

Hiring Department Instructions

Regarding
Hiring/Onboarding Process
For
New Hire

New Part-Time Faculty

**Summary of Required Action Steps, Trigger Points and Tips.
Consequences of not completing “Mandatory First Steps”.
Confidential Information Management Policies.
Eligibility for Benefits and Direct Deposit.
Non-US Citizens Instructions.
Email Template.
Flowchart: Hiring/Onboarding Process.**

Version 1 as of 2018-1-12

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Purpose of this Guide:

1. To capture summary of all major steps of the Hiring/Onboarding Process for New PT Faculty that takes place at the Hiring Department, given the process is decentralized and very complex.
2. To build Awareness and Education of the whole process.
3. To evaluate the effectiveness of the process and look for more efficient ways, automated, electronic solutions, as needed.

I. Summary of Hiring Department **Required Action Steps**, Trigger Points and Tips

1. Part-Time Faculty Hiring Process Initial Stage. Background Check.

- A. After **Recruiting Process** is complete, work closely with **Department Chair** and New PT Faculty:
- Send "Welcome to CSUSB" email, (initial introductory, info and document gathering email) for:
 - Gather all required documents for **Hiring Folder, Personnel Action File (PAF)**. See instructions, on last page, under: "642.76 Temporary Faculty/Part-Time: Recruitment and Appointment of Part-Time Temporary Faculty" <http://senate.csusb.edu/FAM/FAM-640-44.htm>
 - Gather Personal Biographical and Education Data for PeopleSoft Data Entry. <https://www.csusb.edu/academic-personnel/docs-forms/recruitment-forms>
 - Gather following info for CSU Temp Faculty Module-CSU Contract Data Entry: e.g. Start Date, Type and Duration of the appointment (Q2Q etc.) Course(s) and number of Units to be taught, Job Code (Class Code, Range Code) for the position, Pay Level, Base Salary Pay etc.
 - CSU Salary Schedules: <http://www.calstate.edu/HRAdm/SalarySchedule/SalaryDocs.aspx>
- B. Initiate **Background Check** by submitting a Request Form to backgroundcheck@csusb.edu.
Wait about 10 business days (14 calendar days) for results. See below links for process details:
<https://www.csusb.edu/human-resources/employment/background-check-policy>
<https://www.csusb.edu/academic-personnel/recruiting/background-checks>
- In the meantime Hiring Department needs to **contact at least two professional references** while waiting for the Background Check Clearance. Keep records in PAF and inform HR Compliance. Telephone Inquiry Notes: <https://www.csusb.edu/academic-personnel/docs-forms/recruitment-forms>
- C. Be mindful **early in the process** that:
- Non-U.S. Citizens/Non-Permanent Residents** need to complete (in person) **2 steps PRIOR** to "HR for New Hire Intake Meeting" to ensure **Employment Eligibility and proper Tax Status**, it can be done as early as possible, but the appointments need to be scheduled ahead of time. See **Handout (Pg.11)** at the end of this document.
 - ALL New PT Faculty **should** be advised to determine if they have proper documents at hand to be hired by the University: **List of Acceptable Documents for HR New Hire Intake Meeting:** <https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>
 - To see more info click on the Registration Link for **Unit 3 (Faculty)**.

Comply with Confidentiality of Personal Info at all times: <https://www.csusb.edu/its/security/policies-standards>

2. Search PeopleSoft for an Existing Record

Once you receive Background Check Clearance by email. Search PeopleSoft using **CSUID Search** page to verify if person already exists in PeopleSoft to prevent duplicate Coyote ID. If person is returning, follow steps provided in your PeopleSoft/Workforce Admin Business Process Guide.

Note: If needed you can request a refresher training for Temp Faculty HCMTF0400 and/or Workforce Administration HCM9002 via <https://info001.csusb.edu/cms/reg/courseview.php>

Rehire Tip: "Business Email" listed in PeopleSoft may be **invalid after 4 quarters** if PT Faculty didn't teach for 4 consecutive quarters. If this is the case, contact Technology Support Center (TSC) to verify if the Business Email is valid, if it is: verify that BUSN or OCMP email type is a @csusb.edu; if it isn't TSC will take appropriate actions.

Note: Please be aware PT Faculty could be teaching courses in another College/Department. Ask the New Faculty if they are being hired by another Department/College.

