


THE CALIFORNIA STATE UNIVERSITY
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Date: November 21, 2002 **Code:** TECHNICAL LETTER
HR/Benefits 2002-25

To: Human Resources Directors
Benefits Officers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: Automated Benefits Programs: Long-Term Disability, Basic Life and Vision

In light of evolving technology, the automated benefits systems for long-term disability (LTD), basic life and vision programs will be phased out effective July 1, 2003, to enable appropriate campus staff to manage an employee's entire benefits package locally at the campus.

Currently, employees are enrolled and cancelled in vision, basic life and LTD by automated systems developed and maintained by Human Resources-Information Support and Analysis (HR-ISA). Campuses are responsible for monitoring the automated enrollments and cancellations for accuracy. Campuses contact HR-ISA with questions on the activity.

Campuses historically have been responsible for determining eligibility of employees for medical and dental benefits, along with a number of other benefits, and enrolling eligible employees in those benefits. The benefit eligibility rules that apply to medical benefits and dental benefits are the same rules that apply to vision, basic life and LTD benefits. Therefore, once the appropriate campus staff determines an employee is eligible for medical/dental benefits, the campus staff automatically knows that the employee also is eligible for vision, basic life and LTD benefits, if his/her respective union bargained these benefits. (The only time basic life and LTD eligibility does not match medical/dental eligibility is when the employee has concurrent positions with different unions and one of the unions does not provide basic life and/or LTD.)

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Executive Vice Chancellor, CFO
Vice Presidents, Administration

Benefit Representatives
Payroll Managers
SOSS Director

Human Resources has been working with the State Controller's Office (SCO) to arrange for enrollments, cancellations and changes for the vision, basic life and LTD benefits to be submitted via an electronic interface rather than a paper process when we transition to the campus controlled process July 1, 2003. I am pleased to inform you that the SCO now has packages available which contain the instructions necessary to transmit electronically enrollments, cancellations and changes relative to LTD, basic life and vision programs.

Campuses can obtain a copy of this important package by contacting Pam Wilson at (916) 324-3842 or by email at pwilson@sco.ca.gov. The package contains the file layout and instructions necessary to establish and test the process. The SCO is requesting that the campuses contact Ms. Wilson as soon as possible to arrange receipt of the packages. It is important to note that the SCO will use the same FTP process that has already been developed for all campuses. For Common Management System (CMS) campuses, FTP procedures are established for PIP processing.

For your information, the SCO has advised us that it will continue to accept the Miscellaneous Benefits Enrollment Authorization Form beyond July 1, 2003, if a campus has not completed development of the electronic transmission process.

As soon as possible, campuses are urged to contact the SCO to obtain the electronic transmission process and to coordinate with appropriate campus technical staff. Questions may be directed to Pamela Chapin in Human Resources Administration at (562) 951-4414 or by email at pchapin@calstate.edu. This technical letter is also available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc