Date: November 7, 2008

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data and the subsequent impact on the CSU detailed in HR Letter 2008-12, Item 125 will no longer be tracked in PIMS and is obsolete effective October 1, 2008.

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](http://www.calstate.edu/HRAdm/memos.shtml). Thank you.

EN/vk