

Date: August 20, 2009 Code: TECHNICAL LETTER  
HR/Salary 2009-07  
Supplement #5

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

Reference: Technical Letter  
HR/Salary 2009-07

From: Evelyn Nazario  Assistant Vice Chancellor  
Human Resources Management Margaret Merryfield  Senior Director  
Academic Human Resources

Subject: Furlough Program Implementation- California Faculty Association (CFA)

Overview

**Audience:** Associate Vice Presidents/Deans of Faculty, Human Resource Directors, Campus Payroll Managers and/or campus designees responsible for CFA (Unit 3) employee payroll processing.

**Action Item:** Implement 2009/2010 CSU Furlough Program

**Affected Employee:  
Group(s)/Unit(s)** CFA (Unit 3) employees subject to the 2009/2010 Furlough Program

Summary

The procedures described in this technical letter are in response to the CSU's Furlough Program implementation. Campus designees with responsibility for furlough program implementation for CFA (Unit 3) employees should review the remainder of this letter for detailed information.

The salary administrative procedures described below are in response to the July 28, 2009, Furlough Agreement reached between the California State University (CSU) and California Faculty Association (CFA) on the CSU/CFA Furlough Program for the period effective July 1, 2009, through June 30, 2010.

❖ **Exemptions from Furlough**

Pursuant to provision 7 of the Furlough Agreement, the following classifications are exempt from furlough:

- 2322 Instructional Faculty, Special Programs – For Credit
- 2323 Instructional faculty, Extension – For Credit

Faculty unit employees whose salary is 100% funded from grants and contracts not funded from the state general fund shall not be subject to furlough. Faculty unit employees whose salary is partially funded from grants and contracts not funded from the state general fund shall be subject to furlough, pro-rata with the percentage of state general funds used to fund that salary. See TL HR/Salary 2009-07 for an example of how to determine the pro-rata furlough pay reduction. To determine the number of days of furlough that

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apply, multiply the percentage of salary provided by the state general fund times the number of furlough days required in the absence of any exemption.

*Example:* Faculty member receives grant reimbursement equal to 50% of salary for the academic year. The expected furlough is 18 days in the absence of any exemption. Since 50% of the salary is provided by the state general fund, the required furlough becomes 0.5 times 18 days, or 9 days over the academic year. In order to maintain an appropriate level of effort on the grant, the expectation would be that the reduction in effort associated with the applicable furlough would be associated with the non-grant-related activities, while the reimbursed effort would not be reduced.

Note that this exemption from furlough does **not** extend to faculty members in Grant Related/Specially-Funded Instructional Faculty (GRIF) classifications (2387, 2388) or to faculty members whose salary is reimbursed through endowments. The GRIF appointment provides a salary differential of 5% to 35% above the corresponding instructional faculty classification from grants, individual gifts and bequests, or Foundation allocations, but this differential is not a “buy-out” of the faculty member’s time and effort, so the full furlough applies.

Furlough will not be applied to 2009 summer term appointments in classifications 2357, 2457, or 2368.

❖ **Furlough Pay Reduction Requirements**

*2-Day Furlough Per Pay Period Worked (24 Days for 12-Month Employees) Reduction Requirement:* Faculty unit employees in 12-month classifications and 10-month classifications that are paid over 12 months, and who were also in active payroll status effective with the July 2009 pay period, will have an approximate 10.07% pay reduction in salary over the remaining eleven (11) month period, August 2009 through June 2010 ( $9.23 \times 12/11 = 10.07\%$ .) The 10.07% reduction incorporates the July 2009 furlough requirement. Campuses shall schedule the 2-day furlough requirement for July 2009 to another pay period within the 2009/2010 fiscal year.

Faculty unit employees in 12-month or 10-month classifications paid over 12 months hired on or after July 31, 2009, or who were on a leave without pay or other unpaid payroll status in the July 2009 pay period shall have a pay reduction for the remainder of the fiscal year period at the rate of 9.23% beginning August 2009 pay period.

Faculty unit employees appointed in academic year and cruise classifications will receive a 9.23% pay reduction spread over 12 months beginning with their respective academic year cycle (e.g., September 2009 through August 2010.)

