

Benefits, Retirement and Direct Deposit for PT Faculty – if eligible

In very **few instances**, the Part-Time Faculty may **qualify for Health Benefits, Retirement and Direct Deposit.**

NOTE: Faculty will be notified by HR Benefits Office via email (to CSUSB mailbox), if they are eligible.

Health and Retirement Benefits– if eligible

Human Resources Office

Location	Phone	Email	Website
Sierra Hall, Room 110 (SH-110)	(909) 537-5138	Email: hrdept@csusb.edu Web: https://www.csusb.edu/human-resources	

Health Benefits: A faculty employee must be appointed at least .40 FTE every quarter for more than six months (Academic Year contract), or if employed in a Unit 3 Lecturer or Coach position, employee must be appointed for at least six (6) weighted teaching units for at least two or more consecutive quarter terms (non-academic year contract). For faculty appointments less than six months or only lasting one quarter, timebase must be .75 or greater (130 hours per month) to enroll in a CalPERS health plan (Affordable Care Act “ACA” Eligibility) only.

<https://www.csusb.edu/human-resources/current-employees/benefits/health-benefits>

Note: If you qualify for benefits, you **must complete a Benefit Enrollment Worksheet within 60 days** from the date of your appointment and return to Human Resources/Benefits (SH-110 or 113) to be enrolled in a health or dental plan. Employer paid Vision, Life insurance and Long Term Disability enrollments are automatic enrollments and effective the first of the following month from date of hire.

Retirement – CalPERS – you are eligible if your appointment is a:

- Full-time appointment that exceeds six months,
- Half-time appointment (50% or more) for one year or longer,
- Temporary faculty are required to enter CalPERS membership commencing with the fourth consecutive Academic Year quarter appointment at half time or more.

<https://www.csusb.edu/human-resources/retirement>

Direct Deposit – if eligible

Direct Deposit is available to CSU Faculty with Academic Year Appointments only:

Because establishing direct deposit may take 30 – 45 days to process, Faculty Quarter-to-Quarter Appointments, Emergency Hires and Special Consultant (Immediate Pay) are ineligible for direct deposit.

<https://www.csusb.edu/payroll/general-information>

If you qualify, **fill out the Direct Deposit Form and drop it off** at the Payroll Office. Please note you will need to provide your **bank information: name, address, account number and bank routing number.**

Direct Deposit Form: https://www.csusb.edu/sites/csusb/files/Direct_Deposit_std699.pdf

Payroll Office Location: Sierra Hall, Room 103 (SH-103)

Schedule of Paydays and Direct Deposit Posting Dates: <https://www.csusb.edu/payroll/staff-faculty>