


THE CALIFORNIA STATE UNIVERSITY
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Date: November 3, 2004 **Code: TECHNICAL LETTER**
HR/EHDB 2004-02

To: Human Resource Directors
Payroll Managers **Reference: HR/Salary 2004-13**

From: Cathy Robinson, Assistant Vice Chancellor
Human Resources Administration 

Subject: **Employment History Database On-line System Audit Change Affecting PIMS Items 505 and 825**

Tax withholding requirements for individuals present under an F, J, M or Q immigration status (PIMS Item 825) whose tax residency status changed from nonresident to resident alien prompted a change to the State Controller's Office (SCO) employment history (EH) on-line system audit.¹ Specifically, the automated audit was modified to accommodate additional retirement account codes (PIMS Item 505) other than "N" or "00" for affected CSU employees.

As noted in Technical Letter HR/Salary 2004-13, campuses were required to submit such transactions to the SCO (Personnel Payroll Services Division – Campus CSU Audits Liaison) for processing until the SCO system audit change was completed.

Effective immediately, retirement account codes "NO," "NM," "TX," "TY," "TD," "TM" or "08" can now be key entered by the campus when an employee present under an F, J, M, or Q immigration status (as indicated in Item 825) warrants a change to their retirement account code. Campuses remain responsible for determining the appropriate retirement account code and are encouraged to review the change with appropriate campus personnel to preclude coding errors. Inquiries regarding tax residency status should be directed to your campus counsel, campus tax consultant, or other appropriate personnel.

Payroll administrative inquiries may be directed to Human Resources Administration at (562) 951-4411. Campus processing inquiries should be

¹ CSU Automated Audit 259-645.

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directed to the respective campus' State Controller's Office CSU Audits Liaison.
This technical letter is also available on Human Resources Administration's Web
page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/dth