

Date: November 7, 2008

Code: TECHNICAL LETTER  
HR/EHDB 2008-02

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

From: Evelyn Nazario   
Senior Director, Compensation  
Human Resources Administration

Subject: Employment History Database Changes – PIMS Data Elements Update

Overview

**Audience:** Human Resources Directors, Payroll Managers and/or campus designees responsible for PIMS employment history processing

**Action Item:** Information Item

**Affected Employee Groups/Units:** All Groups

Summary

This technical letter provides information regarding updates to the following PIMS data elements:

- Item 125 – Disability Veteran Status
- Item 405 – Time Base Change
- Transaction A60, A63, A64, & 416 changes

Human Resources Directors, Payroll Managers, or campus designee(s) responsible for PIMS employment history processing, should review the remainder of this technical letter for further information.

❖ Item 125 – Disability Veteran Status

As a result of new federal regulations concerning the collection and compiling of veteran status data and the subsequent impact on the CSU detailed in [HR Letter 2008-12](#), Item 125 will no longer be tracked in PIMS and is obsolete effective October 1, 2008.

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**Distribution:**

CSU Presidents  
Interim Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Employee Relations Designees

CMS Processing Information – Changes to PIMS Item 125 impacts CMS Baseline. Campuses will continue to maintain Military/Disability Status information for employees via Oracle/PeopleSoft as this item will no longer be generated on the PPT.

❖ Item 405 – Time Base Change

The format noted in the PIMS manual that identifies timebase by fraction (e.g. XXX/XXX) has been corrected to reflect a two (2) digit fraction format (e.g. XX/XX) to match current PIMS data entry requirements.

❖ Processing Changes Affecting Temporary Employees in Temporary A60 (Reassignment), A63 (Reclassification/In-Classification Progression) ,and A64 (Promotion) Transactions

PIMS processing instructions were modified to reflect changes affecting Transaction 416 when an employee is temporarily reassigned, reclassified or promoted, and goes to the assignment on a permanent basis. PIMS manual processing instructions have been updated accordingly.

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/memos.shtml>. Thank you.

EN/vk