ABC 2015 Fall Summit

Corporation Employment

Hiring through CPC

September 10, 2015

Overview

- Hiring Policies and Practices
  - Employment Statuses
    - Student, Intermittent, Additional Compensation, Benefited
  - Requirements and Timelines
  - Paperwork and Background Checks

- Recent Changes and Updates
Corporation Employment Statuses

- **CPC Student Assistant**
  - Must be a Cal Poly Student
  - Taking 6+ undergrad or 4+ grad units
  - Limited to 20 hours per week during academic year

- **Intermittent**
  - Part time, variable hour employees
  - No guaranteed hours or schedule
  - Limited to 25 hours per week year around
  - Limited to 999 hours in a fiscal year (7/1-6/30)

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**Corporation Employment Statuses**

- **Additional Compensation**
  - Cal Poly employee working additional hours through Corporation
  - Full time Cal Poly employees are limited to 25% or ~10 hours per week
  - Part time Cal Poly employees are limited to 100% between the University and Corporation
  - New hire paperwork is required if the employee is not a current Corporation employee
Corporation Employment Statuses

- **Benefited**
  - Appointment at least one year in length
  - 0.5FTE (20 hours a week) or greater
  - Funding must be determined prior to beginning recruitment
  - Benefit cost estimated to be approx. 56% of salary cost

Requirements and Timelines

- **CPC Student Assistant and Intermittent**
  - Student/Intermittent Application
  - Personnel Information Form (PIF)
    - Sponsored Program approval may be required
  - Form I-9 with acceptable identification documents
  - Background check is required for those students working with sensitive information
  - Background check is required for all intermittent employees
Requirements and Timelines

**Additional Compensation**
- New Hire Paperwork is required for new CPC employees
- The university and corporation are separate employers
- Personnel Information Form (PIF)
  - Sponsored Programs approval may be required
- Form I-9 with acceptable identification documents
- Report FTE with University and CalPERS membership to CPC HR

**Benefitted**
- Requisition for Recruitment and Job Description
- Posting on [https://www.calpolycorporationjobs.org](https://www.calpolycorporationjobs.org)
- Screening Committee and Interviews
- Criminal Background Check and References
- Recommendation for Employment
- Employment Offer
- Benefit Orientation
New Hire Paperwork

- All employees require a Personnel Information Form (PIF)
- The Form I-9 requires the employee to submit unexpired, original identifications documents. Copies are unacceptable.
- CPC HR provides employees with information on payroll, timekeeping, direct deposit, taxes, ACA, and Corporation policies

Requirements and Timelines

- Background Checks
  - Plan your hiring timeline accordingly
  - May take up to 3 weeks to receive results
  - The background check must be completed before new hire paperwork can be submitted to CPC HR
Changes and Updates

- Student/Intermittent Applications
- Updated Personnel Information Form (PIF)
- Background Checks for Certain Students

Corporation Employment

Questions?
Corporation Employment

Presenter

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