Date: October 20, 2014

To: Human Resources Officers
Payroll Managers

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

Theresa Hines
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Human Resources Management

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 appropriate PIMS Transaction Code of A60 (Reassignment) and Oracle/PeopleSoft Action/Reason of “XFR/TMP”

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, coding instructions for processing temporary employee reclassifications and in-classification progressions in Oracle/PeopleSoft.

As stated in HR/EHDB 2014-03, campuses are required to process temporary reclassifications and in-classification progressions effective on or after July 1, 2014, as temporary reassignments. PIMS Transaction Code A60. For Oracle/PeopleSoft coding purposes, the following Action Reason code “XFR/TMP” was activated in the system for campuses to use in these instances:

Oracle/PeopleSoft Coding

<table>
<thead>
<tr>
<th>Action</th>
<th>Action Reason</th>
<th>Description</th>
<th>Intended Usage</th>
<th>CSU PIMS Mapping Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>XFR</td>
<td>TMP</td>
<td>Temporary Job Reclassification</td>
<td>Temporary Reclassifications and In-Classification Progressions</td>
<td>A60</td>
</tr>
</tbody>
</table>

Since PIMS Data Element Item 719 is required on an A60 Transaction, campuses will need to identify the appropriate PIMS detail transaction code (Item 719) and indicate it in the Oracle/PeopleSoft PPT Comments.

Distribution:

CSU East Bay President
Cal Maritime Academy President
Vice Chancellor, Human Resources
Vice Presidents, Administration
Associate Vice Presidents/Deans of Faculty
section and/or notate it on the PPT once generated so it can be entered into PIMS. Please note the system will populate “R” (Required) for Item 719 on the PPT, however, campuses must indicate the appropriate detail transaction code on the PPT. Refer to the PIMS Manual A60 Transaction for detailed processing instructions.

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.

EN/TTH/vk