Date: June 17, 2010  

To: Human Resources Directors  
Payroll Managers

From: Evelyn Nazario  
Assistant Vice Chancellor  
Human Resources Management

Subject: Conclusion of the 2009/2010 CSU Furlough Program – Timelines and Information Items

Overview

**Audience:** Human Resources Directors, Campus Payroll Managers and/or campus designees responsible for employee payroll processing

**Action Item:** Conclusion of 2009/2010 Furlough Program

**Affected Employee:** All employee groups subject to the 2009/2010 Furlough Program

**Group(s)/Unit(s)**

**Summary**

This technical letter addresses timelines and information items pertinent to concluding the 2009/2010 CSU Furlough Program. Campus designees with responsibility for furlough program administration should review the remainder of this letter for detailed information.

**Timelines to Conclude the 2009/2010 CSU Furlough Program**

The furlough pay and time reduction program will conclude effective July 1, 2010, for employees subject to furlough through June 30, 2010, and for employees on academic year schedules, at the end of the July or August 2010 pay period, dependent upon the respective pay plan category:

<table>
<thead>
<tr>
<th>Pay Plan Category</th>
<th>Furlough Starting Pay Period</th>
<th>Furlough Concluding Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-month; 10-month; 11/12; 10/12; 8/12; (on or off pay status in July 2009)</td>
<td>July 2009</td>
<td>June 2010</td>
</tr>
<tr>
<td>Academic Year / Cruise CMA</td>
<td>August 2009</td>
<td>July 2010</td>
</tr>
<tr>
<td>Academic Year – Non-CMA</td>
<td>September 2009</td>
<td>August 2010</td>
</tr>
</tbody>
</table>

**Distribution:**

- Chancellor Reed
- AVPs/Deans of Faculty
- HR Professionals
- CSU Presidents
- All Campus Vice Presidents
- Benefit Officers
- Executive Vice Chancellor and CFO
- Employee Relations Designees
- Budget Officers
- Vice Chancellor, Human Resources
- Student Health Center Directors
- Plant Directors

Office of the Chancellor  
401 Golden Shore, 4th Floor  
Long Beach, CA 90802-4210  
562-951-4411  
email: hradmin@calstate.edu
Payroll-Related Information Items

Following the pay period in which the furlough program concludes for employees within the respective pay plan category, the State Controller’s Office (SCO) will remove Item 957 furlough values (e.g., 91, 92, 89) and the corresponding Item 815 furlough amount via mass update for the furloughs ending with the June 2010 and August 2010 pay periods. The California Maritime Academy will process those ending with the July 2010 pay period. The mass update will be applied to records in active payroll status during the following timeframes:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Mass Update Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2010</td>
<td>Evening of July 7, 2010</td>
</tr>
<tr>
<td>August 2010</td>
<td>Evening of September 8, 2010 (subject to change)</td>
</tr>
</tbody>
</table>

During the pay period in which the mass update is being run, the SCO is requesting that campuses hold keying of any PIMS transactions that are effective on or after the start of the pay period for furloughed employees included in the mass update. The SCO mass update program will not process employees in an out-of-sequence status requiring the SCO to process these records manually. Additionally, to remain in compliance with the timely issuance of separation pay requirements, campuses should process the CRO transaction to remove affected employees from the furlough program and then process the separation.

True Red Circle/Plus Salary

Employees who were in a red circle/plus salary status prior to the furlough must have the “pre-furlough” amount re-entered in Item 815. The SCO has a list of these individuals and will enter or correct the CRO transaction as appropriate for Item 815, after the mass update occurs. Per SCO Personnel Letter #09-021, campuses were to notify the SCO of any additions or deletions to the list of red circle/plus salary employees. Campuses are responsible for ensuring that all individuals have been processed correctly. To assist campuses with verification, CIRS Compendium Report X85, cycle 9999 will be available two weeks after each mass update, listing those employees who the SCO placed in a Red Circle/Plus Salary status.

Reconciliation Considerations

Reconciliations must be completed within the pay period that the furlough concludes, preferably before master payroll cutoff for the respective month, to preclude special processing needs. This will require a coordination of efforts between the departments responsible for time and attendance reporting and payroll. It is strongly encouraged that campus reconciliations be accomplished timely. If an employee separates in the same pay period that the furlough program concludes for the employee’s pay plan category, process the separation transaction as previously instructed under the furlough program. Note, however, that because Item 957 and Item 815 are carry-forward items, campuses must remember to remove the furlough code and red circle/plus salary amount should the employee be rehired.

