

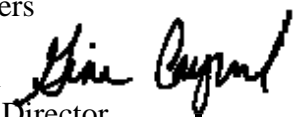
THE CALIFORNIA STATE UNIVERSITY
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Date: February 21, 2006

Code: Technical Letter
HR/EHDB 2006-01

To: Human Resources Directors
Payroll Managers

References: Technical Letters
HR/Salary 2006-04,
HR/SA 98-06

From: Gina Caywood 
Interim Senior Director
Human Resources Administration

Subject: Employment History Change – PIMS Item 718 – Department Chairs

The coding instructions for PIMS data element Item 718 for Department Chairs has changed pursuant to Technical Letter HR/Salary 2006-04. PIMS Item 718 must be entered to denote the Department Chair administrative assignment portion up to fulltime in all cases. (Previously, this Item required entry when the Department Chair's administrative assignment portion was less than full time.) It continues to be the case that for faculty in split positions (concurrent assignment in both instructional faculty and in the department chair classifications), PIMS Item 718 should be the same as the time base in the department chair classification.

Examples:

Coding Format	XXXX (alpha/numeric, no slash or hyphen)
Example #1	0104 – Timebase in Class 2481 is fulltime; Department Chair administrative assignment portion is one quarter time (.25 timebase).
Example #2	FT – Timebase in Class 2481 is fulltime; Department Chair administrative assignment portion is full time.
Example #3	0304 – Timebase in Class 2481 is fulltime; Department Chair administrative assignment portion is three quarters time (.75 timebase).
Example #4	0102 – Timebase in Class 2481 is fulltime; Department Chair administrative assignment portion is half-time (.5 timebase).
Example #5	0102 – Timebase in Class 2481 is half-time; Timebase in Class 2360 is half-time; Department Chair administrative assignment portion is half-time (.5 timebase).
Example #6	0615 – Timebase in Class 2481 is .4; Timebase in Class 2360 is .6; Department Chair administrative assignment portion is .4.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
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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. If you have any questions, please call Human Resources Administration at (562) 951-4411. This technical letter is available on the Human Resources Administration's web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/dth