Date: December 9, 2014

To: Payroll Managers
    Human Resources Officers

From: Evelyn Nazario  Theresa Hines
    Associate Vice Chancellor  Director, HRPPDOS
    Human Resources Management & CO HR Services  Human Resources Management

Subject: Disaster Recovery Testing Phase 2 (Applications Testing) Completion

Colleagues:

I would like to extend my congratulations to all of the campuses for the successful completion of the Disaster Recovery Testing requirements, which were administered over the course of the year by our HR Data Operations unit. For those who are not familiar, this was a project initiated by the State Controller's Office (SCO) in efforts to manage risks and maintain business continuity in the event a natural disaster occurs that would disrupt normal payroll-related operations.

Systemwide Human Resources Management (HRM) coordinates this testing requirement and ensures that campuses are able to successfully connect with the SCO in order to run tests on certain payroll-related applications. I appreciate the continued participation of campuses as we continue to run these testing requirements on an annual basis moving forward.

The HR technical letter (HR/Salary 2014-25) that will be distributed to your HR staff and testing coordinators is attached.

Please contact me if you have any questions or concerns.

Warm regards,

Evelyn and Theresa
DATE: December 9, 2014

Code: TECHNICAL LETTER
HR/Salary 2014-25

Reference: HR/Salary 2014-06

TO: AVPs, Human Resources Officers and/or other campus designee(s) responsible for providing access to SCO applications

From: Evelyn Nazario  
Associate Vice Chancellor  
Human Resources \n\nTheresa Hines  
Director, HRPPDOS  
Human Resources Management & CO HR Services

SUBJECT: Disaster Recovery Testing Phase 2 (Applications Testing) Completion Update

Summary:
The purpose of this technical letter is to inform and congratulate campuses on the successful completion of the 2014 Disaster Recovery Testing. The technical letter also reminds campuses of their annual responsibilities.

Action Item(s):
None

Affected Employee Groups(s)/Units:
Designees assigned to this payroll requirement

Details:
HR Data Operations, Human Resources Management (HRM) would like to congratulate and thank all campuses on their successful completion of the State Controller’s Office (SCO) 2014 Disaster Recovery Testing requirements. This testing procedure was implemented to ensure that campuses are able to run SCO applications in the event of a disaster that could potentially disrupt campus payroll operations.

Twelve campuses (including the Chancellor’s Office) conducted Disaster Recovery Testing in March 2014 and the remaining twelve campuses completed testing in October 2014. Results concluded that all SCO applications were capable of performing payroll-related transactions in the event of a disaster, and all campuses are in compliance with SCO testing requirements.

Campuses will continue to run this procedure annually during their assigned month (e.g., campuses that tested during October will continue to test annually in October). HRM will notify assigned campuses with further information as their respective testing cycle approaches.

Questions regarding this coded memo communication should be directed to Systemwide Human Resources at (562) 951-4411. This document is available on the Human Resources Management's website at http://www.calstate.edu/HRAdm/memos.shtml.

EN/DTH/tl

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