Date: June 29, 2007

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 day will focus on payroll-related issues and the second and third days covering benefits-related issues. A draft agenda, developed after consultation with campus Benefits and Payroll personnel is attached for reference.

Meeting information follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>August 7-9, 2007</td>
<td>Hilton Sacramento Arden West</td>
</tr>
<tr>
<td>Tuesday – 8:00 a.m. – 5:00 p.m.</td>
<td>2200 Harvard Street</td>
</tr>
<tr>
<td>Wednesday – 8:00 a.m. – 5:00 p.m.</td>
<td>Sacramento, CA 95815</td>
</tr>
<tr>
<td>Thursday – 8:00 a.m. – 3:00 p.m.</td>
<td>(916) 922-4700</td>
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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 payroll or benefits sessions or attend the whole conference. Participants must register for the conference by completing the attached form and faxing it to Miriam Bryant at (562) 951-4954 no later than July 27, 2007. Registration confirmations will be sent to participants the week of July 30.

Arrangements have been made with the Hilton Sacramento Arden West to hold 40 rooms at a rate of $110.00 per night for August 6-8, 2007. In order to receive the reduced rate, participants should contact the hotel at (916) 922-4700 by July 25 and reference the CSU Benefits and Payroll Conference.

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

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

JRMcC/pc

Attachments
## Tentative Agenda

**CSU Benefits and Payroll Conference**  
**August 7-9, 2007**  
**Hilton Sacramento Arden West**

### Tuesday, August 7

- **8:00 a.m.** Registration
- **8:30 a.m.** Introductions and HRA Update  
  - **Hines/Staff**
- **10:00 a.m.** Break
- **10:15 a.m.** 21st Century Update  
  - **21st Century Project Team Members**
- **11:15 a.m.** CMS Update  
  - **CMS**
- **Noon** Lunch
- **1:00 p.m.** Best Practices/Payroll Roundtable  
  - **Payroll Managers**
- **4:30 p.m.** Wrap up
- **5:00 p.m.** Adjourn

### Wednesday, August 8

- **8:00 a.m.** Registration
- **8:30 a.m.** Introductions and Overview  
  - **Chapin**
- **9:00 a.m.** HRA/Benefits Update  
  - **CO Benefits Staff**
- **10:00 a.m.** Break
- **10:15 a.m.** Benefits Update –cont.  
  - **CO Benefits Staff**
- **11:00 a.m.** CMS Update  
  - **CMS Staff**
- **Noon** Lunch
- **1:00 p.m.** Leaves Program Update  
  - **Hamilton**
- **2:00 p.m.** Disability Issues  
  - **Standard/Chapin**
- **4:00 p.m.** Benefits Roundtable  
  - **Hamilton**

### Thursday, August 9

- **8:00 a.m.** Health Benefits Update  
  - **Mark Quillici (CalPERS)**
- **9:45 a.m.** Open Enrollment  
  - **Bush**
- **10:00 a.m.** Break
- **10:15 a.m.** TSA Update  
  - **Mercer**
- **11:15 a.m.** Savings Plus Program  
  - **DPA staff**
- **12:15 p.m.** Lunch
- **1:15 p.m.** VSP  
  - **VSP staff**
- **2:15 p.m.** HCRA/DCRA  
  - **Hamilton**
- **2:45 p.m.** Wrap Up
- **3:00 p.m.** Adjourn
CSU BENEFITS AND PAYROLL CONFERENCE

August 7-9, 2007

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815

(916) 922-4700

Conference Registration Form

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

Tuesday, August 7, 2007 ___  Wednesday, August 8, 2007 ___  Thursday, August 9, 2007 ___

Names: ______________________________     ______________________________________

Titles:   ______________________________     ______________________________________

Phone: ______________________________     ______________________________________

Fax:     ______________________________     ______________________________________

Email:  ______________________________     ______________________________________

Campus: _____________________________________________________________________

___________________________________     _______________________________________

Manager Approval            Date

Registration for the conference must be received by July 27, 2007.

Please fax this registration form to Miriam Bryant @ (562) 951-4954

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

Thank you.