

PROCEDURES FOR HIRING EMPLOYEES THROUGH
CSUSM Corporation

This document has been prepared to assist you in the correct hiring process as required by CSUSM Corporation. It is hoped you will retain this information and refer to it when you have specific hiring needs. The CSUSM Corporation HR and Payroll department is committed to partnering with you to assist with your recruiting, interviewing and selection with regards to your specific hiring needs.

Attached please find the **REQUIRED** or **RECOMMENDED** documents for new hires; depending on the Employee Category of each employee to be hired through CSUSM Corporation as well as whether the position is determined to be a “Sensitive” position and therefore, subject to the CSU Background Check policy.

There are **4 Employee Categories** at CSUSM Corporation:

- 1) **Regular** (40% benefit rate which includes the Full Benefits Package, including but not limited to Medical, Dental and Vision benefits for new employee and eligible dependants, Life and LTD benefits, Paid Leave, 403(b) Defined Contribution Retirement Plan, Employee Assistance Program (EAP), Workers’ Comp, Unemployment Insurance and FICA taxes) – *Note: this benefit rate is subject to change based on increases in costs for these benefit programs*

To qualify for Regular employment: Regularly scheduled to work 30 or more hours per week for a period longer than 60 days

Please Note: If an employee is hired and is not expected to work 30 or more hours per week but ends up working an average of 30 or more hours per week, they will automatically qualify for the Regular employee category and will need to be offered regular with benefits employment. This will be checked monthly and the hiring manager will be notified if a change in employment category will be needed. The project will be fully responsible for the additional benefit rate if a change from Temporary to Regular is needed. If your project does not have the funds to support the Regular employee benefit rate (currently 40%), it is highly recommended that you schedule the temporary employee to work 25 hours per week or less. This is a requirement under the Affordable Care Act (ACA) and, therefore, is something we must offer and cannot change.

Part-time/Temporary

- 2) **Part-time/Temporary with Leave** (12% benefit rate which includes Paid Leave, Workers’ Comp, Unemployment Insurance and FICA taxes. Medical benefits are not available for employees in this category) – minimum appointment of 6 months but less than 1 year and scheduled for 20 or more but less than 30 hours per week – *this category may also be subject to an additional 8% charge to cover CSUSM Corporation provided retirement benefits if the employee works 1,000 hours or more during the fiscal year (July 1st – June 30th) and are still actively employed as of June 30th.*

- 3) **Part-time/Temporary Paid Sick Leave Only** (12% benefit rate – No Leave benefits or Medical benefits, however the employee in this category is eligible to receive Workers’ Comp, Unemployment Insurance and FICA taxes) – less than 6 months appointment or scheduled to work less than 30 hours per week – *this category may also be subject to an additional 8% charge to cover CSUSM Corporation provided retirement benefits if the employee works 1,000 hours or more during the fiscal year (July 1st – June 30th) and are still actively employed as of June 30th.*

Please Note: If a Part-time/Temporary with Leave or Part-time/Temporary Paid Sick Leave only employee works 1,000 hours or more during the CSUSM Corporation 403(b), Defined Contribution Retirement Plan period (July 1 – June 30) and is still actively employed on June 30, he/she will qualify for the 8% Employer Contribution and this 8% will be charged to the project as designated by the hiring manager. This is an IRS regulation for 403(b) retirement plans, and, therefore, is something with which we must comply. (8% = 8% of the employee’s gross wages during the period July – June).

- 4) **Student Assistants** (4% benefit rate – Paid Sick Leave Only, no Medical benefits or FICA taxes, eligible to receive Workers’ Comp and Unemployment Insurance) – (a) scheduled to work 20 hours per week, less than 6 months appointment, and at least part-time student at CSUSM (6 units undergrad and 4 units grad) or scheduled to work less than 20 hours per week and at least part-time student at CSUSM (6 units undergrad and 4 units grad). *Enrollment at CSUSM must be in either summer or fall semesters for qualifying for this employment category during the summer and must be enrolled in spring semester immediately prior to the summer meeting the minimum enrollment noted above for all semesters.*

Also attached are the additional Forms as noted on the “CSUSM Corporation Summary of Hiring Documents”. Please take special note that there are some differences in the forms for Regular and Part-time/Temporary employees as compared to Student employees.

These additional forms are:

- 1) Employment Requisition Form (**REQUIRED** for REGULAR employees only)
- 2) Template for completing CSUSM Corporation Job Descriptions (Regular and Part-time/Temp employees) and (Student employees) (**REQUIRED**)
- 3) Employment Application (Regular and Part-time/Temp employees) and (Student employees) (**REQUIRED**)
- 4) Application Rating Form (ARF) (**REQUIRED** for REGULAR employees only)
- 5) Interview Rating Form (IRF) – (**REQUIRED** for REGULAR employees only)
Please note: interview questions should be emailed to CSUSM Corporation HR Director for review and approval prior to interviews
- 6) Employment Authorization Form (EAF) (**REQUIRED**)

It is strongly recommended that recruiting for any position(s) have, at minimum, a 2-week posting period on the CSUSM Corporation website. This is not required, only a recommendation as we have seen better results yielded from this time frame.

The Employment Requisition Form which is required for all Regular employees has a section to complete if the job posting is to be posted on any other place in addition to the CSUSM Corporation website (no cost for CSUSM Corporation website). Funding for posting positions will be the responsibility of the hiring department.

All new hires must complete a New Hire Orientation with the CSUSM Corporation HR Generalist, Rachel Nash, **prior** to their first day working. This New Hire Orientation is paid time and therefore, the time should be included on their first timecard submitted to CSUSM Corporation. A “sample” time sheet for Regular and Part-time/Temp employees and Student employees is also attached.

Once you have reviewed the “Procedures for Hiring Employees through CSUSM Corporation”, the “Summary” and various forms, please do not hesitate to contact Michelle Hinojosa, Director, Human Resources & Payroll Services, ext. 4707 or Rachel Nash, HR Generalist, ext. 4721 should you have any questions or need additional information.

We look forward to assisting you with all your hiring needs!



Michelle Hinojosa
Director, Human Resources & Payroll Services