

The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

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Code: HR 2002-17

To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **New Human Resources Coded Memoranda Distribution Process**

In an effort to communicate more efficiently human resources (HR) policy and program technical information, I am writing to inform you of a revised distribution process for coded memoranda issued by systemwide Human Resources. Our process is being revised to maximize the benefits of electronic communication.

Today, campus HR directors receive multiple hard copies of all coded memoranda, with the exception of one campus where paper copies are sent to the president's office, and campus staff are asked to forward the documents to appropriate campus staff listed on the memo distribution lists.

Effective July 1, 2002, when a new coded memorandum is issued, Human Resources will send an electronic notification to the HR director at each campus with the request that the e-mail notice be forwarded to campus managers copied on the distribution list. Our electronic notification will have instructions on how to download the new policy or technical document from systemwide HR's web site. Additionally, campus HR, payroll and benefits offices will continue to be notified via e-mail as soon as the coded memorandum is published on our web site. Systemwide HR will send paper copies of all HR coded memoranda to campus presidents.

If you have any questions or would like to modify this process for your campus, please do not hesitate to contact me or Cathy Robinson at (562) 951-4411. I am confident that this new process will expedite the communication process and serve us all better. This document is available on the Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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