

THE CALIFORNIA STATE UNIVERSITY
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Date: March 26, 2004 **Code:** TECHNICAL LETTER
HR/EHDB 2004-01

To: Human Resource Directors
Payroll Managers

From: Cathy Robinson, Assistant Vice Chancellor  **Supersedes:** Technical Letter
HR/EHDB 2002-02
Human Resources Administration

Subject: **Employment History Changes – Management Data Element Item 704B - UPDATE**

Article 12 of the Faculty Collective Bargaining Agreement (CBA), provides for three-year appointments for temporary faculty unit employees meeting certain criteria. Pursuant to Technical Letter HR/EHDB 2002-02, effective fiscal year 2002/03 and thereafter, PIMS Management Data Element 704B was designated to track affected employees in the PIMS employment history database. This technical letter adds two separation transactions (underscored in bold print) to those previously identified in that technical letter communication and provides additional clarification.

Campuses are requested to enter “ARTL12” in PIMS Item 704B to identify employees in the employment history database who have received a three-year temporary faculty appointment pursuant to Provisions 12.12 - 12.13 of the CBA. Item 704B information is a “carry-forward” item and will remain on the employee’s employment history record, during periods of active or inactive employment status, until otherwise superseded or deleted. HR-ISA provides a monthly CIRS compendium report (Code C34) to identify three-year temporary faculty unit employees, based on Item 704B. Keying guidelines are provided below:

1. Key enter “ARTL12” in Item 704B on appointment transaction A52. Item 704B may also be key entered for eligible employees on reinstatement transactions A58 and A59 as appropriate.
2. Delete Item 704B information by entering “*” EOF key on separation transactions S10, S21, S30, S31, S41, **S70, S71**, S95 and S99 as appropriate.

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3. Do not delete Item 704B information until the final separation within the appointment entitlement period is processed. Process a correction (e.g., S31C) to the final separation if needed. If an employee changes from a temporary (A52) to a permanent (A50) position, Item 704B must be deleted on the separation (S31) transaction.

Pursuant to the CBA, pre-retirement status and service shall not be applicable to or carry forward into post-retirement employment for entitlements provided under Article 12. In this instance, Article 12 entitlements are applicable only after the rehired annuitant satisfies the requirements of the CBA commencing with the effective date of post-retirement employment. Specifically, pursuant to provision 12.12 of the MOU, the rehired annuitant would need to be employed as a rehired annuitant for six years after retirement, to be eligible for a three-year appointment entitlement under provision 12.12.

Campuses are requested to review and correct their employment history records for all three-year temporary faculty, as appropriate.

Revisions to the PIMS manual are available online. Please contact your CSU Audits representative if you have any questions regarding the above employment history changes. Administrative inquiries may be directed to Human Resources Administration at (562) 951-4411. This Human Resources letter is available on the Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/dth