

THE CALIFORNIA STATE UNIVERSITY
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Date: April 8, 2005

Code: TECHNICAL LETTER
HR/Salary 2005-05

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson, Assistant Vice Chancellor
Human Resources Administration



Subject: **Youth Summer Aid – Appointment Processing Changes**

Effective immediately, appointments to the Youth Summer Aid classification (code 0100) will be processed via temporary appointment (A52) transaction in the PIMS employment history database. This change was necessary to accommodate the requirement to withhold appropriate retirement account (PIMS Item 505) contributions. Refer to coded memo HR 2005-14 for additional information.

Important note: Incumbents in the Youth Summer Aid classification were typically appointed during the June, July and August pay periods. However, in consideration of year round operation (YRO) academic year schedules implemented throughout California school districts, appointment timeframes for academic year recess periods (previously referred to as the summer recess period) may vary. Campuses should appoint incumbents in consideration of the incumbent's respective academic year recess period. As such, appointment periods may vary from the June through August timeframe associated with the traditional academic year (September through June). This classification provides employment opportunity for youth with limited or no prior work experience during their academic year recess period.

Appointment instructions are provided on the attached. If you have any questions on this matter, please contact Human Resources Administration at (562) 951-4411. 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

Attachment

Distribution: Presidents
Vice Chancellor, Human Resources
Associate Vice Presidents/Deans, Faculty Affairs
Director, SOSS

**TECHNICAL LETTER
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ATTACHMENT**

<p>Youth Summer Aid (Classification Code 0100) Processing Guidelines</p>

Appointments:

- √ Appointments must be processed as hourly intermittent (payment type “O”) via appointment transaction code “**A52**” and an Employee Action Request (EAR Form Std. 686) must be completed. If the appointee is already on the PIMS database, appointment to the new classification must be under a new position sequence/roster.
- √ Appointments to the Youth Summer Aid classification may be effective in any pay period.
- √ Use PIMS Retirement Account Code Item 505 = “TM” to denote DPA PST (in lieu of social security) and Medicare participation. Refer to the PIMS Manual for appointment coding instructions by accessing <http://www.calstate.edu/hrpims/pims/pims.htm>.
- √ To change the salary rate within a given roster, campuses may process a PPT transaction via A52.
- √ Separations must be processed via transaction code “S31” (Termination of Temporary Appointment).