

# SUPERCEDED BY HR/EHDB 2004-01

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**Date:** August 23, 2002

**Code:** TECHNICAL LETTER  
HR/EHDB  
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**To:** Human Resource Directors  
Payroll Managers

**From:** Cathy Robinson, Senior Director  
Human Resources Administration



**Subject:** Employment History Changes – Management Data Element Item 704B

Article 12 of the Faculty Memorandum of Understanding (MOU), provides for three-year appointments for temporary faculty unit employees meeting certain criteria. These employees will be tracked in the employment history database via PIMS Management Data Element Item 704B beginning fiscal year 2002/03.

Campuses are requested to enter “ARTL12” in PIMS Item 704B to identify eligible employees in the employment history database upon commencement of their first appointment in fiscal year 2002/03 and thereafter. Item 704B information is a “carry-forward” item and will remain on the employee’s employment history record, during periods of active or inactive employment status, until otherwise superseded or deleted. HR-ISA will provide a monthly CIRS compendium report (Code C34) to identify three-year temporary faculty unit employees. Keying guidelines are provided below:

1. Key enter “ARTL12” in Item 704B on appointment transaction A52. Item 704B may also be key entered for eligible employees on reinstatement transactions A58 and A59 as appropriate.
2. Delete Item 704B information by entering “\*” EOF key on separation transactions S10, S21, S30, S31, S41, S95 and S99 as appropriate.
3. Do not delete Item 704B information until the final separation within the appointment entitlement period is processed. Process a correction (e.g., S31C) to the final separation if needed. If an employee changes from a temporary (A52) to a permanent (A50) position, Item 704B must be deleted on the separation (S31) transaction.

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**Technical Letter  
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Revisions to the PIMS manual are available online. Please contact your CSU Audits representative if you have any questions regarding the above employment history changes. Administrative inquiries may be directed to Theresa Hines at (562) 951-4412 or via e-mail at [thines@calstate.edu](mailto:thines@calstate.edu). This Human Resources letter is available on the Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/dth