❖ **Payroll Processing and Employment History Tracking of CFA Employees on Furlough**

*PIMS Item 957 Eligibility Substantiation:* Upon conclusion of the furlough program, Item 957 will be deleted. CFA values are provided as follows:

Item 957 Value	% Pay Reduction per Pay Period	Pay Plan
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**GROUP:** On Pay Status July 2009, paid over 12 months, fiscal year cycle July 2009 – June 2010

91	10.07	12/12
91	10.07	10 month, paid over 12 months

Item 957 Value	% Pay Reduction per Pay Period	Pay Plan
<b>GROUP:</b> Off Pay Status July 2009, paid over 12 months fiscal year cycle July 2009 – June 2010		
92	9.23	12/12
92	9.23	10 month, paid over 12 months
<b>GROUP:</b> Academic Year, Non CMA, academic cycle effective September 2009 – August 2010 (implementation in September)		
92	9.23	
<b>GROUP:</b> Academic Year (CMA) effective August 2009 – July 2010		
92	9.23	
<b>GROUP:</b> Cruise cycle effective August 2009 – July 2010		
92	9.23	
Override		
89		manual override <sup>1</sup>

*Positive, Special and Supplemental Payments:* Employees appointed in positions that are paid via Special payment (A54) Transaction will not have an entry in Item 957 and will not have their pay reduced via the SCO's system change.

Campuses remain responsible for reducing the amount of time an employee is scheduled to perform work/services in a given pay period based on operational need. Because of the nature of Special Payment (A54) transactions, appointments in classifications paid by A54 transaction will not be subjected to furlough. However, in order to meet campus budget reduction targets and operational needs, campuses may reduce A54 appointments and/or the amount of time or services associated with such appointments.

Contact the Chancellor's Office (see pg. 7) for additional direction on other types of payments to faculty unit employees.

❖ **Pay Plans and Work Schedules**

*Pay Plan Schedules:* Pursuant to the Furlough Agreement, employees on the respective pay plan schedule will be subject to no more than two (2) furlough days per calendar month, with a one-time exception of up to four (4) days. Because of its unique calendar, exceptions to these limits may be made at the California Maritime Academy. Refer to the general provisions contained in HR Salary Technical Letter 2009-07 for additional information.

- *Academic year employees* will be subject to 18 days of furlough over the academic year (9 days per semester, 6 days per quarter.)
- Faculty unit employees with academic year appointments at CSU Stanislaus will be subject to 8 days of furlough per semester and two days of furlough in the winter term.
- Faculty unit employees in cruise classifications at the California Maritime Academy will be subject to 20 days of furlough, inclusive of the cruise schedule.

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<sup>1</sup> Manual overrides must be keyed by the campus in instances when pay reduction adjustments are needed, e.g., compensation is partially funded by grants or contract dollars that are exempt from furlough.

*Part Time Employees:* Pursuant to provision 4(b) of the Furlough Agreement, part-time employees shall be subject to furloughs on a pro-rated basis. Pro-ration shall be accomplished as follows: part-time faculty unit employees shall take the same number of furlough days each term as full-time employees (e.g. 9 per semester, 6 per quarter) but each day of furlough taken shall be pro-rated to the time base of the appointment.

*Multiple concurrent appointments up to 1.0:* For faculty unit appointees with multiple concurrent appointments on the same campus, the employee would identify the requisite number of furlough days each term (e.g. 9 per semester, 6 per quarter) on which no work would be performed for any of the appointments. Employees with appointments on more than one campus would be responsible for the requisite number of furlough days on each campus, proportionate to the time base on each campus. For information on multiple concurrent appointments exceeding 1.0, refer to Technical Letter HR/Salary 2009-07.

#### ❖ Academic Considerations

*Split Academic Year/12-month Appointments:* Individuals in split AY/12-month appointments will have a fractional time base in each position, with the two fractions normally adding up to no more than 1.0. In order to meet the furlough requirements of each position, the faculty member would need to take 18 "combined" furlough days during the academic year (18 days in which the faculty member performs no work in either the AY or 12 month position) and 6 furlough days outside of the academic calendar, pro-rated at the time base of the 12-month appointment, and falling between August 1, 2009 and June 30, 2010.

