



THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: November 1, 2002 **Code:** TECHNICAL LETTER
HR/Benefits 2002-09
Supplement #5

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Benefits Officers

From: Cathy Robinson, Assistant Vice Chancellor  Cordelia Ontiveros, Senior Director 
Human Resources Administration Academic Human Resources

Subject: **Benefits Update – Faculty (Unit 3) – Lecturer and Coach Benefits**

CalPERS is requesting that CSU implement the following special procedures in order to ensure enrollment into health benefits for AB 211 employees.

Campuses Without ACES Access

Campuses that do not have access to the Automated Communications Exchange System (ACES) are to implement the following procedures for the processing of AB 211 employee HBD-12 documents:

1. Please note “AB 211” in the Remarks section of the HBD-12.
2. Send all AB 211 documents to the attention of William Greenhalgh with a cover page notating AB 211 via fax at (916) 658-1277.
3. Please do not combine AB 211 transactions with other non-AB 211 documents.

If an AB 211 document is returned to the campus with the remark of “ineligible tenure/timebase” on the cover note dated October 28 or earlier, the request should be sent back to the attention of William Greenhalgh with the notation “AB 211” at the fax number listed above. If a campus receives returned AB 211 transactions with a cover note date of October 29 or later, please contact Bill Greenhalgh at (916) 326-3882.

(Cont.)

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Executive Vice Chancellor, CFO
Vice Presidents, Business/Administration

Business Managers
Budget Officers
Director, SOSS
Payroll Managers

Also, please provide Mr. Greenhalgh the names or initials of a CalPERS sender of a returned document or the name of a telephone representative unclear about AB 211 issues so that CalPERS can provide additional staff training. If the campus has a need to contact the CalPERS Customer Contact Center [(800) 352-2238] regarding an AB 211 new enrollment, the campus MUST identify the enrollment eligibility as AB 211.

Campuses With ACES Access

Campuses with access to ACES should continue to follow the normal enrollment procedures.

If you have any questions, please contact Cordelia Ontiveros in Academic Human Resources at (562) 951-4503 or by email at contiveros@calstate.edu or Pamela Chapin in Human Resources Administration at (562) 951-4414 or by email at pchapin@calstate.edu. This technical letter is also available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/CO/pc