

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: March 10, 2006

Code: TECHNICAL LETTER
HR/Salary 2006-05

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Payroll Managers

Reference: HR 2006-08

From: Cordelia Ontiveros *CO*
Senior Director
Academic Human Resources

Ron Basich *RSB*
Director, Enterprise Systems
Information Technology Services

Subject: Academic Calendar Database Training - Webcast

We are pleased to announce that a webcast has been scheduled to assist campuses with 2006/07 Academic Calendar reporting requirements. The webcast is scheduled for Thursday, March 23, 2006 to provide database training to individuals responsible for submitting academic calendar information for Academic Events, Enrollment Planning, and Pay Period Certification to the Chancellor's Office. The webcast is open to new and continuing users whose campus access has been approved by Information Technology Services (ITS).

Chancellor's Office representatives from ITS will discuss academic calendar database features and provide guidelines on how campuses will enter data into their respective calendars for submission to the Chancellor's Office for fiscal year 2006/07. Chancellor's Office representatives from Human Resources and Academic Affairs will be available to answer any questions relative to the reporting requirements for their respective calendars.

Each campus determines employee(s) who are responsible for entering and maintaining electronic database information. Campus individuals responsible for reviewing calendar information may not be the most appropriate individuals to participate in the webcast. Those responsible for maintaining academic calendar database information are appropriate webcast participants.

Campus participants must have a campus user name and password established and should review the Academic Calendar Database manual located at: http://www.calstate.edu/cim/Academic_Calendar/acal_manual.pdf prior to the webcast.

Distribution: CSU Presidents
Executive Vice Chancellor and Chief Academic Officer
Vice Chancellor, Human Resources
Assistant Vice Chancellor, Information Technology Services
Vice Presidents, Academic Affairs
Director, SOSS

Registration information will be provided by Information Technology Services in a forthcoming announcement.

Please direct any questions you may have concerning academic calendar reporting requirements as follows:

Effect of Academic Calendar on Retirement and Benefits, YRO Implementation

Cordelia Ontiveros, Human Resources/Academic Human Resources (562) 951-4503

Academic Calendar Norms and Definitions

Jolayne Service, Academic Affairs/Academic Program Planning (562) 951-4723

Academic Calendar Pay Period Certification

Theresa Hines, Human Resources Administration (562) 951-4412

Campus Calendar Definitions and Purpose

Tarita Varner, Academic Affairs/Student Academic Support (562) 951-4732

Enrollment Planning and Reporting Calendar

Nicole Ramirez, Academic Affairs/Analytic Studies (562) 951-4728

Academic Calendar Database Manual, Campus User Names and Passwords

Sokha Such, ITS (via e-mail only)

ssuch@calstate.edu

Ron Basich, ITS

(562) 951-4276

This letter is also available via Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CO/RB/dth