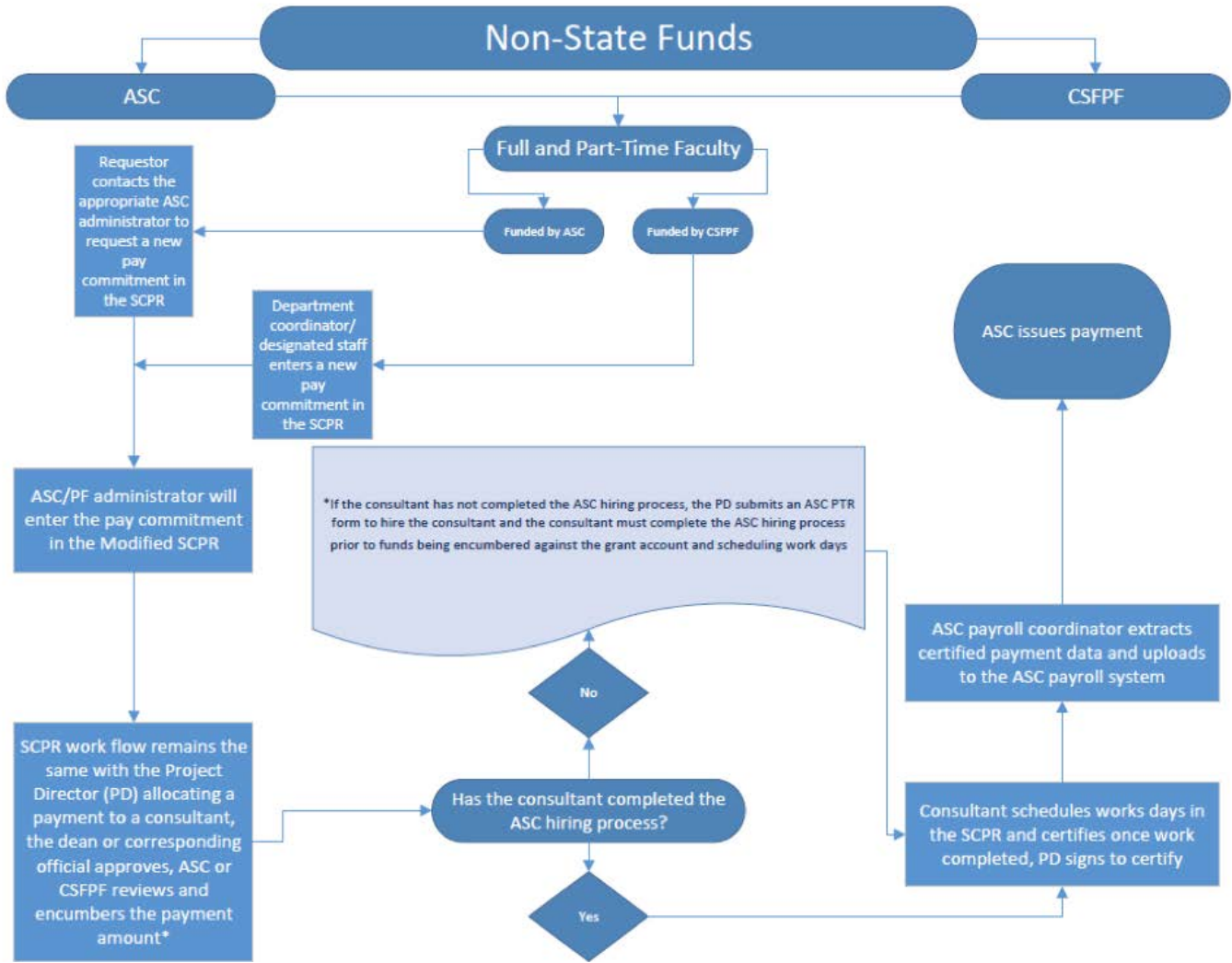
(1) The ASC administrator creates a pay commitment if the additional work is compensated using funds administered by the ASC; the designated department staff member creates the pay commitment if the additional work is compensated using funds administered by the Philanthropic Foundation.

(2) The Principal Investigator/Project Director selects faculty consultants.

(3) The respective Dean approves the faculty member to work.

(4) The ASC/PF administrator encumbers the payment against the ASC/PF account.

The following chart describes the complete workflow:



## Faculty Additional Employment via CSUF Auxiliary Services Corporation

### Personnel Transaction Report (PTR) Form

#### Checklist to complete the report form

The CSUF-ASC is a legal entity separate from the University. Faculty working on ASC or Philanthropic Foundation grants need to be set up in ASC's Human Resources records as though they are "new" employees.

The PTR form sets up faculty in the ASC payroll before they can receive their first payment. Portions of the form do not apply to faculty. The checklist below states which items are required and which do not apply.

#### **1. Employee Information section**

- Social Security #: Fill in your SSN just before you send or deliver the form to the ASC.
- All other employee information in this section is required.
- Write the phrase "Faculty Pay" in the available space next to the Campus Wide ID Number.
- Check the box for CSUF Faculty/Staff.

#### **2. Employee Action and Classification section**

- Leave the Effective Date box blank.
- ASC Account (Project) Number is required.
- Check the boxes for Action Type: New Hire, Classification: Part-time, and FLSA: Non-Exempt.

#### **3. Job Information section**

- Rate Change Reason: N/A
- Pay Rate: Faculty member's university salary expressed as an hourly rate (AY salary divided by 1360 hours).
- Proposed New Rate: N/A
- Comments: Enter a very brief description of the work to be performed.
- Position Change Reason: N/A
- Work Location: Check the appropriate box and fill in the Location.
- This position: Answer yes or no pertaining to the job duties. Note: Level 1 data means sensitive or protected data.

