

Temporary Authorization Appointments (TAU) Overview

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For questions please contact Nicole_Gustafson@wildlife.ca.gov

Temporary Authorization Appointment (TAU)

- TAU only track 189 days in a 12-consecutive month timeframe which begins counting the pay period they are hired.
- We no longer count TAU's days on a rolling calendar year.
- If TAU's reaches their 189 day limit prior to the end of the 12 consecutive month period, employees may return to work at the beginning of the new 12-consecutive timeframe.
- The hours in one day is not limited.
- Class codes as of 2/2021 for our department TAU are 0835, 0790, 0916, 0987
- Yellow Cards to track time (see next slide)

Pay Period	Total Hours ⁽¹⁾	Retirement (1000 Hrs) ⁽⁴⁾	160 Hours in Pay Period ⁽²⁾			189 Days Limit ⁽³⁾	
			Qualifying Hours in PP	Total Hours MSA (1920 hrs) ⁽⁵⁾	Days Worked ⁽⁶⁾	Total Days By Appointment date ⁽⁷⁾	Days Adjustment ⁽⁸⁾
Balance Forward		251.5		1879		77	112
JAN	60.5	312	60.5	1939.5	14	91	98
FEB	86.5	398.5	86.5	19.5	17	108	81
MAR	52.5	451	52.5	72	11	119	70
APR	86.5	537.5	86.5	158.5	17	136	53
MAY	88	625.5	88	246.5	16	152	37
JUN	59	684.5	59	305.5	10	10	179
JUL	86	86	86	391.5	14	24	165
AUG	80.5	166.5	80.5	472	12	36	153
SEP	115	281.5	115	587	19	55	134
OCT	73	354.5	73	660	14	69	120
NOV		354.5	0	660		69	120
DEC		354.5	0	660		69	120
Balance Forward		354.5		660		69	120

⁽¹⁾All paid hours in the pay period, includes leave credit usage, holidays and overtime.

⁽²⁾Hours include leave credit usage, holidays and overtime. Hours in excess of 160 are not carried over to the next pay period.

⁽³⁾189 days limit in a 12 consecutive month period based on the month of A01. This resets following the month that marks the end of the previous 12 consecutive month.

⁽⁴⁾Eligible for CalPERS enrollment effective the first of the following pay period after reaching 1,000 hours in a fiscal year.

⁽⁵⁾1,920 hours are required for Merit Salary Adjustment (MSA).

⁽⁶⁾All days for which the employee receives pay, any portion of a day is counted as a full day. Includes leave credit usage, holidays and overtime.

⁽⁷⁾This is a cumulative total for the 12-month period based on the month of their appointment as the first month.

⁽⁸⁾Number of days remaining to work for the year, number is days worked minus 189 worked.

*Effective 07/01/17, the 194 day limit will reduce to 189 days in 12 consecutive month period based on the month of A01.

Calendar Year	A01 Appointment d	Ret Acct Code	
2019			
Last Name, First Name, MI		Position Number	Social Security Number

Student Assistant and Graduate Student Assistants

Student Assistants and Graduate Student Assistants

- Student Assistants and Graduate Student Assistants may not work more than 1,500 hours in a 12-month period based on their month of A01.
- The 1500 hours reset following the month after the end of the previous 12 consecutive months.
- 1500 restrictions includes leave credit usage, holiday and overtime.
- Class codes as of 2/2021 for our department for Student Assistant is 4870 and Graduate Student Assistant is 4872
- Green Card to track time (see next slide)

Pay Period	All Hours in Pay Period ⁽¹⁾			160 Hours in Pay Period ⁽²⁾		
	Total Hours	1500 Hours Limit ⁽³⁾	Retirement (1000 Hrs) ⁽⁴⁾	Qualifying Hours in PP	Total Hours MSA (1920 hrs) ⁽⁵⁾	Total Hours for one time SISA (960 hrs) ⁽⁶⁾
Balance Forward		0	0		0	0
JAN		0	0	0	0	0
FEB		0	0	0	0	0
MAR		0	0	0	0	0
APR		0	0	0	0	0
MAY		0	0	0	0	0
JUN		0	0	0	0	0
JUL		0	0	0	0	0
AUG		0	0	0	0	0
SEP		0	0	0	0	0
OCT		0	0	0	0	0
NOV		0	0	0	0	0
DEC		0	0	0	0	0
Balance Forward		0	0		0	0

⁽¹⁾All paid hours in the pay period, includes leave credit usage, holidays and overtime.

