

Date: April 21, 2008

Code: HR 2008-06

To: CSU Presidents

From: Gail Brooks
Interim Vice Chancellor
Human Resources



Subject: Academic Calendar Workshop

Overview

Audience: Employees responsible for entering and maintaining the Academic Calendar electronic database

Action Item: Register for Academic Calendar Workshop by Friday, May 2, 2008.

Affected Employee Groups/Units: N/A

Summary

Annually, each campus must submit its Academic Calendar and Pay Period Certification electronically through a web-based Academic Calendar reporting system to Systemwide Human Resources Administration at the Chancellor's Office for approval. In an effort to ensure campuses possess the knowledge and tools needed to complete this process, the Chancellor's Office will host an Academic Calendar Workshop on Thursday, May 15th, 2008. The deadline to register is Friday, May 2, 2008.

Employees responsible for entering and maintaining data for the Academic Calendar certification process should review the remainder of this HR Letter for more detailed information.

We are pleased to announce that a workshop will be held at the Chancellor's Office on Thursday, May 15, 2008, to provide information and database training to individuals responsible for submitting Academic Calendar information for Enrollment Planning and Pay Period Certification to the Chancellor's Office.

There will be a campus panel discussion to provide information pertinent to the certification process at the campus level. Chancellor's Office representatives from Enterprise Systems, Academic Affairs/Academic Program Planning and Analytic Studies, and Human Resources departments will discuss policies and guidelines, and a database demonstration will be provided. Please review the attached agenda for further detailed information regarding the workshop.

Distribution:

CSU Chancellor
Executive Vice Chancellor and CAO
AVPs/Deans of Faculty Affairs
Vice Presidents, Academic Affairs
Vice Presidents, Administration

Vice Presidents, Student Services
Human Resources Directors
Payroll Managers
Business Managers
Employee Relations Designees

Up to two (2) campus employees who are primarily responsible for entering and maintaining the electronic database information should register. Campus individuals responsible for reviewing calendar information may not be the most appropriate individuals to attend the workshop. Those responsible for maintaining academic calendar database information are the appropriate workshop attendees.

Campus attendees should review the Academic Calendar Database manual located at: <http://www.calstate.edu/es/intranet/applications/aa/acd/>. New accounts and account changes can be requested via email addressed to: acal_support@calstate.edu or es_mgr@calstate.edu. Also, please note that Enterprise Systems has loaded enrollment planning and pay period certification information into the academic calendar database based upon campus information received for the 2007/08 academic year. This information will be used to help establish campus calendars for 2008/09. "Fixed" holidays (pursuant to Title 5, Section 42920) have been incorporated into the database.

Please complete and return the enclosed registration form to Renae Klemm, Human Resources Administration, by May 2, 2008 via e-mail rklemm@calstate.edu or fax (562) 951-4954.

Please direct any questions you may have concerning information contained in this letter as follows:

Effect of Academic Calendar on Retirement and Benefits, YRO Implementation

Margaret Merryfield, Human Resources/Academic Human Services (562) 951-4503

Academic Calendar Norms and Definitions

Christine Hanson, Academic Affairs/ Academic Program Planning (562) 951-4672

Academic Calendar and Pay Period Certification (Form SC-47)

Valerie Kerbs, Human Resources/ Human Resources Administration (562) 951-4420

Enrollment Planning and Reporting Calendar

Monica Malhotra, Academic Affairs/Analytic Studies (562) 951-4763

Academic Calendar Database Technical Support, User Manual, and Campus User Names/Passwords

Ron Basich, Chancellor's Office Enterprise Systems (562) 951-4276

(Technical support questions and account requests should be emailed to acal_support@calstate.edu)

This letter is also available to the campuses via the Human Resources Administration's Web site at <http://www.calstate.edu/HRAdm/memos.shtml>. If you have any questions regarding this letter, please contact Human Resources Administration by calling (562) 951-4411.

GEB/vk

Academic Calendar Workshop

AGENDA

- | | |
|-------------------|--|
| 9:00AM - 9:30AM | Registration/Hosted Continental Breakfast |
| 9:30AM – 10:30AM | Campus Panel Discussion <ul style="list-style-type: none">➤ Davida Hopkins-Parham
<i>Executive Assistant to the Vice President of Academic Affairs
California State University, Fullerton</i>➤ Frank W. Stranzl
<i>Manager, Faculty Personnel & Compensation Programs
California State University, Northridge</i> |
| 10:30AM – 10:45AM | Break |
| 10:45AM – 12:30PM | Academic Calendar Rules & Processes <ul style="list-style-type: none">➤ Christine Hanson
<i>University Dean, Academic Program Planning</i>➤ Margaret Merryfield
<i>Sr. Director, Academic HR</i>➤ Monica Malhotra
<i>Associate Director, Analytic Studies</i>➤ Pamela Chapin
<i>Sr. Manager, Benefits & HR Programs</i>➤ Theresa Hines
<i>Sr. Manager, HR Systems & Programs</i>➤ Valerie Kerbs
<i>Systemwide HR Analyst</i> |
| 12:30PM – 1:30PM | Hosted Lunch |
| 1:30PM – 3:00PM | Database Demonstration <ul style="list-style-type: none">➤ Ron Basich
<i>Director, Enterprise Systems</i> |
| 3:00PM – 3:30PM | Q & A |

Academic Calendar Workshop

May 15th, 2008

CSU Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210

Registration Form

RESPONSE DUE BY MAY 2ND, 2008

Register the following individuals in the workshop:

Campus Name: _____

Name: 1) _____ 2) _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Registration must be received by May 2nd, 2008.

Please return registration form to Renae Klemm via Fax or E-Mail:

Fax (562) 951-4954 • rklemm@calstate.edu

Please indicate the individual(s) responsible for maintaining academic calendar database information below:

AC Database:	<u>Pay Period Certification</u>	<u>Enrollment Planning</u>	<u>Academic Events</u>
Name:	_____	_____	_____
Title:	_____	_____	_____
Phone:	_____	_____	_____
Fax:	_____	_____	_____
E-mail:	_____	_____	_____