ORSP HR GUIDE FOR PRINCIPAL INVESTIGATOR (PI)

Created by ORSP HR Team

Updated by ORSP HR Team 5-2021

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WHAT EVERY PI NEED TO KNOW WHEN SPENDING AWARD FUNDS AND HIRING STAFF/STUDENTS ON GRANT

- ***PRE-AWARD/PROPOSAL DEVELOPMENT***

➢ **Meet with ORSP Grant HR Administrator/Specialist to determine the following:**

  ➢ **Classification and compensation for budgeting and planning purposes for hiring staff, postdoctoral researchers, faculty, student assistants, graduate assistants and special consultants.**

  ➢ **Budget projections for salary & benefit costs.**

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IMPORTANT INFORMATON WHEN HIRING/PAYING EMPLOYEES ON YOUR GRANT (POST AWARD)

- **Contact your ORSP HR Grant Administrator/Specialist for assistance in completing required Hire Paperwork**

- **To determine appropriate classification for the Hire and Benefit costs**

- **Employees <u>CANNOT</u> start work until the following steps has been completed:**
  - ➢ **New Hire Packet/Required Hiring Documents**
  - ➢ **1-9 Verification**
  - ➢ **Background check**

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VARIOUS PAY MECHANISMS THAT CAN BE USED TO PAY PEOPLE ON GRANT FUNDS

- **Faculty**
  - Reimbursed Release Time and Additional Pay (Intersession Break Pay)

- **Staff**
  - Salaried and Hourly

- **Postdoctoral Researchers/Scholars**
  - Research Fellow Salaried Staff

- **Students**
  - Student Assistant, Graduate Assistant, Instructional Student Assistant and Student Stipend

- **Consultant**
  - Special Consultant and Independent Contractor

- **Honoraria**
  - SFSU Employee and Non SFSU Employee

Please consult with your Grant Administrator and Grant HR Administrator/Specialist for instructions and guidance for all hire types and allowable cost on your grant.

FACULTY EFFORT ON GRANT INFORMATION AT A GLANCE

To Request Reimburse Release Time (RRT) and Faculty Additional Pay:

http://research.sfsu.edu/rrt/rrt

RRT/Intersession Pay Request	Date	Deadline
RRT Request	Fall 2021 Spring 2021	Aug. 15, 2021 Dec. 15, 2020
Summer Break 2021 Request	May 31 - June 30 (23days) July 1 - July 31 (22days) Aug 1 – Aug 17 (12days)	May 15, 2021 June 15, 2021 July 15, 2021
Thanksgiving Break 2021 Request	Nov. 22 – Nov. 24 (3days)	Oct. 15, 2021
Winter Intersession 2021 Request	Jan. 5 – Jan. 19 (11days)	Dec. 15, 2020
Spring Break 2021 Request	Mar. 22 – Mar. 26 (5days)	Feb. 15, 2021

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Reimburse Release Time (RRT) and Faculty Additional Pay (intersession Pay)

RRT

- Is *not* a monetary payment to the PI, it is a transfer of funds between ORSP and the PI's College to temporarily release the PI from some teaching obligations in order to conduct research

- Benefits charged to the project are the actual benefit rates

- Depending upon when the RRT request is made, payment to the College (and charge to the grant) will either be paid as a lump sum or in monthly installments

- Reconciliation and transfer of funds to the college is administered through Academic Resources

Faculty Additional Pay

- Is a monetary payment to the PI

- Calendar Year (CY) appointees cannot apply for Faculty Additional Pay; they can only apply for RRT

- Is only available during Summer, Spring Break, Winter Intersession, and Thanksgiving Break

- AY Faculty may request up to 1.0 FTE appointment during intersession break pay regardless if the faculty has full-time or less than full-time appointment during the academic semester. (Only applies if the faculty do not have any other appointment(s) during intersession break.)

- Benefit rate for AY Faculty with full time position during academic semester is 2.95%

- Benefit rate for AY Faculty with less than full-time position with CalPERS eligibility during academic semester is 43%

- Benefit rate for AY Faculty with less than full-time appointment with *NO* CalPERS eligibility during academic semester is 6.95%

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ORSP- AY Faculty Additional Pay 2021 Calendar

January (1/1 - 1/31, 21 days)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Winter Break 11 days allowable

April (4/1 - 4/30, 22 days)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July (7/1 - 7/31, 22days)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Summer Break 22 days allowable

October (10/1- 11/1, 22 days)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February (2/1 -3/1 , 21days)

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

May (5/1 - 5/31, 21 days)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Summer Break 1 day allowable

August (8/1- 8/31, 22 days)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Summer Break 12 days allowable

November(11/2 -12/1, 22 days)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Thanksgiving Break 3 days allowable

March (3/2 - 3/31, 22days)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	8	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Break 5 days allowable