3. PeopleSoft Data Entry for New Part-Time Faculty (New Hire)

Enter required information into PeopleSoft **ASAP** (e.g. at least 3-4 weeks **before Qtr. start date**, each Qtr. is different) to ensure timely Part-Time Faculty paycheck and **allowing ample paperwork processing time** for all involved departments. (Hiring Department-Hiring College-Academic Personnel-Payroll).

3.1 Attend Input Session scheduled by College AA/S with Academic Personnel AA/S, if available.

3.2 PeopleSoft Data Entry: Summary of Steps (if done before or separately from Input Session)

A. Go to: Peoplesoft – Main Menu – Workforce Administration – Personal Information – Add a Person – **Add The Person**: enter all required information in the following **TABS**: Biographical Details, Contact Info, Regional, in the **Organization Relationship Tab.....(Pending Revision. New BPG is being developed. This guide will be updated as soon as the new process is finalized.)**

Note: At a minimum enter available information (legal name, date of birth, accurate zip code) to ensure pre-provisioning. Data needed to activate myCoyote account. (Pending Evaluation of the process 1/2018)

B. **Contact Academic Scheduling**, provide your Department's "Academic Org Code" (3 Digits), to add new PT Faculty to the **Instructor Table**, so you can assign faculty to a **Course and Term**.

C. **Contract Data** must be entered into the "**CSU Temp Faculty Module-CSU Contract Data**" and **loaded** to "Job Data" Page in "Workforce Administration".

D. Enter full **Education** Information: PeopleSoft – Main Menu – Workforce Development – Profile Management – Profiles – Person Profiles – Add a New Value Tab – Click Add – Enter Empl ID, Profile type: Person, click Submit – Enter all Degree Info, Save. Click Submit twice, Save.

E. **Emergency Contact**: HR enters this info. If needed, ask PT Faculty to update their Emergency Contact Info via their myCoyote account under: Self Service Section – Emergency Contacts Link - once they activate their myCoyote account.

PeopleSoft Navigation: PeopleSoft – Main Menu – Workforce Administration – Personal Information – Personal Relationship – Emergency Contact. Search by Empl ID

F. Generate: **Appointment Form** and **Appointment Letter**. NOTE: Appointment Letter needs to be signed by Dean and New PT Faculty. It should be signed by Faculty by beginning of the Quarter, but after HR New Hire Intake Meeting.

G. Generate a Query (**Spreadsheet**) with summary of all Appointment Forms for each Department, obtain Department Chair and Dean Signatures and submit to Academic Personnel for payroll processing. **Crucial timetable**: submit to Academic Personnel at least 2 weeks before Payroll cut-off date, in order for the faculty to be paid on time. (This step is done by College Analysts)

BPG: Follow step-by-step instructions in PeopleSoft/Workforce Admin **Business Process Guide** (BPG).

Access and Training:

- If you need **access** to Temp Faculty HCMTF0400 and/or Workforce Administration HCM9002 request it via your College/Department "CIA Delegate". (Remember a "View only" access is an option).
 - See "On-base" section <https://www.csusb.edu/its/support/knowledge-base-articles>
ISET Office Tel. (909) 537-7262; Email: CIA-support@csusb.edu.
- If you need **training or refresher training** for Temp Faculty HCMTF0400 and/or Workforce Administration HCM9002 request it via <https://info001.csusb.edu/cms/reg/courseview.php> ;

4. Review Trigger Points

- A. By entering **DOB** into the PeopleSoft-Workforce Admin– Personal Information- in Biographical Details TAB - a **CSUSB email account** will be created **after about 48 hours**.
- B. Trigger Point to create Employee ID**(Pending Revision. New BPG is being developed. This guide will be updated as soon as the new process is finalized.)**
- C. After you ask Academic Scheduling to add new PT Faculty to **Instructor Table** and after you assign New PT Faculty to **Term and Course** they will have **access to Faculty Center** and be able to see their course(s) in **Blackboard**. (*Additional steps required, see below Section III.*)
- D. In **CSU Temp Faculty Module** by entering **CSU Contract Data** and **Loading Job Data** into Workforce Admin (Job Data Page) – and by assigning PT Faculty to Term and Course the **record will be “active”** and the PT Faculty will have proper access etc.
- E. Appointment Form establishes New PT Faculty’s payroll, they will not be paid on time if it’s delayed.
- F. Non-U.S. Citizens can’t be hired if they don’t have proper documents to verify their Identity and Employment Eligibility. Refer to Handout (Pg.11) at the end of this document and to HR page in “Mandatory First Steps” Guide.

