Date: April 21, 2011

To: CSU Presidents

From: Gail E. Brooks
Vice Chancellor
Human Resources

Subject: Campus Information Retrieval System (CIRS) Training

Overview

Audience: Campus management who use or have staff that use CIRS.

Action Items: Enroll in CIRS training

Affected Employee Groups/Units: CIRS users

Summary

This HR Letter formally announces that CIRS training will be available to the CIRS user community. Those who have staff who use CIRS should review the remainder of this letter.

We are pleased to announce that the Chancellor’s Office, Human Resources Information Support and Analysis (HR-ISA) unit within Systemwide Human Resources is partnering with the State Controller’s Office (SCO), Personnel/Payroll Services Division (PPSD) to provide CIRS training for the campuses in PPSD’s Sacramento training facility. This is being offered in response to feedback received from campuses on a survey that assessed the training needs of CIRS users. The findings from the survey will be used to guide the development of the training sessions to ensure CIRS users’ training needs are met.

The SCO is providing their training services and facility at no cost to the campuses. The only costs incurred by the campuses will be those for travel. These instructor led hands-on training sessions will provide the skills and framework necessary for CIRS users to develop critical report writing skills necessary to support campus business needs.

Training dates, times and other information will be provided to each campus’ CIRS Security Coordinator and Human Resources Officer, as well as all CIRS users via email communications. Questions may be directed to Cindy Cairns at (916) 445-9701. This HR memorandum is also available on the Human Resources Management’s Web site at: [http://www.calstate.edu/HRAdm/memos.shtml](http://www.calstate.edu/HRAdm/memos.shtml).

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