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

From: Evelyn Nazario  
Assistant Vice Chancellor  
Human Resources Management

Subject: Implementation of Human Resources Management’s “The Inside Edge” Webcast Program - 2010

Overview

Audience: Campus Payroll Managers, Human Resource Directors, AVP/Deans of Faculty and/or campus designees responsible for payroll administrative issues.

Action Item: Information Only

Affected Employee: Management and staff responsible for campus payroll administration

Summary

This technical letter announces implementation of Human Resources Management - Payroll Administration’s “The Inside Edge” webcast program, with Theresa Hines serving as program Host and Valerie Kerbs as Co-Host. The goal of this webcast program is to provide a forum for discussion and exchange on a variety of payroll-related administrative issues between Human Resources Management (HRM) and personnel responsible for campus payroll administration. The webcasts will be scheduled to occur every other month, starting February 2010. Individuals responsible for campus payroll administration should review the details of this technical letter.

Human Resources Management (HRM) remains committed to providing campus payroll administration with information that is current and accurate. We also recognize the importance of maintaining an inclusive environment so that our collaborative efforts achieve the best decisions and guidance for all. Currently, some of the ways that this commitment is accomplished is via coded memorandum communications, the SharePoint website, scheduling teleconferences to discuss specific issues, and via e-mail exchange. We believe that it would be helpful to our campus communities to expand our communication efforts by launching a webcast forum.

The intent of The Inside Edge is to provide the campus community with a method to address issues and propose topics for discussion. It also provides an opportunity to provide clarification on a variety of campus-requested issues in response to collective bargaining and CSU policy changes and requirements that affect payroll administration. HRM will be primarily responsible for researching and gathering information needed for the selected topic and inviting panel members from the Chancellor’s Office and outside agencies (such as the State Office of the Chancellor
Controller’s Office [SCO] and CalPERS) as needed. Topics will be selected for discussion by HRM based upon what campuses deem most critical, and we will utilize HRM’s systemwide e-mail address (HRAdm@calstate.edu) as the tool to obtain proposed campus topics. Each session will be scheduled for approximately one (1) hour and can be extended if needed. The webcast forum will be scheduled within 2 to 4 weeks following the campus deadline date for submitting proposed topics.

With the assistance of Systemwide Professional Development, HRM will solicit campus input on a number of topics during the webcast. We believe that this forum will be especially helpful for a number of HR standardization initiatives that will require campus input from a payroll perspective on best business practices, current and future employment history database requirements and other payroll-related administrative processes, including future plans for a single database solution in Peoplesoft, and the SCO’s 21st Century Project. We also believe that this forum will provide a cost-effective and efficient way to gather and exchange information for numerous decision-making needs in an engaging and inclusive manner.

Please review the webcast schedule for campus proposed input. Announcements for the webcast will be provided via e-mail communication to campus Payroll Managers, Human Resource Directors and AVPs/Deans of Faculty a minimum of one (1) week prior to the scheduled webcast date.

Send campus-proposed topics to: HRAdmin@calstate.edu. Subject: The Inside Edge Topic.

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<thead>
<tr>
<th>Campus Input Needed By:</th>
<th>Tentative Webcast Schedule Timeline</th>
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<tbody>
<tr>
<td>January 29, 2010</td>
<td>February 22 – 26, 2010</td>
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<tr>
<td>March 19, 2010</td>
<td>April 12 – 16, 2010</td>
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<td>May 14, 2010</td>
<td>June 14 – 18, 2010</td>
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<td>July 16, 2010</td>
<td>August 16 – 20, 2010</td>
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<td>September 17, 2010</td>
<td>October 11 – 15, 2010</td>
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<td>November 19, 2010</td>
<td>December 13 – 17, 2010</td>
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Questions regarding this technical letter may be directed to Human Resources Management at (562) 951-4411. This document is available on the Human Resources Web site at: http://www.calstate.edu/HRAdm/memos.shtml.

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