June (6/1- 6/30, 22 days)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Summer Break 22 days allowable

September (9/1 - 9/30, 22days)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December(12/2-12/31, 22days)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Faulty Add. pay - allowable days funded by Grant

Faculty AY appointment - funded by department

Information on this calendar is from the CSU payroll calendar and the Academic Calendars from Academic Resource (last updated end of Fall 2020)

Reference	
CSU Payroll Calendar from SFSU HR website:	https://hr.sfsu.edu/calendars-schedules
Academic Calendar from Academic Resource website:	http://academicresources.sfsu.edu/sched/calendars

updated 1-25-2021 kw

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STAFF HIRE INFORMATION AT A GLANCE

Type of Hire	Hourly Staff	Salaried Staff	Special Consultant
Classification	Various Non-Exempt only	Various Exempt and Non Exempt	Special Consultant
ORSP Commonly use Classification	Administrative Analyst Specialist Research Technician Laboratory Assistant Casual Worker	Administrative Analyst Specialist Associate, Academic & Institutional Studies Research Technician Student Services Professional Postdoctoral Research Fellow	Special Consultant
Compensation Rate	Hourly Rate	Base Salary Rate	Daily Rate
Time base	Hourly	FTE	NA
Report Absence/ Time (Hours Worked)	**Report (Hours) worked and Absence** (various Sick/Vacation/PH etc.)	**Report Absence** (various Sick/Vacation/PH etc.)	Report Worked (Per Day) only
Absence Accrual/ Leave Benefits	**Eligible** for various Sick, Vacation, Personal Holiday (PH) and Leave Benefits	**Eligible** for various Sick, Vacation, Personal Holiday and Leave Benefits	Not Eligible
Pay	Mid-Month	End of Month	No set date (Depend on timesheet submission date)
Job Posting for Recruitment	May post job but **NOT REQUIRED**	Post job is **REQUIRED** for benefited eligible position	NOT REQUIRED
Emergency Hire	Allowable with no posting for maximum 180 days	Allowable with no posting for maximum 180 days	NA
Appointment Duration	Maximum 6 months at time	Maximum 1 year at a time	Maximum 1 year at a time
Benefits Eligibility	- **May be Eligible for Health only** if employee worked 30 hours or more per week) -**Not Eligible for benefit coverage** if employee Hours worked (less than 30 hours per week)	**Full Benefit Coverage** (Health, Dental, Vision and Life etc.) for appointment **0.50 FTE or above for longer than 6 months and a day**	Not Eligible for Benefits

STUDENT HIRE INFORMATION AT A GLANCE

Classifications	Graduate Assistant		Student Assistant			Instructional Student Assistant (ISA)	
	Graduate Assistant working 0.50 FTE or Less	Graduate Assistant working more than 0.50 FTE	Nonresident Alien Tax Status (NRA Student)	Student Assistant	Bridge Student Assistant	Instructional Student Assistant (ISA) working 0.50 or less	Instructional Student Assistant working more than 0.50 FTE
Type of Hire	Salary		Hourly			Hourly	
	Minimum	Maximum	Minimum		Maximum	Minimum	Maximum
Pay Rate Range	$2,549.00	$4,542.00	$14.00		$21.00	$15.00	$20.42
Job Code	2325		1868	1870	1874	1150	
Unite Code	R11		E99			R11	
Account Code	601103		601303	601303	601819	601303	601819
Position #	00006882		00006459	00006108	00007673	00007412	
Fiscal Year 2019-2020 Benefit Charges includes the following:							
Medicare (FICA)	0.000%	1.450%	0.000%	0.000%	1.450%	0.000%	1.450%
Worker's Compensation	1.100%	1.100%	1.100%	1.100%	1.100%	1.100%	1.100%
General Liability	0.400%	0.400%	0.400%	0.400%	0.400%	0.400%	0.400%
Total Benefit Rate	1.500%	2.950%	1.500%	1.500%	2.950%	1.500%	2.950%
Appointment Eligibility							
Appointment Duration and Maximum allowable hours worked	Fall Semester *(September to December)* / Spring Semester *(February to May)*: 20 hours (0.50 FTE) maximum with all position with SFSU Winter Break *(January)* /Summer Break *(June to August)*: 40 hours (1.0 FTE) maximum with all positions with SFSU *Exception: New Hire - appointment may start at the beginning of the Semester*						
Report hours worked/ Absence	Report Absence - Complete Dock Form		Report Hours Worked - Complete timesheet monthly				