Tracking Furlough Time

The need to track furlough accruals or usage in the campus leave accounting system, including the recording or certifying of the number of furlough days taken each pay period on attendance sheets, will no longer be valid in the pay period(s) following the furlough conclusion for the respective pay plan group. Campuses are reminded to ensure that their leave accounting systems are reconciled timely, and that audits are in place to prevent the system from continuing furlough leave or attendance reporting once the program has ended for affected employees in the respective pay plan group.
CMS Baseline Information

Provisions are being made to provide campuses with the ability to process a mass update to end the furlough program for all affected employees in CMS Baseline. Additional information will be forthcoming. Other furlough tracking codes provided in CMS Baseline will be inactivated to comply with the HR requirements stated in this technical letter.

The following processing instructions are provided in Attachment A:

⇒ Conclusion of 2009/2010 Furlough Program

Questions regarding this technical letter may be directed to Human Resources Management at (562) 951-4411. This document is available on Human Resources Management’s Website at:

EN/dth
Attachment
## Conclusion of 2009/2010 Furlough Program

### PAY SCALES IMPACT:

<table>
<thead>
<tr>
<th>Change Summary</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Code(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>CBID</td>
<td>N/A</td>
</tr>
<tr>
<td>Pay Scales Effective Date</td>
<td>N/A</td>
</tr>
<tr>
<td>Date in Production</td>
<td>N/A</td>
</tr>
<tr>
<td>Pay Letter</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:

**Processing Responsibility:**

- **Non AY for July implementation:**
  - Active employees – SCO mass update
  - On Leave employees – Campus

- **CMA AY and Cruise for August implementation:**
  - Active and on leave employees – Campus

- **AY (non CMA) for September implementation:**
  - Active employees – SCO mass update
  - On Leave employees – Campus

**For all implementations via mass update:**

Employees separating on or after the furlough end effective date but before the mass update runs - Campus

<table>
<thead>
<tr>
<th>Processing Date(s)</th>
<th>Non AY – July 7, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CMA AY and Cruise – By August 23, 2010 (payroll cutoff)</td>
</tr>
<tr>
<td></td>
<td>AY (non CMA) – September 8, 2010 (subject to change)</td>
</tr>
</tbody>
</table>

**Effective Date:**

- **Non AY** - July 1, 2010
- **CMA AY and Cruise** - Per CMA AY and Cruise Calendars
- **AY (non CMA)** - Per Campus AY Calendar

**PIMS Transaction:** CRO

**Detailed Transaction Code (Item 719):** N/A

**EH Remarks (Item 215):** HR/SA 2010-15

<table>
<thead>
<tr>
<th>Pay Amount</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Form</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Lump Sum Earnings ID:** N/A

**Employees on Unpaid Leave:**

Campuses must process the following for employees on an unpaid leave with a furlough code present:

- Reinstate the employee per the effective dates listed above for their respective pay plan.
- Process the CRO with the same effective date to remove the furlough code from Item 957 and remove the amount in Item 815.
- Place the employee back on leave effective BOB the same day.

**CIRS Compendium Report X79 or tab delimited file X80** will be available via the F1 Express Function the day following each mass update to assist campuses with identifying their on leave population.

**Additional Information:**

**Keying during July and September**

To preclude out-of-sequence conditions, do not process any transactions effective on or after the start of the July or September pay periods for those employees included in the mass update for that period. Keying can
resumes after the processing dates listed above.

Separations
If an employee separates after the effective end date of the furlough program for their pay plan but before the mass update is run, process the following:

- Process the CRO per the effective dates listed above for their respective pay plan to remove the furlough code from Item 957 and remove the amount in Item 815.
- If an employee is in a true red circle or plus salary status, enter the appropriate amount in Item 815 on the CRO transaction.
- Process the separation as appropriate.

If an employee separates prior to the effective end date of the furlough program for their pay plan, process the separation transaction as previously instructed in Section M and N of the SCO Personnel Letter [link].

True Red Circle/Plus Salary

- Employees who are in a red circle or plus salary status must have the amount over the salary range maximum entered in Item 815. The SCO will correct the CRO and enter the appropriate amount in Item 815.
- Campuses are responsible for ensuring that all individuals have been processed correctly. To assist campuses with verification, CIRS Compendium Report X85, cycle 9999 available via the F1 Express Function, will be available two weeks after each mass update, listing those employees who the SCO placed in a Red Circle/Plus Salary status. This report can also be used to update PeopleSoft.

Appointments that have Expired

The SCO mass update program will not post the CRO to employees with an appointment expiration date prior to the furlough concluding pay period. HR-ISA will provide CIRS Compendium Report X90 and tab delimited file X91 available via the F1 Express Function to assist campuses with identifying these appointments. Refer to the SCO Personnel Letter for processing instructions.

PeopleSoft Verification

Tab delimited file L11 will be available via the F1 Express Function the day following each mass update to assist campuses with ensuring that PIMS and PeopleSoft are in sync.

SCO Personnel Letter: [link]