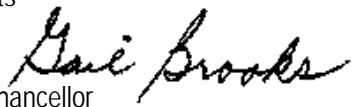


Date: April 11, 2008 Code: HR 2008-05  
To: CSU Presidents  
From: Gail E. Brooks   
Interim Vice Chancellor  
Human Resources  
Subject: Salary and Payroll Webcast Training Requirement

Overview

**Audience:** CSU Presidents  
**Action Item:** To Ensure Campus Attendance for Salary and Payroll Webcast Training  
**Affected Employee Group(s)/Unit(s):** Employees who input salary and/or payroll information into the Personnel Information Management System (PIMS), PIP, or Oracle/PeopleSoft systems.

Summary

Systemwide Human Resources Administration will conduct webcast training for individuals that have the responsibility for salary and payroll processing at each campus. As a result of an audit by the Bureau of State Audits, the Board of Trustees established that training must be conducted by no later than April 30, 2008.

As a result of the November 2007 Bureau of State Audit Report, the Board of Trustees, at their January 2008 meeting, adopted the following recommendation set forth by the Ad Hoc Committee on the Bureau of State Audit Report:

*'Given the size of the University system, it is appropriate to continue the delegation of authority to the presidents to monitor employee pay transactions for policy compliance and coding accuracy. CSU will provide a comprehensive training program for coding of salary payments to employees. The University Auditor will conduct periodic audits to ensure compliance with proper coding of payments.'*

To adhere to this mandate, and in follow-up to the e-mail communication sent to AVP/Deans of Faculty, HR Officers, Payroll Managers and Benefits Officers on February 15, 2008, webcast training has been scheduled by Systemwide Human Resources Administration for individuals that have the responsibility for salary and payroll processing at each campus. Training will be held April 14, 16, 21 and 23, 2008.

**Distribution:**

Chancellor Reed  
Executive Vice Chancellor and CFO  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
Vice Presidents, Student Administration  
Vice Presidents, University Advancement

Associate Vice Presidents/Deans of Faculty  
Employee Relations Designees  
HR Professionals

Please ensure that affected individuals at your respective campuses have registered for and will attend this training requirement. Employees will be required to complete and submit to HRA a training certification form acknowledging they have attended the required training.

Questions regarding the training requirement may be directed to Human Resources Administration at (562) 951-4411. This HR memorandum is also available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GEB/th