Overview

Audience: Human Resources Officers, Payroll Managers, and/or campus designees responsible for employment history processing in PIMS and Oracle/PeopleSoft

Action Item: Process transactions for retirement contribution changes to affected SUPA employees

Affected Employee Groups/Units: SUPA employees who are new CalPERS members

Summary

This technical letter provides information on updating the employment history records of SUPA (Unit 8) employees who are also classified as new members by CalPERS.

Campus designee(s) responsible for employment history processing in PIMS and Oracle/PeopleSoft should review the remainder of this Technical Letter for further information.

Pursuant to HR/Benefits 2014-02, SUPA employees deemed new CalPERS members will now be responsible for paying the employee portion of the monthly retirement contribution, effective July 1, 2014.

Campuses are required to update the employment history records of affected individuals to reflect this change. Campuses must process a Transaction 505 – Retirement System Member Status in PIMS to implement the changes the SCO has applied. These transactions must be entered into the PIMS system by July master payroll cutoff, July 22, 2014, to ensure the appropriate retirement contribution is applied. To identify affected individuals, CIRS compendium data file X98, Cycle 1407 is available via the F1 Express Function.

The following processing instructions are provided in Attachment A:

⇒ Employment History Processing – SUPA Retirement Contribution Changes

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 Web site at: http://www.calstate.edu/HRAdm/memos.shtml.

EN/vk

Attachment

Distribution:

CSU East Bay President
Cal Maritime Academy President
Vice Chancellor, Human Resources

All Campus Vice Presidents
Benefits Officers
Employee Relations Designees
# PROCESSING INSTRUCTIONS

## Employment History Processing – SUPA Retirement Contribution Changes

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