5. Wait 48Hrs-Check-Verify (after entering all data into PeopleSoft Item 3 on Pg.4)

- A. After all the info was entered into the PeopleSoft: **WAIT approximately 48 hours**. **While waiting** gather and review resources for New Part-Time Faculty Email/Onboarding Instructions Package:
 - a. Draft email to New PT Faculty with Onboarding Instructions (see Email Template on pg.9).
 - b. Review/Download: PDF Guide “New Part-Time Faculty **Onboarding Instructions - Mandatory First Steps**” Guide: <https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>
 - Check **Faculty Resource Directory (FRD)** Webpage: <https://www.csusb.edu/faculty-resource-directory-pt>
 - c. Verify if you have all required documents in the New Faculty’s PAF folder.
 - d. Obtain Dean’s signature on Appointment Letter. **Important:** Once you obtain Dean’s signature and after Faculty Member signs the Appointment Letter, keep a copy (with all required signatures) in Faculty’s PAF Folder.
 - e. Gather your **Department’s specific information and instructions** for New Part-Time Faculty. (*See topics below: IV. 3. Hiring Department Information p.10*)

B. After waiting 48 hours, CHECK in PeopleSoft **if the CSUSB email address was created, and VERIFY** if the new PT Faculty record is **“active”** by contacting Technology Support Center.

Navigation to check if email address is listed in PeopleSoft:

Main Menu – Workforce Administration – Personal Information – Modify a person – Search by Empl ID – Contact Information Tab – Email Addresses section. Email will appear on this page, if generated. Validate email is @csusb.edu email. If different contact Technical Support Center.

TIP:

Verify if the email was created and if record is active **BEFORE** you contact PT Faculty and **BEFORE** they come for their HR New Hire Intake Meeting, to resolve any potential issues and to ensure all is in place for them to complete ALL Mandatory Onboarding Steps during ONE visit to the campus. (**if practical**).

Otherwise they will need to be inconvenienced and come to the campus multiple times.

See: **Flowchart** for PT Faculty Onboarding Process at the end of this document.

C. Order/Request needed items:

- a. Order needed keys, business cards (if requested), fill out Parking Form etc.

6. Provide New Part-Time Faculty with needed INFO for Onboarding Process

Once you determine that the new PT Faculty record is “**active**” by contacting Technology Support Center:

Inform PT Faculty they need to complete **Onboarding Process** by sending them email **with instructions (see Email Template on pg. 9)** and **provide** them with:

- A. Their **Employee ID Number** and PDF or Link to “**Mandatory First Steps-Onboarding Instructions for New PT Faculty**” Guide (pdf): <https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>

Bring their attention to:

- **Non-U.S. Citizens** (other than Permanent Residents) need to complete additional 2 steps PRIOR to coming to Human Resources for New Hire Intake Meeting.
 - List of **Acceptable Documents** for HR New Hire Intake Meeting: <https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>
 - **Link to Register for Human Resources New Hire Intake Meeting (click on Unit 3-Faculty):** <https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>
- B. Faculty Resource Directory (FRD) **Webpage:** <https://www.csusb.edu/faculty-resource-directory-pt>
- C. Your Department’s specific information/instructions.
 - Link to your Department/College:
 - Link to Campus Maps: <https://www.csusb.edu/maps-directions>
- D. Ask for any missing information or documents e.g. resume/CV, transcripts, student evaluations etc.
- E. Ask new PT Faculty to inform you when they will be coming to campus to complete Onboarding Steps and use that opportunity to provide them with their Appointment Letter and obtain their signature (see Under 6a: Step 5 below and Pg. 10 for Visit to Hiring Department).

6a. List of Mandatory First Steps for New Part-Time Faculty Onboarding Process

Part-Time Faculty Onboarding Process is a combination of visits to various departments and submission of various paper forms, which in some cases require signature of multiple parties.