*Transitions between AY and 12-Month appointments over the course of the furlough program:*

- *If the change occurs on or before the first day of the 2009/10 academic year:*
  - If a faculty unit employee in a twelve-month position (such as a department chair) is transitioning back to an AY position, the furlough should be initiated with the start of the AY. The faculty member would then be subject to a full year of furlough on the AY appointment
  - If an AY appointment is being converted to twelve months, no furlough is required until the start date of the twelve-month position. The furlough will be pro-rated from that date and the faculty member will have 9.23% deducted per pay period, through June 30, 2010.
- *If the change occurs after the first day of the 2009/10 academic year:*
  - If a faculty unit employee moves from a 12-month appointment to an AY appointment (or vice versa) during the academic year, a pro-rated furlough will apply to each appointment. The campus will be responsible for any reconciliation required following the transition. In no case should the total days of furlough required over the furlough period (July 1, 2009 through June 30, 2010) exceed 24.

*Department chair appointments:* Since stipend amounts for department chairs are incorporated into the salary when they are placed on the salary ranges for class codes 2481 and 2482, the furlough reduction in salary will apply to the entire salary, including the stipend.

*Sabbatical Leaves and Difference in Pay Leaves:* Individuals on sabbatical or difference-in-pay leaves are subject to furlough. The furlough will result in the same percentage salary reduction (compared to the normal salary associated with the leave type) as would be applied to the employee if not on leave, based on the employee's classification and pay plan (academic year, 12-month, or 10-month paid over 12 months). For difference in pay leaves, the benchmark rates for FY 2009/10 have been reduced to reflect the furlough program.

The required number of furlough days for sabbatical or difference in pay leaves will be commensurate with the duration of the leave (e.g. 2 days per month for 12-month employees, 18 days for a full academic year/9 days per semester/6 per quarter for academic year employees.)

*Example 1:* Academic year employee, sabbatical leave for one semester in AY 2009/10. Sabbatical leaves of one semester provide full pay. The employee would take 18 days of furlough over AY 2009/10, 9 days during the sabbatical semester and 9 days during the semester of service. The employee would experience a net reduction of salary for the year of 9.23%.

*Example 2:* Academic year employee, sabbatical leave for two quarters in AY 2009/10. Sabbatical leaves of two quarters provide three-fourths of full salary for the two quarters. The employee would take 18 days of furlough over AY 2009/10, 6 days over each quarter of sabbatical leave (for a total of 12) and 6 days during the quarter of service. Both the sabbatical pay and the pay for the quarter of service would be reduced by 9.23%.

*Example 3:* Difference in Pay Leave. An academic year employee with a salary of \$8,000 per month takes a difference in pay leave for the spring 2010 semester. The monthly furlough reduction for this employee is 9.23%, and the employee is required to take 18 days of furlough during AY 2009/10. Over the spring semester, the employee would be required to take 9 days of furlough. The salary reduction is calculated as follows. First, the faculty member's salary is reduced by the furlough percentage of 9.23%, giving a net salary of \$7,261.60. The benchmark salary is subtracted from this amount. In this example, the benchmark rate would be \$3137.01 (the minimum salary for the Instructor rank, reduced by 9.23%). The salary for the difference in pay leave period would then be \$4,124.59 per month.

*Participants in the Faculty Early Retirement Program:* FERP participants are subject to furlough during any periods during fiscal year 2009/10 when they are on service. Required furlough days are pro-rated to the period of service and time base.

Pursuant to provision 6 (g) of the Furlough Agreement, FERP participants may request, and shall be granted, a leave of absence without pay for any academic term or terms during fiscal year 2009/10. If a FERP participant takes a leave for the entire 2009/10 academic or fiscal year, 2009/10 will not count toward the 5 years available for the FERP. For example, a faculty member who began FERP in 2008/09 would normally be eligible for FERP only through 2012/2013. If the faculty member took a leave of absence and did not work in 2009/10, the faculty member would still have four remaining years of FERP eligibility and could continue in the program through 2013/2014.

*Participants in the Pre-Retirement Reduction in Timebase (PRTB) Program:* Participants in PRTB are subject to furlough. The furlough shall be pro-rated to the employee's time base.

