Furlough Tracking Codes in CMS Baseline (Oracle/PeopleSoft)

Overview

Audience: Campus Payroll Managers, Human Resources Directors, and/or campus designees responsible for faculty and staff payroll processing in CMS Baseline

Action Item: Update Furlough Tracking Codes in CMS Baseline

Affected Employees: Employees Exempted from 2009/2010 CSU Furlough Program

Summary

The information provided in this technical letter communication provides clarification and instructions on Furlough Tracking Codes in CMS Baseline for employees exempted from the 2009/2010 CSU Furlough Program. Campus designees with responsibility for furlough program administration in CMS Baseline should review the remainder of this letter for detailed information.

Pursuant to HR/Salary 2009-07, Systemwide Human Resources Management (HRM) partnered with Common Management Systems (CMS) to implement the 2009-2010 CSU Furlough Program. Codes were delivered in CMS Baseline to provide the ability to track and audit the CSU Furlough Program. The policy directive to track employees subject to the 2009/2010 CSU Furlough Program in CMS Baseline was previously communicated to the campuses.

The corresponding PIMS Item 957 field in CMS Baseline was expanded to include codes to denote all employees exempted from the Furlough Program. The two furlough tracking codes for employees exempted from the CSU 2009/2010 Furlough Program are:

- **957 Code = “N1”** - Beginning with the effective date of the employee exemption, the 957 code “N1” is used to track employee exemptions by “bargaining unit and class codes (job codes)” and “Health Care.”

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1 Specific information regarding the CSU Furlough Implementation for CMS Baseline was provided in the “Maintain Furlough Tracking” Business Process Guide posted on the CMS Website; communication was provided to campus Payroll Managers and information was discussed on various Human Resources Group (HUG) and HUG Workforce Administration Subcommittee teleconference call(s).
Note: In the PIMS database, categorical exemptions do not require that a value be entered in PIMS Item 957. The furlough exemption is tracked by using bargaining unit and class code.

- **957 Code = “N2”** - Effective at the date of exemption (at start of the furlough program) the 957 code “N2” is used to track “individual employee exemptions”, e.g., grants. N2 is used for exceptions to the Furlough Program where the employee is individually excluded but not categorically excluded due to bargaining unit or class code (job code).

Note: In the PIMS database, individual exemptions are tracked via furlough instructions provided for PIMS Item 215.

Pursuant to HR/Salary 2009-07, employees appointed in positions that were “positive” paid, (e.g., hourly intermittent, Per Diem or paid via Special Payment transactions) were subject to the CSU 2009/2010 Furlough Program, however pay was not reduced via the SCO’s system change. Employees who were placed on a disability program were not subject to the furlough during their period of disability pursuant to HR/Benefits 2009-09. Therefore, no additional coding is required in CMS Baseline for affected employees.

The conclusion of the 2009/2010 CSU Furlough Program is approaching pursuant to HR 2010-07. Campuses must ensure that employee records are updated in CMS Baseline (Oracle/PeopleSoft) in accordance with the guidelines provided in this technical letter.

Refer to Attachment A for processing instructions and examples of employees exempted from the Furlough Program and the corresponding 957 tracking codes.

Please direct questions regarding this technical letter to Human Resources Management at (562) 951-4411. CMS Baseline questions should be directed to CMS liaison for systemwide Human Resources Management at (562) 951-4418. This HR memorandum is also available on the Human Resources Management web site at: http://www.calstate.edu/HRAdm/memos.shtml.

Attachments

EN/Itth
Categorical Employee Exemptions
957: N1 - Used in instances where employees are categorically exempted from the CSU Furlough program.

Action Reason Code: DTA/CNV – Data Change, Conversion
Effective Date: Effective date: 07/31/2009

Bargaining Units/Categories
• R06
• R08
• R10
• R11
• R12
• 1237, SFSU HEAD START PROGRAM SPECIALIST (E99)
• 8346, POLICE OFFICER CADET-NONREPRESENTED (E99)
• 8347, POLICE OFFICER INTERMITTENT-NONREPRESENTED (E99)
• 2322, INSTRUCTIONAL FACULTY, SPECIAL PROGRAMS -FOR CREDIT (R03)
• 2323, INSTRUCTIONAL FACULTY, EXTENSION -FOR CREDIT (R03)
• 2944, LEGISLATIVE/EXECUTIVE FELLOWS (E99)

Action Reason Code: PAY/FR1 - Pay Rate Change/Furlough Off Pay Reduction
Effective Date: Effective November 2009 pay period

Category
• Health Care Workers

Individual Employee Exemptions
957: N2 - Used for exceptions to the 2009/2010 CSU Furlough Program where the employee is individually excluded but not categorically excluded.

Effective Date: Effective date of exemption (at start of the furlough program)

Employees Affected
• MPP – sworn peace officers (M80 classification and retirement account codes 53 and 54)
• Dispatchers (CSUEU) (8800, 8801, 8802)
• Community Service Specialist (8820, 8821, 8822)
• Employees fully funded by a grant