List of Mandatory First Steps – Onboarding Process:

Pre-Onboarding Step: Non-US Citizens/Non-Permanent Residents **only** – Employment Eligibility and Tax Compliance Appointments

Step 1: Register and Visit to HR for the New Hire Intake Meeting

Step 2: Activation of myCoyote Account; (NETO Training)

Step 3: Coyote OneCard

Step 4: Confidentiality Compliance Form (Faculty Form)

Step 5: Visit to Hiring Department

- New PT Faculty to Sign the **Appointment Letter**, Submit Confidentiality Compliance Forms and pick up Parking Form. (see pg. 10)

Step 6: Parking Permit

Step 7: Mandatory Training

Please refer to the below Link for more in depth information:

“Mandatory First Steps - New PT Faculty Onboarding Instructions” Guide (pdf):

<https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>

II. WARNINGS: Impact and Importance of “Mandatory First Steps”

1. **Non-US Citizens/Non-Permanent Residents** can't be hired if their Employment Eligibility and proper Tax Status is not established. (see Handout on Pg. 11)
2. **HR New Hire Intake Meeting** is a crucial step in the process:
 - A. The **Hiring Process cannot be finalized** if the names on the documents used for verification of identity and employment eligibility **do not match**. (I.e. I-9 Form, Employment Action Request Form, proper working Visa status etc.).
 - B. Consequences of PT Faculty **not attending** the **HR New Hire Intake Meeting** in a **timely manner** may cause the following:
 - Their **First Paycheck** may be **delayed**.
 - **I-9 Form** must be signed **before or within 48 hours** of **effective hire date** to remain compliant with the 1985 Immigration Law and avoid penalties.
3. Part-Time Faculty will have **no access to Faculty Center** if they don't fulfill the requirements listed below **within 30 calendar days from contract/appointment effective date**:
 - A. If they don't complete mandatory training: **“Information Security Training SB99101”**
 - B. If they don't complete and submit **“Confidentiality Compliance Form”**
 - C. Their **myCoyote account will be disabled** if they don't pick up **Coyote OneCard**. Meaning, they will have no access to the applications via **myCoyote Portal**, such as Blackboard, Outlook, Faculty Center, and **no ability to post grades**.

III. Access to Blackboard and Faculty Center

Part-Time Faculty will have access to the **Faculty Center** and will be able to view their course(s) in **Blackboard** (9 weeks before class start date) once:

- **Hiring Department properly enters** needed info into **PeopleSoft** (see: 4. *Trigger Points*) and
- **Hiring Department** requests via **Academic Scheduling** to add New Part-Time Faculty to the **Instructor Table** and
- **Hiring Department Assigns** faculty to a **Course and Term**, **and**
- **After** the **Part-Time Faculty activates** their myCoyote account.

See **Appendix A1, B and C** within **“Mandatory First Steps”** Guide for more details on Blackboard Access and Faculty Center. <https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>

Pre-Provisioning. Early Activation:

Once Employee ID and email account are created for new PT Faculty: There is a possibility of early activation of myCoyote account if the New PT Faculty would like to establish CSUSB email account and start working on developing their course(s) in Blackboard, but can't come to the campus for HR New Hire Intake Meeting and rest of the Steps of Onboarding Process for time being. See detailed instructions in the above mentioned “Mandatory First Steps” Guide.

NOTE: The access will be limited and they will need to complete all the mandatory steps of the **Onboarding Process** ASAP, and well in advance of the effective start date, otherwise, they will not be paid.

IV. Handouts, Template and Useful Info

See the following on subsequent pages:

1. Information Security – CSUSB Policies and Standards
2. Email Template to New Faculty with Onboarding Instructions
3. Hiring Department Information
4. Non-US Citizens/Non-Permanent Residents Handout
5. Benefits, Retirement and Direct Deposit for PT Faculty – if eligible
6. Flowchart of the Onboarding Process

1. Information Security – CSUSB Policies and Standards

Safeguarding Confidential Information

<https://www.csusb.edu/its/security/effective-practices/safeguarding-confidential-information>

Recommended practices to ensure the security of confidential information:

- Ensure the security of any confidential information in the University's custody in all forms, no matter if that information is contained electronically, written, or in any other format.
- Protect confidential information against any threats or hazards of integrity, unauthorized access, or unauthorized use.