#### **4. Department and Contact/Time Clock Information**

- Contact Person: Provide this information
- Time Clock Approvers: N/A

#### **5. Reason for Separation: N/A**

#### **6. Authorization Signatures**

- Employee: Faculty consultant signs and dates the form
- Initiating Supervisor: N/A
- Approving Supervisor: The PI or Project Director signs and dates the form. For PIs and Project Directors being paid, the Dean or comparable authorizer signs and dates the form.

Submit the fully completed and signed Personnel Transaction Report to CSUF-ASC Sponsored Programs.

#### **Identification and Work Eligibility Documents**

The CSUF-ASC, being a non-profit corporation, is a private employer separate from the university. The faculty consultant will need to bring documents to the ASC Human Resources office to comply with Federal law, which requires employers to verify the individual's identity and eligibility to work in the United States.

Contact ASC Human Resources at extension 4119 for more information about the specific list of documents that faculty can use to fulfill this requirement.

**Personnel Transaction Report (PTR)**  
 Employment & Employee Changes

All changes in employee status must be completed in every case where there is an employee change in job classification, salary rate, job status or termination. **This form must be received by Human Resources-Auxiliary Services Corporation ("ASC") PRIOR to the effective date.** If you have any questions regarding this form, please contact Human

EMPLOYEE INFORMATION			
S.S.N.	CWID	<b>FACULTY PAY</b>	
Last Name	First Name	Middle Initial	
Address	City	Zip Code	
Phone number	Email	<input type="checkbox"/> Current ASC Employee <input type="checkbox"/> CSUF Faculty/Staff	
Emergency Contact	Phone Number	Faculty Additional Pay	
All employees are required to meet federally mandated I-9 work eligibility and authorization procedures. All employees therefore must present acceptable work authorization documents in person to Human Resources-ASC <b>no later than their first day of work as a new hire or rehire.</b>			
EMPLOYMENT ACTION AND CLASSIFICATION			
<b>Effective Date</b>	<b>Action Type</b>		
<b>Account Number</b>	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Change	<input type="checkbox"/> Pay Rate Change <input type="checkbox"/> Position Change <input type="checkbox"/> Termination	<input type="checkbox"/> Leave of Absence (HR approval req) From: _____ To: _____ <input type="checkbox"/> Other: _____
<b>Employee Classification (select only one)</b>		<b>FLSA:</b>	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time benefited <input type="checkbox"/> Part-time	<input type="checkbox"/> Temporary <input type="checkbox"/> Student (up to 20/hr wk) <input type="checkbox"/> Internship	<input type="checkbox"/> Exempt (Salary) <input type="checkbox"/> Non-Exempt (Hourly)	
JOB INFORMATION			
<b>Rate Change Reason</b> (if app)	<b>**Pay Rate</b> <small>** (HR must approve)</small>	<b>% Rate Diff</b> <small>current vs. proposed new rate</small>	<b>**Proposed New Rate</b> (if app) <small>** (HR must approve ALL pay rates)</small>
<input type="checkbox"/> Merit (attach evaluation) <input type="checkbox"/> Promotion (HR must approve) <input type="checkbox"/> Other _____	Bi-weekly _____ (Salary) Hourly: _____		Bi-weekly _____ (Salary) Hourly: _____
<b>Hours/Week</b>			
<b>Job Title:</b>			
<b>Position Change Reason</b>	<b>Work Location</b>	<b>This position:</b>	<b>Yes</b> <b>No</b>
<input type="checkbox"/> Promotion-HR approval Req <input type="checkbox"/> Reclassification <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> On-campus <input type="checkbox"/> Off-campus Location: _____	<input type="checkbox"/> Has supervisory authority <input type="checkbox"/> Works with minors, elderly, or disabled persons <input type="checkbox"/> Has cash handling duties/access to level 1 data <input type="checkbox"/> Will drive on ASC related business	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Comments:</b>			
DEPARTMENT AND CONTACT/TIME CLOCK INFORMATION			
<b>Dept/Project Name:</b>	<b>Director/PI:</b> (please print) _____		
	Email: _____		Phone: _____
<b>Budget Period:</b>	<b>Contact Person:</b> (please print) _____		
From: _____ To: _____	Email: _____		Phone: _____
<b>Time Clock Approver/s:</b> (please print) _____			
Email/s: _____		Phone: _____	
REASON FOR SEPARATION			
<b>Effective Date</b>	<input type="checkbox"/> Professional Development <input type="checkbox"/> Better Job <input type="checkbox"/> Better Pay <input type="checkbox"/> Personal Reasons <input type="checkbox"/> Dissatisfaction with Job	<input type="checkbox"/> End Temporary Appt <input type="checkbox"/> Other: _____	<i>Requires HR Approval</i> <input type="checkbox"/> Job Abandonment <input type="checkbox"/> Layoff <input type="checkbox"/> Dismissal <input type="checkbox"/> Fail Rtn from Leave <input type="checkbox"/> Separation by Agency
<b>Eligible for Rehire?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
AUTHORIZATION SIGNATURES			
TRANSACTION IS NOT OFFICIAL WITHOUT ALL REQUIRED SIGNATURES AND FINAL HR APPROVAL			
Employee _____	Date _____	Human Resources _____	Date _____
Initiating Supervisor _____	Date _____	Executive Director _____	Date _____
Approving Supervisor _____	Date _____	Pay Class _____	FICA Exempt <input type="checkbox"/> WC Code _____ International Student <input type="checkbox"/>
OSP/Agency _____	Date _____	REQ # _____	Department to retain own copy Rev: 10/15/15