Date: May 16, 2012

To: Human Resource Officers
Payroll Managers

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management

Subject: Procedural Changes to Reverted Fund Requests

Overview

Audience: Campus Payroll Managers, Human Resources Officers and/or designee(s) responsible for processing payroll transactions

Action Item: Information Only

Affected Employee: Payroll staff responsible for processing payroll transactions that exceed a 3 year statute of limitations period

Groups/Units: 

Summary

Based upon the implementation of the Revenue Management Program in 2006, the procedure of submitting requests to Systemwide Financial Services for approval to revert funds over the (3 year) statute of limitations no longer applies. To process payroll transactions that are beyond the statute of limitations period, campuses need to submit a Standard Form 674/674AR to the State Controller's Office for processing.

Campus Payroll Managers, Human Resources Officers and/or designee(s) responsible for processing payroll transactions should review the remainder of this Technical Letter for further information.

Since 1995, campuses have requested approval from Systemwide Financial Services for payments from reverted funds before submitting a Payroll Adjustment Notice (Standard Form 674/674AR) to the State Controller’s Office (SCO) for processing. With the implementation of the Revenue Management Program in 2006, payroll expenses have been charged to the State University Fund (SCO Fund 0948) which is a continuously appropriated fund.

Since the State University Fund is applicable to all CSU campuses’ payroll headers, the procedure to request approval from Systemwide Financial Services to process transactions from reverted funds for transactions over the statute of limitations is obsolete.

As a result, the SCO no longer requires a letter of authorization from Systemwide Financial Services. Campuses processing payroll transactions beyond the (3 year) statute of limitations period are required to submit SCO Standard (STD) Form 674/674AR directly to the SCO for processing (ATTN: CSU Payroll Unit). Campuses must complete a STD Form 674/674AR for each pay period a payroll adjustment is requested.
Questions regarding the request to revert funds procedure may be directed to:

- SCO, CSU Payroll Unit – Linda Rasmussen (916) 322-3513
- Chancellor’s Office Systemwide Financial Services – Sherry Pickering (562) 951-4519

This document is available on the Human Resources Management’s web page at: 

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