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San Jose State University Only

To: President Don W. Kassing

From: Gail Brooks 
Associate Vice Chancellor
Human Resources

Subject: San Jose State University's Pre-Tax Public Transportation Deduction Plan

This letter announces the establishment of the San Jose State University's (SJSU) Pre-Tax Public Transportation Deduction Plan. The plan is voluntary and is designed to help reduce out-of-pocket expenses for SJSU employees using public transportation to and from work. The plan, which will be effective September 1, 2007, will be administered by the campus and is for SJSU employees only.

All SJSU employee groups, including represented and non-represented employees, will be eligible for the SJSU Pre-Tax Public Transportation Deduction Plan provided they are in positions that can participate in the plan through payroll deduction.

The deduction code assigned to this program is 362-017. The maximum allowable pre-tax deduction amount allowed under this plan during 2007 is \$110.00, under Internal Revenue Code (IRC 132(f)).

CMS Processing Instructions

The newly assigned deduction code will impact CMS Baseline. Additional information will be provided in a future CMS communication.

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

GB/mh

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SJSU Vice President, Administration
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SJSU Employee Relations Designee
Deductions Program Coordinator, SCO