



Administration and Finance – 2020/2021

ASSESSMENT PLAN - PAYROLL SERVICES

**EXPIRING TEMPORARY STAFF**



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# PAYROLL SERVICES

## PURPOSE

- ▶ Review the current process for monitoring expiring temporary staff appointments
- ▶ Determine why temporary staff are working past appointment end dates
- ▶ Understand the high number of “notice pay” included in separations

# PAYROLL SERVICES

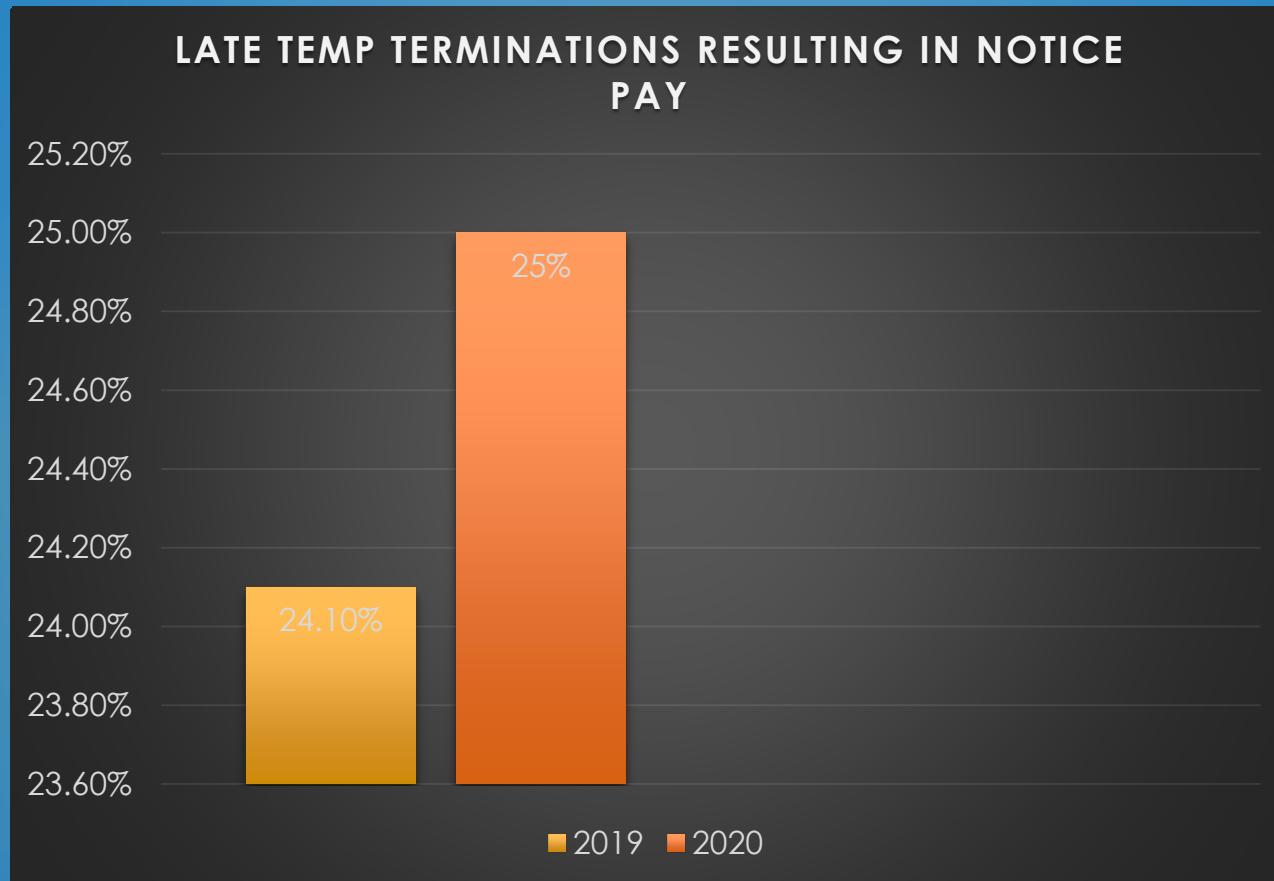
## METHODOLOGY

- ▶ Campus Information Retrieval System (CIRS) reports compared to Compensation & Classification records
- ▶ Groups targeted
  - ▶ CSUEU
  - ▶ Positions not converted to permanent or temp reassignments
- ▶ Timeframe
  - ▶ January 2019 thru December 2020



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DATA



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## FINDINGS

- ▶ No tracking mechanisms in place (HR, departments)
  - ▶ Audits
- ▶ Lack of communication between HR and hiring departments
- ▶ Lack of communication between HR departments involved in separations (C&C and PR)



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## FINDINGS

- ▶ Departments not fully aware of guidelines per the Collective Bargaining Agreement / campus practice
  - ▶ Section 9.6: *The temporary employee shall be given a minimum of fourteen (14) days notice if the appointment is to be terminated prior to the specified expiration date...*
  - ▶ Campus practice: Employees notified 14 days if appointment not extended past expiration date
- ▶ 10 days Notice Pay for each non-notification



# PAYROLL SERVICES

## IMPLICATIONS FOR PRACTICE

- ▶ Develop procedures with Compensation & Classification (with input from ELR)
  - ▶ Inquiries with department heads (timekeepers)
  - ▶ Reminders to departments 20-30 days prior to end date if possible
  - ▶ Shared reports by agreed upon deadline
- ▶ Instruct hiring departments at time of temporary appointment of procedures

