

Date: August 19, 2008

Code: TECHNICAL LETTER
HR/EHDB 2008-01

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Payroll Managers

Action Required By: September 19, 2008

From: Evelyn Nazario
Senior Director, Compensation
Human Resources Administration



Subject: Employees with Expired Temporary Appointments

Overview

Audience: Human Resources Directors and Payroll Managers

Action Item: Audit and cleanup expired appointments

Affected Employee Group(s)/Unit(s): Employees with a temporary appointment that has expired

Summary

Systemwide Human Resources remains committed to ensuring that CSU data is accurate. Data integrity is vital as the CSU prepares for conversion as part of the 21st Century Payroll project requirements, as we prepare for our new systemwide HR data warehouse, and for many important reporting requirements.

Human Resources policy requires the status of temporary appointments to be accurately reflected in the Employment History Database. Campuses are requested to audit their records to ensure that expired temporary appointments are separated, extended, or reappointed.

In support of current policy and to accurately report our CSU employee population, one of the following actions must occur for all temporary appointments that have expired:

1. Extend the temporary promotion, reassignment or reclassification expiration date;
2. Post a new appointment transaction if the employee is receiving a consecutive appointment; or
3. Post a separation transaction.

CIRS Compendium Report A14 is available to assist campuses in monitoring the expiration dates of temporary appointments. Upon review of this report, we noted over 460 "active" temporary appointments with appointment expiration dates prior to April 30, 2008. Of those, 365 have an expiration date prior to the 2008 calendar year. Many of these temporary appointments are Instructional Student Assistants in Unit 11 (International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO and its Local Union 4123)

Distribution:

CSU Presidents
Interim Vice Chancellor, Human Resources
Vice Presidents, Administration

who each month are being reported to the UAW as active. Appointment and separation requirements for Unit 11 were provided in Technical Letter HR/Appointment 2005-01, which can be accessed via the Web at: <http://www.calstate.edu/HRAdm/pdf2005/TL-APPT2005-01.pdf>.

Please review the A14 compendium report and take appropriate action. Where a separation is appropriate, the effective date should reflect the true effective date of the separation. Any transactions keyed after that date should be voided. In addition to providing information on appointments that have already expired, the A14 report includes those appointments that will expire within the next two months to assist campuses in noticing departments in advance of expiration dates.

Please take corrective action on these expired appointments by September 19, 2008. The following processing instructions are provided in Attachment A:

⇒ **1. Employment History Processing – Coding for Expired Appointments**

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This Technical Letter is also available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memo.shtml>. Thank you.

EN/cac

Attachment

PROCESSING INSTRUCTIONS

1. Employment History Processing – Coding for Expired Appointments

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A
EMPLOYMENT HISTORY/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Complete by September 19, 2008
Effective Date:	N/A
PIMS Transaction:	Extend Appointment Expiration Date – 416 Appointment – A52 Separation – S31
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	N/A
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<ol style="list-style-type: none"> 1. Transaction 416 - Extend Temporary Promotion / Reassignment: http://www.calstate.edu/hrpims/pims/508/Data_Elements/item_416.htm 2. Transaction A52 - Temporary Appointment: http://www.calstate.edu/hrpims/pims/508/Transactions/Appointments/Tran_A52_All.htm 3. Transaction S31 - Termination Of Temporary Appointment: http://www.calstate.edu/hrpims/pims/508/Transactions/Separations/Tran_S31.htm
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reasons: <ol style="list-style-type: none"> 1. DTA/EXT (Transaction 416) 2. DTA/APT (Transaction A52) 3. TER/END (Transaction S31)
Temporary Faculty:	Same as above
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A