

Date: June 29, 2007

Code: HR 2007-09

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:

Date

August 7-9, 2007

Tuesday – 8:00 a.m. – 5:00 p.m.

Wednesday – 8:00 a.m. – 5:00 p.m.

Thursday – 8:00 a.m. – 3:00 p.m.

Location

Hilton Sacramento Arden West

2200 Harvard Street

Sacramento, CA 95815

(916) 922-4700

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>.

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

JRMCC/pc

Attachments

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**Distribution:**

Chancellor  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
AVPs, Deans of Faculty

Human Resources Directors  
Benefits Officers  
Payroll Manager

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

**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.	21 <sup>st</sup> Century Update	21 <sup>st</sup> 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.