


The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4412

Date: May 10, 2002

Code: HR 2002-15

To: CSU Presidents

Please Respond By
June 7, 2002

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **WORKSHOP - PAYROLL ADMINISTRATION**

Human Resources is pleased to announce its annual payroll administration workshop at the Sheraton Grand Hotel in Sacramento on Monday and Tuesday, June 17-18, 2002¹. The workshop is designed to update campus Payroll Managers on current payroll administration issues.

Presentations will be given by staff from the Chancellor's Office Human Resources Administration, the campuses, the State Controller's Office and CalPERS. An agenda is attached for your reference.

Attendees are requested to complete the attached conference registration form. Friday, June 7, 2002 is the registration deadline. As always, we look to the campuses to determine appropriate attendees. If you have any questions about the workshop, please contact Ms. Carolyn Duckett in Human Resources Administration by calling (562) 951-4411, or via e-mail at cduckett@calstate.edu. Thank you.

JRMcC/dth
Attachment

¹ Rooms reserved for the CSU Payroll Conference will be available through May 17, 2002.
A company check, credit card or purchase order is required to receive tax exemption.

Distribution: **All With Attachment**

Vice Presidents, Administration
Human Resources Directors
Payroll Managers
Business Managers
Employee Relations Designees
Director, SOSS

PAYROLL ADMINISTRATION WORKSHOP
JUNE 17-18, 2002
SHERATON GRAND HOTEL
1230 "J" Street
Sacramento, California 95814
(916) 447-1700

AGENDA

MONDAY, JUNE 17, 2002

- 9:00 a.m. HUMAN RESOURCES UPDATE
Cathy Robinson, Senior Director, Human Resources Administration
Gina Caywood, Senior Manager, Information & Compensation Projects
Pam Chapin, Senior Manager, Benefits and Salary Administration
Theresa Hines, Senior Manager, Payroll and Personnel Programs
Yvette Zimmerman-Carrie, Analyst/CIRS Trainer, HR-ISA
- 12:00 noon LUNCH
- 1:00 p.m. PAYROLL OFFICERS' ROUNDTABLE DISCUSSION
to
5:00 p.m.
 - Nonresident Alien Update
 - Corey Franklin, Tax Analyst Specialist, CSU Long Beach
 - Franz Lozano, Associate Internal Auditor, San Francisco State University
 - PPT Processing Update
 - Susan Vaquilar, Payroll Officer, CSU Fresno
 - Yvette Zimmerman-Carrie, Analyst/CIRS Trainer, Chancellor's Office
 - Peoplesoft Update
 - Carol Clifford, Assistant Director, Payroll Services, CSPU, San Luis Obispo
 - Jane Self, Interim Director, Payroll Services, CSPU, Pomona
 - Susan Vaquilar, Payroll Officer, CSU Fresno
 - Open Forum

TUESDAY, JUNE 18, 2002

- 8:30 a.m. STATE CONTROLLER'S OFFICE OPERATIONS UPDATE
Ralph Zentner, Acting Chief, Personnel Payroll Services Division
State Controller's Office
- 10:30 a.m. CalPERS UPDATE
William Greenhalgh, Supervising Retirement Program Specialist,
Health Benefits Services Division
- 12:00 noon LUNCH
- 1:00 p.m. PAYROLL OFFICER'S ROUNDTABLE DISCUSSION
- 3:00 p.m. WRAP-UP and EVALUATION

CSU PAYROLL CONFERENCE

Friday, June 7, 2002 is the registration deadline

SHERATON GRAND HOTEL

1230 "J" STREET

SACRAMENTO, CALIFORNIA 95814

Conference Registration Form

Please check the date(s) you plan to attend:

Monday, June 17, 2002

Tuesday, June 18, 2002

Name: _____

Campus: _____

Title: _____

MPP:

Confidential:

If represented, please indicate bargaining unit: _____

Phone: _____ Fax: _____

Email: _____

Manager Approval

Date

Registration must be received by June 7, 2002. Please fax your registration form to Carolyn Duckett at (562) 951-4954. If you have questions regarding the conference, please call (562) 951-4411. Thank you.