California State University
Tax Sheltered Annuity (TSA) Program Transition

Human Resources – Benefits Office
Del Norte Hall 3004
February 23, 2016
CSU Tax Sheltered Annuity Transition

• The California State University (CSU) is making important changes to the Tax Sheltered Annuity (TSA) Program which will be effective April 1, 2016.

• The CSU recently submitted a request for proposal to consolidate the CSU TSA Plan from five vendors to one sole vendor.

• Fidelity Investments has been named as the sole provider of recordkeeping services
Why Fidelity?

• Results from a rigorous Request for Proposal (RFP) determined that Fidelity’s offerings were superior Top-quality recordkeeping and retirement planning capabilities
• Award winning communication and education services
• Powerful online tools and specialized professional support
• Flexibility to meet participants’ investment needs
• Significant experience and expertise in serving institutions of higher education
• Competitive pricing proposal
These changes are designed to provide

- Savings for participants (lower administration fees)
- Streamlining of the number of funds available to make investing easier
- A centralized enrollment (eliminating navigating through multiple microsites to complete simple tasks)
- Consistent messaging, communication and investment guidance
Important Information

- Beginning on **April 1, 2016**, contributions to the TSA program will be directed into the new investment lineup at Fidelity.
- **Legacy assets** at Fidelity, MetLife, TIAA-CREF, VALIC, and VOYA will **remain** in participants’ existing TSA account(s).
- Participant may move legacy assets into the new TSA program to take advantage of the new tiered investment menu and lower fees.
- Fidelity planning and guidance consultants can help you better understand the merits and drawbacks of moving legacy assets in a one-on-one consultation.
Timeline

• Contribution changes made by February 5, 2016, will be applied to the February, and March pay periods.

• Please note that you will not be able to make changes to your contribution until March 7, 2016.

• March 7 - 28, 2016 the “Early Choice” window for investment selections, and enrolling/reenrolling begins.

• Contribution changes and/or investment sections, enrolling or reenrolling on or after March 7, 2016, will apply to your April pay period.

(dates are subject to change; detailed information will be provided in the Transition Guide)
Early Choice Window

- During this “Early Choice” period, you will have the opportunity to choose your investment options in the new investment lineup at Fidelity which can be viewed at www.netbenefits.com/calstate

- The selections you make during this window will apply to your future contributions to the TSA Program.

- If you do not elect your investment options during this time, your future contributions will default to one of the Vanguard Target Retirement Fund that most closely aligns with the year you will turn age 65.
Additional TSA Transition Workshop:

March 4th, 10am – 12pm
Brighton Hall 202

(space is limited, employees should RSVP with the Benefits Office)
Thank you,

Any Questions?
Benefits Workshops

- Savings Plus Program [401(k) plan and 457 plan]
- One-on-one sessions with Savings Plus (Angela Clark)
- Pre-Retirement Planning
- CalPERS Planning Your Retirement
- Employee Assistance Program (Empathia)
- Social Security/Medicare
Background Check Policy:
Impact & Expectations

Robert Bartley
Background Check Coordinator
Policy Overview
- Purpose
- Individuals Impacted
- Sensitive Positions
- When Background Checks are not Required
- Background Check Requirements
- Criminal Records Check
- Limited Exceptions
- Job Postings
PURPOSE

- The CSU system-wide Background Check Policy HR 2015-08 mandates background checks for a wide variety of employment situations, including many for which checks were not required previously.
- The policy was developed to provide directives and guidance on background checks which are critical in preventing risk and providing protection to campus employees, students, volunteers, and guests.
- The policy was put into effect August 3, 2015.
INDIVIDUALS IMPACTED

- All new hires (and many rehires)
- Current employees in positions for which background checks are required by law
- Current employees under voluntary consideration for Sensitive Positions for which background checks are required (this includes additional appointments)
- Student workers in positions that require background checks
- Volunteers, consultants, and employees of auxiliaries, outside entities, and independent contractors in positions that require background checks

Note: any employee who has successfully cleared a background check in the previous twelve (12) months is exempt from the background check requirement.
What is a Sensitive Position?

