Date: August 12, 2014

To: Human Resources Officers
Payroll Managers

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

Subject: Employment History Database Change – PIMS Data Element Item 962 – HR Letter Authorization

Overview

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

Action Item: Information Item

Affected Employee Groups/Units: Employees in Unit 3 Student Services Professional Classifications

Summary

This technical letter provides information on updates to PIMS Data Element Item 962 in the PIMS Manual.

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

In accordance with the CFA (Unit 3) collective bargaining agreement (in effect September 18, 2012), PIMS Data Element Item 962 – HR Letter Authorization was updated in the PIMS Manual to reflect Faculty classifications newly eligible to participate in the Faculty Early Retirement Program (FERP). Student Services Professional classification codes 3070, 3071, 3072, 3073, 3074 and 3075 were added to PIMS Data Element Item 962, code 7757 to denote FERP eligibility. This change has no impact to Oracle/PeopleSoft.

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.

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