Recommended Practices for Individuals:

All confidential information must be cared for with the appropriate level of physical and electronic (logical) security. When working with confidential information users take on the custodial responsibilities for that information. Thus each user who accesses this information has the responsibility to:

- Identify
- Protect
- Communicate
- Maintain

Policies and Standards: <https://www.csusb.edu/its/security/policies-standards>

Asset Management: <https://www.csusb.edu/sites/csusb/files/Information-Classification-Standards.pdf>

Technical Tools: <https://www.csusb.edu/its/security/technical/tools>

2. Email Template: Onboarding Instructions for New Part-Time Faculty

Dear New Faculty,

As your Hiring Department we have completed the following Hiring Process Steps:

- Background Check
- Reference Check
- PeopleSoft Data Entry

As a result your Employee ID number was created and you are ready to be officially hired by the University.

Your Employee MyCoyote ID number is XXXXXX, which you need to complete the Onboarding Process.

As a New Hire you are required to complete **Onboarding Process** which is outlined in the **attached PDF** Guide called “**Mandatory First Steps – New PT Faculty Onboarding Instructions**”, it is also listed under this link: <https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>

Please refer to **Checklist on page 4**, of the PDF Guide, for a quick reference of all the steps.

WHAT YOU NEED TO DO NEXT:

1. **Follow the instructions** provided in the PDF Guide referenced above (“**Mandatory First Steps – Onboarding Instructions**”).
 - a. Non-U.S. Citizens (*Non-Permanent Residents*) need to **complete** additional 2 steps PRIOR to coming to Human Resources for New Hire Intake Meeting. (See PDF Guide for details).
 - b. **Verify** if you have proper documents for employment eligibility and identity verification. Note: name of all documents to be presented at HR need to MATCH.
 - Review List of Acceptable Documents for HR New Hire Intake Meeting:
<https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>
 - c. **Register** for HR Intake Meeting ASAP. (STEP 1 listed in the PDF Guide).
 - d. Follow rest of the Steps outlined in the PDF Guide referenced above.
2. **Plan your visit to the campus.** For your convenience here are some links:
 - Campus Map and Directions: <https://www.csusb.edu/maps-directions>
 - Remember to purchase parking pass at Info Center (IC) Kiosk or parking permit Dispensers: <https://www.csusb.edu/parking/parking-permits/daily>
 - Link to our Department webpage: **INCLUDE LINK**
 - Faculty Resource Directory Webpage: <https://www.csusb.edu/faculty-resource-directory-pt>
3. **Visit** our Department's Office to obtain your Appointment Letter. **Inform** me about the date/time when you will be coming to the campus, and please plan to **stop by our office** (Step 5 listed in the PDF Guide). I will have your Appointment Letter ready for your signature and pickup.
4. **Provide** me with required documents, if not submitted already: **SPECIFY WHAT'S NEEDED**
5. **Review** our Department's specific Information: **INCLUDE PERTAINING INFO**

Please feel free to contact me with any questions. Once again congratulations on your decision to join CSUSB.

Best regards,

3. Hiring Department Information

Campus Maps and Directions: <https://www.csusb.edu/maps-directions>

Building Floor Plans: <https://www.csusb.edu/facilities-planning-management/forms-documents/csusb-main-campus-floor-plans>

PT Faculty needs to visit Hiring Department to drop off, pick up the below indicated forms, and to obtain needed information regarding topics listed below.

Action	Form
<p>New Faculty to sign and obtain their Appointment Letter</p> <p>Note: It should be done after HR New Hire Intake Meeting, once employment eligibility and identity verification takes place. Appointment Letter should be signed by the Faculty Member by beginning of the Quarter.</p>	<p>Appointment Letter.</p> <p>Hiring Department needs to make a copy of Appointment Letter with all required signatures (Dean's and New Faculty's) and to file/retain it in the Faculty's PAF file.</p>
<p>Drop off completed form, obtained at HR New Hire Intake Meeting</p>	<p>Confidentiality Compliance Form (Faculty Form)</p>
<p>Pick up COMPLETED Form by Department</p>	<p>Parking Permit Authorization Form to be presented at Parking Services Office (UH-35 and UH-39)</p>

Hiring Department Information

Hiring Department to provide New Part-Time Faculty with information regarding (if applicable):