Pursuant to provision 6 (i) of the Furlough Agreement, any tenured faculty employee who is otherwise eligible for PRTB and applies for entry into PRTB for any academic term or terms for fiscal year 2009/10 shall be granted such a PRTB. In addition, any faculty unit employee currently participating in PRTB who applies for an additional reduction in time base under PRTB for any academic term or terms for fiscal year 2009/10 shall be granted the additional PRTB.

*Additional employment considerations:* Pursuant to the Furlough Agreement between the CSU and CFA, additional employment provisions have been altered for the duration of the furlough program. For the period between July 1, 2009 and June 30, 2010, Article 36.4 of the collective bargaining agreement between the CSU and CFA has been revised to read as follows:

"The 25% overage as used in this Article shall be calculated as a percentage of the faculty unit employee's pre-furlough full-time workload or, when appropriate, full-time time base or 25% of the

faculty unit employee's full time salary, whichever is greater. The total additional employment of the faculty unit employee shall not exceed the 25% overage."

#### ❖ Fair Labor Standards Act (FLSA) Considerations

Instructional faculty members, counselor faculty unit employees who hold a medical license, and exempt coaches retain their FLSA exemption status during the furlough workweek period. Other counselor faculty unit employees should be treated as non-exempt during the furlough workweek period. In general, librarian faculty unit employees will not retain FLSA exemption status during the furlough workweek period, unless the librarian faculty unit employee's primary role is instruction. Coaching faculty unit employees who are classified as coaching specialists and coaching assistants are considered to be non-exempt under FLSA.

#### Worksheets

HR-ISA worked with CSU-Audits to provide worksheets via CIRS to assist campuses with identifying the August furlough population and keying the transactions. The criteria for selecting an employee is as follows:

- Active on or after July 31, 2009
- Appointment expiration date is after July 31, 2009
- Timebase is not intermittent or indeterminate
- Exclude employees in non CMA AY classes (deferred to September Implementation)
- Excludes the following class codes:
  - 2322
  - 2323
  - 2357
  - 2368
  - 2457
- Item 957 - See processing instructions in Appendix A.

Campuses are responsible for identifying those individuals whose salary is wholly or partially reimbursed by grants or contracts not funded through the state general fund and determining the appropriate percentage of exemption from furlough.

The worksheets are split in two categories:

- 1) Employees who had a regular payment issued during the July 2009 pay period and are subject to the July catch-up (10.07% reduction), and
- 2) Employees who did not receive a regular payment due to either an unpaid leave of absence or is a new hire and is not subject to the July catch-up (9.23% reduction).

Campuses need to review the work schedules for these employees to ensure the appropriate Item 957 code has been assigned. It is also the responsibility of the campuses to ensure that no excluded employees were included (e.g. those on paid 30 days military leave, those on disability).

HR-ISA created an additional report on employees for whom no worksheet was provided. This report would include on leave employees, temporary employees with an expired appointment, employees with an existing red circle rate and employees who could be identified as exempt from the furlough due to MOU requirements or Chancellor's Office directive. Academic year positions are not included on the excluded report. Campuses are responsible for reviewing the information provided in this additional report and taking corrective action to

furlough the employee if appropriate. All new appointments subject to furlough must have the appropriate code entered in Item 957 in order for the furlough reduction to take effect.

See the processing instructions in Attachment A for instructions on accessing the CIRS Compendium Report. Additional processing instructions can be found in the SCO personnel letter at [http://www.sco.ca.gov/ppsd\\_sco\\_letters.html](http://www.sco.ca.gov/ppsd_sco_letters.html).

**The following processing instructions are provided in Attachment A:**

- ⇒ Furlough Program – I. Conversion 12 Month/10 Month
- ⇒ Furlough Program – II. Conversion Academic Year and Cruise (CMA only)

Questions regarding this technical letter should be directed as follows:

PIMS processing instruction	CSU Audits representative at the SCO
CMS Baseline processing instructions	CMS liaison for systemwide HR at (562) 951-4418
Collective bargaining aspects	Labor Relations at (562) 951-4400
All other questions	Academic Human Resources at (562) 951-4503

This document is available on Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