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Appointment Eligibility		
Eligibility Requirements	1) 3.0 GPA, 2) enrolled in 3 units coursework minimum	**Fall/Spring Semester:** 1) Undergraduate Student - enrolled in 6 units coursework minimum 2) Graduate Student - enrolled in 4 units coursework minimum **Winter/Summer Break:** Semester prior to Summer or Winter Break, must meet the above requirements
Employment Paperwork Requirements/ Restrictions		**All Student, may NOT have concurrent Student and Staff position at SFSU.** **Effective date of the New Hire ETRAC MUST BE greater than or equal to the I-9 service indicator date** **New and Continuing Student Hires** Required to complete documents including Responsible Conduct of Research Training (RCR) with ORSP before student may start working and to receive payments. **Continuing student** Require to complete new documents if student need to update "Personal Information" (i.e. tax withholding, address, name etc.) **Visa Holder** Require to complete every semester a new "Student Payroll Action Request" form with stamped by Fiscal Affairs-Tax Specialist (ADM 358) for appropriate tax withholding information and visa expiration date. **Student Assistant** May not be paid as 1868, 1870 and/or 1874 in the same month. **Bridge Student Assistant and Graduate Assistant** During Intersession Break, Student may be hired if student is enrolled in less than 3units during Break or work more than 20 hours per week. **Graduating Seniors** Upon graduation, Student Assistants (except work-study) may work/receive payment, up to end of the semester. In addition, campuses may allow graduating Student Assistants to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For example, at semester system campuses, Student Assistants graduating in the spring term may work through the summer period up until the day before the fall term; Student Assistants in a Nonresident Aliens tax status should refer to Department of Homeland Security duration of status requirements.
Salary Increase		Eligible for General Salary Increase if within bargaining unit contract

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RESPONSIBLE CONDUCT OF RESEARCH (RCR) REQUIREMENTS

- **National Science Foundation (NSF)**
  - Complete Collaborative Institutional Training Initiative (CITI Program) or other acceptable format (course, workshop, etc.). See user guide for accessing CITI. The course is good for four years.
  - Upon completion, please complete "Responsible Conduct of Research (RCR) Training Certification Form" and then upload to RCR Proof of Training Portal.

- **National Institute of Health (NIH)**
  - Complete university coursework, workshop, conference, or training through instructor. NIH does not accept online training alone as there need to be substantial face-to-face discussion (at least eight contact hours). The course is good for four years.
  - Upon completion, please complete "Responsible Conduct of Research (RCR) Training Certification Form" and then upload to RCR Proof of Training Portal.

- **USDA National Institute of Food and Agriculture (USDA - NIFA)**
  - Complete Collaborative Institutional Training Initiative (CITI Program) or other acceptable format (course, workshop, etc.). See user guide for accessing CITI. The course is good for four years.
  - Upon completion, please complete "Responsible Conduct of Research (RCR) Training Certification Form" and then upload to RCR Proof of Training Portal.

IMPORTANT QUICK LINKS

- **RRT/Additional Pay (Intersession Pay) Request**
  - **http://research.sfsu.edu/rrt/rrt**

- **Students Hire Request**
  - **Graduate Assistant and Student Assistant**
    - **https://research.sfsu.edu/paypeople/students**

- **Gateway**
  - To approve Student and Hourly Hours: (Every 2nd or 3rd of the Month)
  - **https://gateway.sfsu.edu/**

- **Payroll Calendar & Schedules**
  - Monthly Calendar, Holidays and Deadline Dates
  - **https://hr.sfsu.edu/calendars-schedules**

- **Human Resource Management System (HRMS)**
  - To access some of the following information:
    - ETRACS for Faculty Additional Pay and Staff Appointments
    - RRT
    - Personal Information
    - Absence Report and Hours Worked Approval for your staff
  - **https://cmshr.sfsu.edu/psp/HSFPRD/?cmd=login&languageCd=ENG&**

- **DocuSign**
  - Electronic Signature Solution
  - **https://docusign.sfsu.edu/**

- **(RCR) Responsible Conduct of Research**
  - **https://www.citiprograms.org**

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ORSP GRANT HUMAN RESOURCE ADMINISTRATOR/ SPECIALIST (GHRA/S) CONTACT INFORMATION

College/Institute/Unit/Program	Contacts
Business/ César E. Chávez Institute/ Center Research and Education on Gender and Sexuality/ Edelman Institute/ Education/ Ethnic Studies/ Extended Learning/ Health & Social Sciences/ Health Equity Institute/ Institute for Civic and Community Engagement/ Liberal & Creative Arts/ Library/ Public Safety/ Student Affairs	*Jocelyn Tolentino* *415.405.3992* *jocelynt@sfsu.edu*
College of Science & Engineering (COSE)	*Kari Wong* *415.405.4242* *kari@sfsu.edu*
All College/Institute/Unit/Program for *Student Assistants, Graduate Assistants and Hourly Staff*	*Jericho Rodriguez* *415.405.4201* *JerichoRodriguez@sfsu.edu*

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