Date: July 30, 2014

To: Human Resources Officers, Payroll Managers

From: Evelyn Nazario
Associate Vice Chancellor
Human Resources Management & CO HR Services

Subject: PIMS Manual Processing Change Effective July 1, 2014: Temporary Reclassifications and In-Classification Progressions via Reassignment Transaction (A60)

Overview

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

Action Item: Ensure employment records (Oracle/PeopleSoft and PIMS - Job Data) of employees who receive a temporary reclassification or in-class progression reflect the PIMS Transaction Code of A60 (Reassignment)

Affected Employee Group(s)/Unit(s): Employees who receive temporary reclassifications or in-class progressions

Summary

The purpose of this coded memorandum is to provide campus designee(s) responsible for employment history processing in PIMS and Oracle/PeopleSoft, updated instructions on how to process temporary employee reclassifications and in-classification progressions.

This coded memorandum is written to inform campuses that temporary Reclassifications and In-Classification Progressions (PIMS Transaction Code A63), effective on or after July 1, 2014, are to be processed as a temporary Reassignment, (PIMS Transaction Code A60.) Effective July 1, 2014, only permanent reclassifications and in-classification progressions should be processed using PIMS transaction code A63.

This change is being made to ensure uniform and consistent processing and reporting amongst the campuses. Detailed processing changes will be provided in forthcoming PIMS Manual updates.

Questions regarding this memorandum should be directed to Human Resources Management at (562) 951-4411. This document is available on the Human Resources Management’s Website at http://www.calstate.edu/HRAdm/memos.shtml.

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