EN/MM

Attachment

PROCESSING INSTRUCTIONS

FURLOUGH PROGRAM  
 I – Conversion 12 Month/10 Month

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	See SCO Personnel Letter
Effective Date:	07/ 31/09
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A (not required if Item 957 is one of the furlough codes)
EH Remarks (Item 215)	HR/SA 2009-07
Pay Amount:	N/A
Pay Form:	Salary reduction
Lump Sum Earnings ID:	N/A
Eligibility Substantiation (Item 957):	<ul style="list-style-type: none"> <li>91 – 12/12, 10 months paid over 12 months, employees on pay status July 2009 pay period.</li> <li>92 – Employees off pay status July 2009 pay period (all employee groups including 10 months paid over 12 months, new hires, employees on leave).</li> <li>89 – manual override of system generated reduction in Item 815.</li> </ul>
Red Circle/Plus Salary (Item 815):	<ul style="list-style-type: none"> <li>If Item 957 contains code 89, enter the amount of reduction to apply to base pay. <u>Item 815 must be expressed as a full time equivalent. For all other codes, Item 815 is system generated.</u> When one of the furlough codes is entered, Item 330 does not need to be MAX or 9999.</li> </ul>
Employees on Leave:	Refer to SCO's personnel letter
Additional Information:	<p>CIRS Compendium Reports</p> <ul style="list-style-type: none"> <li><u>X80, cycle 3308</u>: Unit 3 worksheets containing all required information for PIMS.</li> <li><u>X81, cycle 3308</u>: current employee position detail for those Unit 3 employees on the X80 worksheets.</li> <li><u>X83, cycle 3308</u>: provides data from X80 and X81 reports in tab delimited format.</li> </ul> <p><u>Available</u>: Noon on 08/10/09 reflecting the status of employees as of close of business on 08/08/09.</p> <p><u>Access</u>: Express (F1) function in CIRS.</p> <ol style="list-style-type: none"> <li>Worksheets include all furloughed eligible positions for an employee.</li> <li>Campuses need to ensure that any employee identified on the worksheet is not an employee exempt from furlough.</li> <li>Campuses need to review multiple concurrent appointments that exceed full time and manually adjust the red circle rate on one position as appropriate.</li> </ol>

	<p>4. Employees not on pay status in July 2009 (unpaid leaves in July, and new hires as of 07/31/09) will need to be reviewed to confirm their schedule and ensure the appropriate 957 code was assigned. These are identified by code 92 in Item 957 (non AY and cruise).</p> <ul style="list-style-type: none"> <li>• <u>X82, cycle 3308</u>: identifies employee exceptions not contained in worksheets X80 or report X81. The types of exceptions are listed below.  <u>X84, cycle 3308</u>: provides data from X82 report in tab delimited format.  <u>Available</u>: Noon on 08/10/09 reflecting the status of employees as of close of business on 08/08/09.  <u>Access</u>: Express (F1) function in CIRS.       <ol style="list-style-type: none"> <li>1. Employees who went on leave on or before 07/31/09. Place on furlough upon return.</li> <li>2. Review employees with expired appointments and either separate or reappoint with the appropriate code in Item 957.</li> <li>3. Review employees with existing red circle rates and determine the appropriate new red circle rate and 957 code.</li> </ol> </li> </ul> <p>All new hires keyed on or after 08/10/09 must include the appropriate furlough code if the employee is subject.</p> <p>Academic year positions will not appear on the worksheet and will not appear on the exception report.</p>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd_sco_letters.html">http://www.sco.ca.gov/ppsd_sco_letters.html</a>

<b>CMS PROCESSING INFORMATION:</b>	
<b>Workforce Administration:</b>	<ul style="list-style-type: none"> <li>• CIRS campus file, L11, cycle 0022, will be available for download by noon on 08/24/09. This file will contain furlough CRO transactions keyed into PIMS from 08/10/09 through close of business 08/21/09.</li> <li>• A process is being provided in CMS Baseline to allow the campus to automatically load these transactions in Oracle/PeopleSoft.</li> </ul>
<b>Temporary Faculty:</b>	N/A
<b>Benefits:</b>	N/A
<b>Time and Labor:</b>	N/A
<b>Leave Accounting:</b>	N/A
<b>Absence Management:</b>	N/A
<b>Labor Cost Distribution:</b>	N/A
<b>Additional Instructions:</b>	A Business Process Guide will provide keying instructions for campuses on how to enter furlough transactions into Oracle/PeopleSoft, including instructions regarding processing the CIRS campus file. Additional details to be provided via a future CMS communication.