⁽²⁾Hours include leave credit usage, holidays and overtime. Hours in excess of 160 are not carried over to the next pay period.

⁽³⁾A Student Assistants and Grad Student Assistants may not work more than 1,500 hours in 12 month period based on the month of A01. This resets following the month that marks the end of the previous 12 consecutive month.

⁽⁴⁾Eligible the following month for CalPERS enrollment after working 1,000 hours in a fiscal year.

⁽⁵⁾1,920 hours are required for Merit Salary Adjustment (MSA)

⁽⁶⁾ Entitled to a one time SISA adjustment after reaching first 960 hours from the A01 date. After that point the MSA are tracked

Calendar Year	A01 Appointment date	Ret Acct Code	
Last Name, First Name, MI		Position Number	SSN Number

Seasonal Clerks

- The 1500-hour restriction includes all paid time regardless of the number of days worked and is tracked by calendar year, regardless of the employee's start date.
- If Seasonal Clerk reaches their 1500 limit prior to the end of the 12 consecutive month period, employees hours reset at the next calendar year.
- 1500 restrictions includes leave credit usage, holidays and overtime.
- Class code for Seasonal Clerks as of 2/2021 for our department is 1220.
- Purple card is used to track time (see next slide)

Pay Period	Total Hours	All Hours in Pay Period ⁽¹⁾		160 Hours in Pay Period ⁽²⁾		
		1500 Hours Limit ⁽³⁾	Retirement (1000 Hrs) ⁽⁴⁾	Qualifying Hours in PP	Total Hours MSA (1920 hrs) ⁽⁵⁾	Total Hours for one time SISA (960 hrs) ⁽⁶⁾
Balance Forward		0	0		0	0
JAN		0	0	0	0	0
FEB		0	0	0	0	0
MAR		0	0	0	0	0
APR		0	0	0	0	0
MAY		0	0	0	0	0
JUN		0	0	0	0	0
JUL		0	0	0	0	0
AUG		0	0	0	0	0
SEP		0	0	0	0	0
OCT		0	0	0	0	0
NOV		0	0	0	0	0
DEC		0	0	0	0	0
Balance Forward		0	0		0	0

⁽¹⁾All paid hours in the pay period, includes leave credit usage, holidays and overtime.

⁽²⁾Hours include leave credit usage, holidays and overtime. Hours in excess of 160 are not carried over to the next pay period.

⁽³⁾Seasonal Clerks may not work more than 1,500 hours in a calendar year

⁽⁴⁾Eligible the following month for CalPERS enrollment after working 1,000 hours in a **fiscal** year.

⁽⁵⁾1,920 hours are required for Merit Salary Adjustment (MSA)

⁽⁶⁾ Entitled to a one time SISA adjustment after reaching first 960 hours from the A01 date. After that point the MSA are tracked.

Calendar Year	A01 Appointment date	Ret Acct Code	
Last Name, First Name, MI		Position Number	SSN Number

Frequent Asked Question

When a TAU days or hours start over when changing department class see chart below

DEPARTMENT	CLASS	1500 HOURS or DAYS
Same	Same	When 1500 hours run out – must wait 3 months for new 1500 hours Or Days would restart after 12 consecutive months
Same	Different	New Days and Hours
Different	Same	New Days and Hours
Different	Different	New Days and Hours

Intermittent employees whose positions are classified as limited-term or TAU are not eligible for benefits.

If later appointed Permanent Intermittent, cannot use hours worked as TAU to qualify for a control period for Medical Benefits.

Retirement Hours

Intermittent employees are enrolled in the Part-Time Seasonal and Temporary Employee Retirement Plan (PST) until they have accrued 1,000 hours in a fiscal year. Employees who have accrued 1,000 hours in a fiscal year are eligible to become members of CalPERS. All hours paid while on active state service including paid leave, overtime, and holiday hours worked are applied toward eligibility. For additional information on the PST program, refer to Policy 1806.

Holiday Pro Rata Chart for TAU on the timesheet is based on [this linked chart](#)

To find out leave benefits for TAU click this linked [TAU Leave Chart](#)

[Source information found in HRB 19-027 memo linked here](#)

[CalHR 1201 Student Assistants](#)

[CalHR 1212 Temporary Appointments \(TAU\)](#)

Please contact your Personnel Specialist for a copy of your Excel tracking sheet. Supervisors should be tracking as well and to get a blank excel spreadsheet, please also contact the Personnel Specialist.