• **Sensitive Positions** are designated by the CSU as requiring a heightened scrutiny of individuals holding the position, based on:
  – potential for harm to children, concerns for the safety and security of the people, animals, or property
  – or heightened risk of financial loss to the CSU or individuals in the university community

• Whether a CSU position should be considered sensitive is determined by the duties and responsibilities of the position and not the job title or classification
WHEN BACKGROUND CHECKS ARE NOT REQUIRED

• **Current Employees**
  – Current employees of the CSU are exempt from the requirement for background checks, **unless under voluntary consideration for a position in which a background check is required by law or for a position that has been designated as sensitive**. Employees who are given the opportunity to be appointed to a sensitive position that requires a background check may decline the opportunity.

• **Student Workers**
  – A student worker is exempt from the requirement for a background check, **unless being considered for a position with duties that would require a background check if performed by a CSU employee, for a position that has been designated as sensitive, or for a position in which a background check is required by law**.

• **FERP Employees**
  – Participants who enter the Faculty Early Retirement Program are not subject to background check requirements for the duration of the FERP appointment, **unless they are moved into a sensitive position that would otherwise require a background check**.

• **Employees Re-appointed to the Same Class & Campus within Twelve (12) Months**
  – Former employees who are re-appointed to the same CSU position at the same campus within twelve (12) months after the end of the previous appointment shall not be treated as a rehire as defined under Section III B (“Rehires”) and therefore will not be required to undergo a background check.
BACKGROUND CHECK REQUIREMENTS

- **Employment verification – Accurate Background**
  - All prior employment within the past 10 years

- **Education verification – Accurate Background**
  - Educational requirements as appropriate to the position

- **Reference checks – CSUS Hiring Department**
  - Contact current and former employers with a standardized inquiry to verify the applicant’s work history and skills

- **Criminal records check – Live Scan (if required) or Accurate Background**
  - The CSU will not consider a conviction that occurred more than seven (7) years before the assessment

*Note: Background Check process MUST be initiated before a formal job offer can be made. Any job offer made prior to completion of a background check must be in writing with contingency language.*
CRIMINAL RECORDS CHECK

• The Education Code requires the submission of fingerprints (Live Scan) to the Department of Justice for any employee or volunteer who will have direct contact with minor children at a camp/clinic operated by the CSU or on CSU property and a sex offender registry check
• Bargaining unit employees who have worked in the past or who are currently working with camps and/or clinics on the campus are subject to this requirement unless they have successfully completed a criminal records check and sexual offender registry check within the past twelve (12) months on the same campus
• Campuses may not subscribe to subsequent criminal records updates
LIMITED EXCEPTION

- Limited exceptions may be made by the President or designee when University operations will be adversely affected such as when it would not be possible to offer a class to students
  - Offer must be in writing, contingent upon completion of satisfactory background check
  - Offer can be rescinded if background check reveals disqualifying information
  - And/or it was discovered that the candidate knowingly withheld or falsified information

- Such an exception will not be permitted where the position is one in which a background is required by law or is designated as a sensitive position
• All advertisements, notices, and postings for positions that require background check must also state:

  A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

• Job postings shall state that the position has been designated to be sensitive and identify if the position will have access to sensitive data
CONTACTS

Background Check Coordinator:
Robert Bartley

Decision Makers:
Jackie Kernen – Unit 3 and Unit 11
Celeste DeSouza – Staff and Management Personnel Plan (MPP)
Veronica Hodge
Background Check Policy: Webpage
BACKGROUND CHECK POLICY

The CSU system-wide policy on background checks was developed to provide directives and guidance on background checks which are critical in preventing risk and providing protection to campus employees, students, volunteers, and guests.

Policy is effective August 3, 2015.

Presentation on policy, expectations, and CSUS process:

CSUS Background Check Policy Impact & Expectations (presentation)

Procedures and Documentation:

- Background Check Packages
- Sensitive Positions Table (Obligations & Responsibilities)
- How to determine Sensitive Positions

CSU Policy:

- CSU Coded Memoranda HR 2015-08 (Policy)
- CSU Background Check Policy Guidance
- CSU Info Security Data Classification Standards (Level 1 Data)

For questions regarding background checks, contact Robert Bartley.

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# Background Check Packages

Listed below are Background Check options which are in compliance with new CSU policy. The following information refers to packages available through Accurate Background. In most cases, HR will make the determination on which package is required. In some cases, a package from Accurate Background will be used in conjunction with Live Scan fingerprinting.

