


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4275
(562) 951-4411

Date: June 12, 2006 **Code: HR 2006-13**
To: CSU Presidents
From: Jackie R. McClain 
Vice Chancellor
Human Resources
Subject: **Systemwide CSU Benefits and Payroll Conference**

We are pleased to announce an information and training conference for campus Benefits and Payroll staff. The first two days of the conference will focus on benefits-related issues with the third day covering payroll issues. A draft agenda, developed after consultation with campus Benefits and Payroll personnel, is attached for reference. Meeting information follows:

<u>Date</u>	<u>Location</u>
July 18-20, 2006	Holiday Inn, Capitol Plaza
Tuesday – 8:00 a.m. – 5:00 p.m.	300 J Street
Wednesday – 8:00 a.m. – 3:00 p.m.	Sacramento, CA 95815
Thursday – 8:00 a.m. – 5:00 p.m.	(916) 446-0100

Meeting space is available to accommodate two employees per campus. To assist in our planning for the conference, participants should specify whether they will attend the benefits or payroll sessions or attend the whole conference. **Participants must register for the conference by completing the attached form and faxing it to Rosalie O'Malley at (562) 951-4954 no later than June 23, 2006.** Registration confirmations will be sent to participants the week of June 26.

Arrangements have been made with the Holiday Inn, Capitol Plaza to hold 30 rooms at a rate of \$109.00 per night for July 17-19. The cut-off date for reservations at this reduced rate is June 21, 2006. Participants may contact the hotel by calling (916) 446-0100. When making reservations, participants should reference the CSU Benefits and Payroll Conference to receive the reduced rate.

Distribution:

Chancellor	Human Resources Directors
Vice Presidents, Academic Affairs	Benefits Officers
Vice Presidents, Administration	Payroll Managers
Associate Vice Presidents/Deans, Faculty Affairs	
Office of General Counsel	

This Human Resources letter is available on the Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

If you have any questions, please call Human Resources Administration at (562) 951-4411.

JRMcC/pc

Attachments

**CSU Benefits and Payroll Conference
July 18-20, 2006
Holiday Inn, Capitol Plaza, Sacramento
Tentative Agenda**

Tuesday, July 18

8:00 a.m.	Registration	
8:30 a.m.	Introductions and Overview	Chapin
9:00 a.m.	General Benefits Update	CO Benefits Staff
10:00 a.m.	Break	
10:15 a.m.	Benefits Update – cont.	
11:30 a.m.	A+ Automobile Insurance	Dan Barclay – A+
Noon	Lunch	
1:00 p.m.	CMS Benefits Update	CMS Staff
2:00 p.m.	403(b) Program Update	Bakre
3:00 p.m.	Break	
3:15 p.m.	Dental Program Update	Hamilton
3:45 p.m.	Benefits Roundtable	

Wednesday, July 19

8:00 a.m.	CalPERS Health Benefits Presentation	CalPERS Staff
10:00 a.m.	Break	
10:15 a.m.	HCRA/DCRA Presentation	Mallory – ASI
11:15 a.m.	CSU Open Enrollment Update	Bakre
Noon	Lunch	
1:00 p.m.	Leaves Program Update	Chapin
2:30 p.m.	Campus Issues	
3:00 p.m.	Adjourn	

Thursday, July 20

8:00 a.m.	Registration	
8:15 a.m.	Introductions and HRA Update	Hines
9:30 a.m.	CMS Update	CMS Staff
10:30 a.m.	Break	
10:45 a.m.	SCO Update	SCO Staff
Noon	Lunch	
1:00 p.m.	Payroll Roundtable Discussion	
4:30 p.m.	Wrap Up	
5:00 p.m.	Adjourn	

CSU BENEFITS AND PAYROLL CONFERENCE

July 18-20, 2006

Holiday Inn, Capitol Plaza
300 J Street
Sacramento, CA 95814

(916) 446-0100

Conference Registration Form

Please check the date(s) you plan to attend:

Tuesday, July 18, 2006__ Wednesday, July 19, 2006__ Thursday, July 20, 2006__

Names: _____

Titles: _____

Phone: _____

Fax: _____

Email: _____

Campus: _____

Manager Approval

Date

Registration for the conference must be received by June 23, 2006.

Please fax this registration form to Rosalie O'Malley @ (562) 951-4954.

If you have questions regarding the conference, please call (562) 951-4411.

Thank you.