**FURLOUGH PROGRAM**

**II – Conversion Academic Year and Cruise (CMA only)**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	See SCO Personnel Letter
Effective Date:	07/31/09
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A (not required if Item 957 is one of the furlough codes)
EH Remarks (Item 215)	HR/SA 2009-07
Pay Amount:	N/A
Pay Form:	Salary reduction
Lump Sum Earnings ID:	N/A
<b>Eligibility Substantiation (Item 957):</b>	<ul style="list-style-type: none"> <li>• 92– CMA Academic Year and Cruise</li> <li>• 89 – manual override of system generated reduction in Item 815</li> </ul>
<b>Red Circle/Plus Salary (Item 815):</b>	<ul style="list-style-type: none"> <li>• If Item 957 contains code 89, enter the amount of reduction to apply to base pay. <u>Item 815 must be expressed as a full time equivalent.</u> <i>For all other codes, Item 815 is system generated.</i> When one of the furlough codes is entered, Item 330 does not need to be MAX or 9999.</li> </ul>
Employees on Leave:	Refer to SCO's personnel letter
Additional Information:	<p>CIRS Compendium Reports</p> <ul style="list-style-type: none"> <li>• <u>X80, cycle 3308</u>: Unit 3 worksheets containing all required information for PIMS.</li> <li>• <u>X81, cycle 3308</u>: current employee position detail for those Unit 3 employees on the X80 worksheets.</li> </ul> <p><u>Available</u>: Noon on 08/10/09 reflecting the status of employees as of close of business on 08/08/09.</p> <p><u>Access</u>: Express (F1) function in CIRS.</p> <ol style="list-style-type: none"> <li>1. Worksheets include all furloughed eligible positions for an employee.</li> <li>2. Campuses need to ensure that any employee identified on the worksheet is not an employee exempt from furlough.</li> <li>3. Campuses need to review multiple concurrent appointments that exceed full time and manually adjust the red circle rate on one position as appropriate.</li> <li>4. Employees not on pay status in July 2009 (unpaid leaves in July, and new hires as of 07/31/09) will need to be reviewed to confirm their schedule and ensure the appropriate 957 code was assigned. These are identified by code 92 in Item 957 (non AY and cruise).</li> </ol> <ul style="list-style-type: none"> <li>• <u>X82, cycle 0908</u>: identifies employee exceptions not contained in worksheets X80 or report X81. The types of exceptions are listed below.</li> </ul>

	<p><u>X84, cycle 3308</u>: provides data from X82 report in tab delimited format.</p> <p><u>Available</u>: By noon on 08/10/09 reflecting the status of employees as of close of business on 08/08/09.</p> <p><u>Access</u>: Express (F1) function in CIRS.</p> <ol style="list-style-type: none"> <li>1. Employees who went on leave prior to 7/31/2009. Place on furlough upon return.</li> <li>2. Review employees with expired appointments and either separate or reappoint with the appropriate code in Item 957.</li> <li>3. Review employees with existing red circle rates and determine the appropriate new red circle rate and 957 code.</li> </ol> <p>All new hires keyed on or after 08/10/09 must include the appropriate furlough code if the employee is subject.</p>
SCO Personnel Letter:	<p><a href="http://www.sco.ca.gov/ppsd_sco_letters.html">http://www.sco.ca.gov/ppsd_sco_letters.html</a></p>

<b>CMS PROCESSING INFORMATION:</b>	
<b>Workforce Administration:</b>	<ul style="list-style-type: none"> <li>• CIRS campus file, L11, cycle 0022, will be available for download by noon on 08/24/09. This file will contain furlough CRO transactions keyed into PIMS from 08/10/09 through close of business 08/21/09.</li> </ul>
<b>Temporary Faculty:</b>	N/A
<b>Benefits:</b>	N/A
<b>Time and Labor:</b>	N/A
<b>Leave Accounting:</b>	N/A
<b>Absence Management:</b>	N/A
<b>Labor Cost Distribution:</b>	N/A
<b>Additional Instructions:</b>	<p>A Business Process Guide will provide keying instructions for campuses on how to enter furlough transactions into Oracle/PeopleSoft, including instructions regarding processing the CIRS campus file. Additional details to be provided via a future CMS communication.</p>