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Date: March 13, 2002

**Code: TECHNICAL LETTER
HR/EHDB 2002-01**

To: Human Resource Directors
Payroll Managers

From: Cathy Robinson, Senior Director
Human Resources Administration



Subject: Employment History Changes – Ethnic Origin CSU PIMS Item 445

Pursuant to HR 2002-09, PIMS data element Item 445 was modified to incorporate two changes as noted in Attachment A. Effective February 1, 2002, ethnic code “Z” was added to accommodate employees who choose not to self-identify a racial or ethnic group. Also, the designation for the “Laotian” race/ethnicity was changed from ethnic code “Y” to “V” to parallel the State’s civil service ethnic codes. The State Controller’s Office will process 445 transactions with a February 1, 2002 effective date to update active Laotian employees Item 445 data to a value of “V”.

Please note that several incorrect Item 445 values are entered on current employee records. Employees with a “blank” ethnic code or an ethnic code value of zero (“0”) or “9” require correction. The ethnic codes with a “blank” or zero “0” value should be changed to ethnic code “Z”. The ethnic code value of “9” was discontinued July 1, 1993 pursuant to Technical Letter HR/EHDB 93-01, and should be changed to an alpha code value of “A,” “B,” “C,” or “D” as appropriate.

To assist in this effort, CIRS Compendium Reports E84, E85 and E86 are available. Report E85 identifies ethnic errors in the column designated as number one “1.” Error definitions are contained in report E84. Report E86 provides the name, position number and other data error information for affected employees. Campuses are reminded to address other errors identified in these reports. With respect to the Item 445 errors, campuses are requested to correct employee records at their respective campuses by no later than April 30, 2002. In Employment History Remarks Item 215, enter “TL/EHDB2002-01.”

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Equal Employment Opportunity Directors
Director, SOSS

**Technical Letter
HR/EHDB 2002-01**

If you have questions regarding coding and/or key entry instructions, please contact your CSU Audits Representative. If you have any questions concerning this technical letter, please call Human Resources Administration at (562) 951-4411. This technical letter is also available on the Human Resources Administration's website at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

CR/dth

Attachment

**Technical Letter
HR/EHDB 2002-01
Attachment A**

Item 445 – Ethnic Origin

Revised 02/2002

A one-character code that identifies the employee's ethnicity.

Coding:

ETHNIC GROUP	RACE/ETHNICITY	ALPHA CODE	NUMERIC CODE*
Black	African	F	1
Asian	Japanese	I	2
	Chinese	J	
	Korean	K	
	Vietnamese	L	
	Asian Indian	M	
	Cambodian	U	
	Laotian	V	
	Other	S	
Other Non-White	Other Non-White	X	3
Hispanic	Mexican/Mexican-American/Chicano	A	4 or 9 (9 was discontinued 07/01/1993)
	Puerto Rican	B	
	Cuban	C	
	Other	D	
Caucasian	Indo-European	E	5
Pacific Islander	Hawaiian	P	6
	Samoan	Q	
	Guamanian/Chamorro	R	
	Other	T	
American Indian	American Indian	H	7
	Aleut	O	
	Eskimo	N	
Filipino	Filipino	G	8
Not Stated	Unknown	Z	

Example	If employee self identifies as Cuban, enter "C."
Audits	When adding an additional position to the database (Item 450 = 4), the system provides this data element.
Additional Information	<ul style="list-style-type: none"> ▪ Effective 07/01/1993, alpha codes were implemented for employee self-identification purposes. Asian and Hispanic employees previously identified by a numeric code were converted to an alpha code. ▪ Effective 02/2002, "Z" is used for employees who decline to identify their ethnicity. ▪ Effective 02/2002, the designation for Laotian was changed from "Y" to "V" to parallel the State's civil service ethnic codes. <p>*Numeric codes were used to identify employees hired prior to 07/01/1993. These codes remain valid for active employees hired prior to 07/01/1993 with no break in service. Numeric codes were also used by departments for identification purposes until 02/2002.</p>