



THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: February 19, 2003
Code: TECHNICAL LETTER
HR/Benefits 2003-05

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Benefits Officers
Reference: HR/Benefits 2002-09 &
Supplements 1-5

From: Cathy Robinson, Assistant Vice Chancellor
Human Resources Administration

Cordelia Ontiveros, Senior Director
Academic Human Resources


Subject: **AB 211 – Enrollment in Vision, Life/AD&D Insurance, and Long-Term Disability Insurance Benefits**

Since implementation of AB 211 benefits eligibility for part time Lecturers and Coaches, campuses have been responsible for manual enrollment of these employees into vision, life/AD&D insurance, and long-term disability (LTD) insurance benefit programs. We provided reports through the Campus Information Retrieval System (CIRS) to help campuses administer these benefits. In addition, as a courtesy through January 2003, Human Resources Administration staff contacted individual campuses that did not properly code employee appointments which resulted in cancellation of these employees' benefit programs. Please be advised that effective immediately, Human Resources Administration staff will no longer contact individual campuses concerning individual employee eligibility.

For your information, our office reviewed February data and determined that over 86 employees at fifteen campuses had vision, life/AD&D insurance, and LTD benefits cancelled due to improper coding. Data indicates the majority of these employees are benefits eligible in stand alone appointments consistent with the eligibility criteria stated in HR/Benefits 2002-09, Supplement #4. **It is of critical importance that when campus staff appoints these individuals that "2111" be keyed in Item 962, otherwise, employees will be dropped from these benefit programs.**

(Next)

Distribution:

CSU Presidents	W/O Attachment
Vice Chancellor, Human Resources	W/O Attachment
Vice Presidents, Administration	W/O Attachment
Budget Officers	W/O Attachment
Director, SOSS	With Attachment
Payroll Managers	With Attachment
Employee Relations Designees	W/O Attachment

Attachment A provides the revised dates these appointments must be keyed in order to ensure benefits eligibility. These dates were previously provided to Payroll Managers through a December 11, 2002 email.

Campuses are encouraged to redouble their efforts to ensure employees are properly enrolled in these benefit programs, even if the employee chooses not to enroll in health and/or dental coverage. If you are experiencing problems that require Chancellor's Office assistance, please contact us immediately.

If you have any questions, please contact 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/pc
Attachment

TECHNICAL LETTER
HR/Benefits 2003-05
Attachment A

C38 Report Available	Automated Benefit Systems Run Date
March 10, 2003	March 17, 2003
April 7, 2003	April 17, 2003
May 12, 2003	May 16, 2003
June 9, 2003	June 17, 2003

“2111” in Item 962 must be keyed by COB March 16, 2003, to avoid benefit cancellation by the automated benefits systems. For all subsequent months, *Item 962 must be updated by COB the day prior to the systems run date.*

Compendium report C39 will be available the day after the Automated Benefits systems run.