<table>
<thead>
<tr>
<th>INCLUDES</th>
<th>COST</th>
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<tbody>
<tr>
<td><strong>Basic Package A</strong></td>
<td></td>
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<tr>
<td>- Social Security Trace via Address Mover</td>
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<tr>
<td>- 7 year Felony/Misdemeanor search in each county identified in SSN Trace</td>
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<tr>
<td>- National Criminal Database Search</td>
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<tr>
<td>- Employment Verification 10 years</td>
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<td>- Education Verification</td>
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<tr>
<td>- Subject Notification, Pre Adverse &amp; Adverse Action Letters</td>
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<tr>
<td>- One Name Plus Up to 3 Aliases Searched</td>
<td><strong>$41.00</strong></td>
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<tr>
<td><strong>A La Carte options:</strong></td>
<td></td>
</tr>
<tr>
<td>- Professional Reference Questions</td>
<td><strong>$11.25</strong></td>
</tr>
<tr>
<td>- Professional License Verification</td>
<td><strong>$4.75</strong></td>
</tr>
</tbody>
</table>

| **Criminal Package B**                                                   |        |
| - Social Security Trace via Address Mover                                |        |
| - 7 year Felony/Misdemeanor search in each county identified in SSN Trace|        |
| - National Criminal Database Search                                      | **$20.75** |
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Will the applicant...
1. a. Serve as a sworn University Police Officer, cadet or dispatcher?  
   b. Have direct contact with children at a clinic or camp operated by CSUS or under the campus name?  
   c. Have access to stored criminal offender information?  
   d. Have access to patients, drugs or medication?

   If “yes” was checked in section one, live scan and background check are required.  
Note: Some positions (camp/clinic personnel) do Live Scan only, without additional background.

Will the applicant...
2. a. Be responsible for the care, safety and security or people, animals and/or CSUS property?  
   b. Have authority to commit financial resources of CSUS through contracts greater than $10,000?  
   c. Have access to or control over cash, checks, credit cards or credit card information?  
   d. Have access to or possession of building master or sub-master keys?  
   e. Have access to hazardous or controlled substances?  
   f. Have access to or responsibility for Level I data or other protected, private or sensitive information?  
   g. Control over campus business processes, through either financial roles or security access?  
   h. Operate vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness or death?

   If “yes” was checked in section two, only a background check is required.
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Questions?
Working Successfully with HR - Top 5 Tips

HR Spotlight - February 23, 2016
“Failing to Plan is Planning to Fail”

- Be Proactive
- We’re Your Partners
“Act now and ask questions later?”

- HR is more than a processing center
- Seek guidance before making promises
“How did it get so late so soon?” - Dr. Seuss

- Workload is up; staff levels are the same
- Allow for adequate turnaround time for resolution/results
“The more that you read, the more things you will know. The more that you learn, the more places you'll go.”
- Dr. Seuss

- HR policies
- Collective bargaining agreements
“We learn from failure, not from success!”
– Bram Stoker, Dracula

- Mistakes are a fact of life
- Let’s learn from our mistake and move forward
- Input is welcome
Payroll Services
Student New Hire Reminders
(916) 278-6211
http://www.csus.edu/hr/departments/payroll/index.html
Student Hiring Reminders

- Currently there are over 1,500 student employees working on campus
- Any new student employee or has not worked for the campus in over 12 months or more, MUST come to payroll to fill out new hire paperwork.
- Any new student employee or has not worked for the campus for over 12 months, MUST bring two (2) forms of identification off of the list of acceptable documents stated on the form I-9
Student Hiring Reminders

- When keying the hire into CMS a few additional reminders:
  - Choose an existing terminated Empl Rcd Nbr if available
✓ Choose Action/Reason: REH
✓ Change Position Number
✓ Change Hourly Rate
✓ Leave Standard Hours default
Temp Faculty Hiring Reminders

• Currently there are over 1,800 Faculty employees working on campus, approximately 900 are Temporary Faculty.
• Any new employee or has not worked for the campus in over 12 months or more, MUST come to payroll to fill out new hire paperwork.
• Any new employee or has not worked for the campus in over 12 months, MUST bring two (2) forms of identification off of the list of acceptable documents stated on the form I-9.
QUESTIONS
Payroll Services
Employment Verification
Office of Human Resources
6000 J Street, Del Norte Hall, 3006
Sacramento, CA 95819
(916) 278-6211
http://www.csus.edu/hr/departments/payroll/index.html
Did you know that hundreds of employment verifications come to Payroll on a weekly basis?
Who is Verifying my Employment?