- Appointment Letter
- Department Office: hours, coverage, contact information etc.
- Mailbox location and mail distribution
- Paycheck distribution
- Office assignment and Part-Time Faculty office hours
- Keys to an office and/or Lab (don't forget to order keys ahead, if applicable)
- Emergency/Safety Instructions
- Additional Mandatory Training (e.g. Defensive Driving Course)
- Syllabi requirements <http://senate.csusb.edu/FAM/FAM-818-20.htm> ; <https://www.csusb.edu/trc/teaching-tips/course-syllabi>
- Department specific course instructions (if any)
- Course materials via Printing Services* (to be requested by hiring department)
- Textbook order via Bookstore (to be requested by hiring department)
- Teacher evaluation: SOTEs and class visitation. <https://www.csusb.edu/academic-personnel/rpt/sote-calendar>
- Final Exam Policy FAM 832 <http://senate.csusb.edu/FAM/FAM-832.htm>
- Exam proctoring via Testing Office <https://www.csusb.edu/testing/tests-offered>
- Exam scoring services via ITS <https://www.csusb.edu/its/support/faculty-support/exam-scanning>
- Turnitin services (to check for plagiarism)
- Classroom equipment etc.
- Office Supplies, Copier usage and "copy card" (if applicable)

4. Non-US Citizens/Non-Permanent Residents Handout Pre-Onboarding Requirement Employment Eligibility and Documents Required for Hiring

Permanent Residents DO NOT need to complete the First 2 steps below.

Once your Hiring Department notifies you that you are ready to complete “Mandatory First Steps - Onboarding Process” plan your visit to the campus. However, to ensure Employment Eligibility and proper Tax Status please determine early in the process if you have proper documentation at hand and you can be hired by the University. Therefore, Non-US Citizens/ Non-Permanent Residents need to complete (in person) 2 steps PRIOR to coming to HR for New Hire Intake Meeting, it can be done on the same day, but the appointments need to be scheduled ahead of time.

DETERMINE YOUR EMPLOYMENT ELIGIBILITY **ASAP or as practical**

Step A.

Appointment strongly encouraged: Please contact **Elanor Perry** from **Center for International Studies & Programs** at **(909) 537-5193**, Email: eperry@csusb.edu to **validate employment eligibility and obtain the NRA form**, needed for your Tax Compliance and HR Intake Meeting. **Location: CE-356 to check in.**

Step B.

Available by appointment only: Contact **Maggie Mutadzakupa** (909)-537-7575, Email: mmutadza@csusb.edu or **Tan Nguyen** (909) 537-3988, Email: Tan.Nguyen@csusb.edu from **Reporting & Tax Unit** to complete the **Tax Compliance Process** and **Employee Action Request form (EAR) (W-4 form)**, needed for your HR Intake Meeting. **Location: CH-119.**

CSUSB is required by Internal Revenue Service (IRS) to withhold U.S. income tax and file reports with IRS in connection with any payments made to foreign individuals.

Documents required at your Tax Compliance Appointment:

- Passport
- I-20 and Employment Authorization Card (If employee is on OPT)
- Form I-797 for H1B Employees
- Form I-94
- Social Security Card
- NRA Form obtained from Center for International Studies & Programs

Step C. HR New Hire Intake Meeting (Step 1 of the Onboarding Process)

Registration Required. See Page 6 of “Mandatory Frist Steps Guide for PT Faculty Onboarding Process” for details. <http://academicpersonnel.csusb.edu/facultyResources/index.html>

List of Acceptable Documents: To see more info click on the **Registration Link for Unit 3 (Faculty)**.
<https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>

Names on ALL documents you will be presenting MUST match. The hiring process cannot be complete if the names on the documents used for verification of identity and employment eligibility do not match.

Ongoing

When you **renew** your Employment Eligibility Documents, **you will need to repeat** the above outlined 3 Step process to be in compliance with **Reverification** of I-9 Form.

5. 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>

6. Flowchart - Onboarding Process

New Part-Time Faculty Onboarding in **One Campus Visit**

PT Faculty Onboarding Mandatory First Steps:

1. HR Intake
2. NETO, myCoyote activation
3. OneCard
4. Confidentiality Compliance Form
5. Visit to Hiring Department: sign Appointment Ltr, submit/pickup forms
6. Parking Permit
7. Mandatory Training

