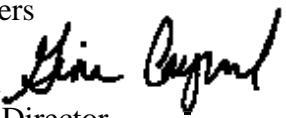


**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, CA 90802-4210**  
**(562) 951-4411**

**Date:** June 16, 2006

**Code: TECHNICAL LETTER**  
**HR/EHDB 2006-02**

**To:** Human Resources Directors  
Payroll Managers

**From:** Gina Caywood   
Interim Senior Director  
Human Resources Administration

**Subject: Employment History Database Change – PIMS Data Element Item 365**

An on-line edit specific to PIMS data element Item 365 (Special Pay/Base Rate/Amount Due) was changed to allow a maximum of \$55,000 to be keyed per transaction. This data element item is used when keying Special Payment Transaction A54.

Prior to this change, an employment history error message would be received if transaction A54 was keyed with an amount due in excess of \$13,544. As a result, Item 365 would require an adjustment to be within the limits of the on-line edit. PIMS Manual audit instructions for this data item required the campus to divide the payment so that each payment generated would be within limits of the on-line edit. PIMS Manual audit instructions have been modified as a result of this change.

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. If you have any questions, please call Human Resources Administration at (562) 951-4411. This technical letter is available on the Human Resources Administration's web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GC/dth

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