Mortgage Companies

Credit Companies

Banks

Potential Employers

Auto Loan Companies
Employment Verifications

- A large volume of requests for verification of employment are needed ASAP or usually within 48 hours. This is due the majority of mortgage companies requesting on a tight deadline.
- Due to this large volume, Payroll is unable to meet these types of turn around times.
The Work Number is an Equifax Verification service provider. This service provides quick and secure access through the web or a touch-tone telephone and is available seven days a week, 24 hours a day – so no waiting for the verifier to obtain the necessary information!

The Work Number is a fully automated national service used by many major employers including other California State Universities.
Introduction of The Work Number

Employment Verification

Who can be a “verifier”? The “verifier” is an organization seeking employment and/or earnings information about an employee. A verifier can be a bank, loan or credit institution, background checking company, or even a prospective employer.

When an employee applies for items such as apartment leases, car loans, mortgages, or other major loans, any request for verification of their employment should be directed to The Work Number.
The "verifier" can obtain the following types of information from the automated system for a small fee:

- Job Title
- Total Time with the Company
- Current Pay Rate
- Pay Frequency
- Gross earnings for the past two years and Year to Date earnings
What must the Employee supply to the Verifier?

- Generate an authorization code or “Salary Key” through The Work Number
- Employee ID: the last six digits of the employees social security number and the two digit month and two digit day of birth. Example: SSSSSSMMDD
- Employer Code: 10396
HR Website/Payroll

Visit the Human Resources Payroll Website for more detailed instructions

http://www.csus.edu/hr/departments/payroll/index.html
Questions?
What Is On The Horizon
New Exit Process

Current Process:
• Employee fills out the Check-Out and Clearance form, walks the form around to various departments to turn in items and obtain signatures.
• Department processes a Personnel Transaction form, obtains signatures and forwards to Human Resources for processing.
New Exit Process

Menu

Search:

- My Favorites
- CSU Faculty Reports
- CSU SA Baseline
- CSU Temp Faculty
- QAS Pro Web
- OnBase Applications
- Self Service
- Manager Self Service
- Salary Schedule

Terminate Employee
Initiate a request to terminate an employee.

Instructions

Follow this 4-step process to terminate an employee:

1. Enter the date the termination will take effect. You will be able to process only those employees that report to you as of this date.
2. Select the employee to be terminated.
3. Select the termination reason.
4. Enter the last day worked and submit the termination.

Enter the Effective Date

Enter the effective date for this termination.

As Of: 03/01/2016

Continue

Return to Job and Personal Information
New Exit Process

Human Resources is partnering with various departments on campus i.e. Facilities, Public Safety, Procurement, and IRT in order to work out the process. We are still in testing phase.

More to come ........
Jobelephant

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Internet Recruitment Advertising

“Jobelephant truly has their clients’ best interests in mind. They are a pleasure to work with in all phases of business.”

Kevin Varner
HigherEdJobs.com

Born in the information age, Jobelephant.com understands Internet recruitment advertising. Almost all of our clients use a mixture of print and online advertising because we live in a world where both are usually necessary.

The best combination is determined by the nature of the vacant position. Some technical or scientific positions might be best suited for niche publications or international niche sites dedicated to their specific industry. Other, more traditional blue-collar positions receive a better response.

With thousands upon thousands of job boards, it would be impossible to list them all. The bottom line is we can place your ads with any of them. We keep track of thousands of websites and can provide our clients with an unbiased opinion.

Contact us for expert recommendations.
Diversity Trio

View Job Boards by clicking on the following links

- AHE - $125.00  30 Days
- BlacksInHigherEd.com - $125.00  30 Days
- DisabledInHigherEd.com - $100.00  30 Days
- HispanicsInHigherEd.com - $125.00  30 Days
- LGBTInHigherEd.com - $125.00  30 Days
- NativeAmericansInHigherEd.com - $100.00  30 Days
- VETERANSINHIGHERED.COM - $125.00  30 Days
- WomenAndHigherEd.com - $100.00  30 Days
Questions?