The requirement to distinguish a faculty member’s regular teaching assignment from his/her department chair assignment pursuant to FSR 85-20 has been modified.

FSR 85-20 separated faculty department chair assignments from regular teaching assignments by class code and time base fraction. Consequently, department chair assignments caused affected employees to occupy two positions and receive separate payroll checks, one to denote the department chair assignment and the other to denote the regular teaching position. The requirements specified in FSR 85-20 are no longer necessary because there are other ways to capture campus instructional administration funding information for departmental administrative purposes.

As a result, effective with your campus’ next academic term or state pay period, as specified by appropriate campus personnel, campuses are authorized to incorporate the regular teaching assignment into the department chair assignment (provided that the academic pay plan schedules parallel) for faculty members with department chair responsibilities. This modification is also applicable to Designated Market Discipline (DMD) faculty (class codes 2400, 2401) in DMD Department Chair classifications (class codes 2484, 2483).
The tenure rights attached to the employee's status as an instructional faculty member, the employee's work assignments, and the employee's salary will not be affected. In addition, as appropriate, leave accrual balances associated with the regular teaching position (e.g. sick leave) will remain available during the period in which the employee is placed in the department chair assignment.

The intent of this technical modification is to simplify payroll processing without compromising employment history information utilized by authorized sources. For systemwide administrative reporting purposes, the time base fraction associated with the department chair assignment must be identified. The payroll processing instructions provided in Attachment A will satisfy that requirement. This modification can be implemented on a prospective basis only.

Questions regarding this modification should be directed to Cordelia Ontiveros at (562) 985-2694. For payroll coding/keying inquiries, please contact your respective CSU Audits representative at the State Controller's Office. Thank you.

CR/CO/dth
attachment
Payroll Processing Instructions

1. For Instructional Faculty in a concurrent Department Chair position (multiple positions):

**S35 (for 2360/2361; 2400/2401):**
- Item 210 - enter effective date (end of academic/state pay period or date preceding first state/academic term pay period)
- Item 215 - 2481 or 2482 or 2484 or 2483 FT/TL9806
- Item 606 - Days or NON
- Item 640 - Last Day Physically Worked

Refer to PIMS Manual page 10.11 for other required items.

**405 (for 2482/2481; 2484/2483):**
- Item 210 - enter effective date (beginning of academic/state pay period or first day of state/academic term pay period)
- Item 215 - 2481 or 2482 or 2484 or 2483 FT/TL9806
- Item 405 - enter FT or the appropriate payroll time base fraction
- Item 718 - enter appropriate department chair time base fraction

Refer to PIMS Manual page 7.13 for other required items.

2. For Instructional Faculty Going to a Department Chair Position (one position):

**A60 (e.g., 2360 to 2482; 2361 to 2481; 2400 to 2484; 2401 to 2483):**
- Item 210 - enter effective date (beginning of academic/state pay period or first day of state/academic term pay period)
- Item 215 - 2481 or 2482 or 2484 or 2483 FT/TL9806
- Item 122 - enter appropriate department chair class code
- Item 311 - enter appropriate step (if not changing do not enter)
- Item 335 - enter appropriate range (if not changing do not enter)
- Item 330 - appropriate anniversary date or 99/99
- Item 430 - enter Q
- Item 718 - enter appropriate department chair time base fraction
- Item 719 - 32
- Item 606/607 - Leave Blank
- Item 958 - enter appropriate final anniversary date/counter or 99/99-0 (if not changing do not enter)

Refer to PIMS Manual page 6.1 for other required items