

SUPERCEDED BY HR/EEO 2009-02



The California State University
SYSTEMWIDE HUMAN RESOURCES

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Date: August 13, 2009 Code: Technical Letter
HR/EEO 2009-01

To: Equal Employment Opportunity Directors Reference: HR 2008-12

From: Bruce Gibson
Senior Director, Systemwide EEO/Whistleblower Compliance &
Chancellor's Office Human Resources

Ellen Bui
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Human Resources

Subject: 2009 Federal Contractor Veterans' Employment Report (VETS-100A)

Overview

Audience: Equal Employment Opportunity Directors and campus designees responsible for filing the VETS-100A Report.

Action Items: File VETS-100A Report with the Veterans Employment & Training Services by September 30, 2009. Forward a copy of the submitted form to the Chancellor's Office.

Affected Employee Groups/Units: Covered veterans

Summary

Beginning this year, the CSU is required by federal regulations to file the VETS-100A Report instead of the VETS-100 Report. Campuses must file the VETS-100A Report with the Veterans Employment & Training Services ("VETS") by September 30, 2009. This HR Letter provides campuses with instructions on how to file the VETS-100A Report.

The Vietnam-Era Veterans Readjustment Assistance Act of 1974 was revised in 2007 and 2008 with the result that, starting this year, CSU campuses shall file the VETS-100A Report instead of the VETS-100 Report. Campuses must submit the VETS-100A Report directly to the Veterans Employment & Training Services ("VETS") on or before Wednesday September 30, 2009. You may file the form online. The rest of this technical letter instructs you how to do so. Once you have filed your report with the VETS, please forward a copy of the report to the Chancellor's Office, 401 Golden Shore, 4th Floor, Long Beach, CA 90802, Attn: Ellen Bui, Sr. Mgr., EEO, ebui@calstate.edu.

In preparation for filing the VETS-100A, you should obtain a copy of the form to familiarize yourself with the format, terminology, and definitions of terms. A copy is available for downloading at

Distribution:

CSU Chancellor
CSU Presidents
Human Resources Directors

<https://vets100.vets.dol.gov/VETS-100a.pdf> and in HR 2008-12, Attachment B. Please note the form displays veteran categories and job categories which were not used in previous years. These changes were introduced through regulatory changes in 2007 and 2008 and they were discussed in detail in HR 2008-12.

The process for filing the VETS-100A online involves two steps: (1) Registering and creating a password; and (2) Filling out the VETS-100A form. The instructions for filing online are available for downloading at <http://www.dol.gov/vets/programs/fcp/TipsforWebFilers%28new%29.pdf>.

To start the process, go to <https://vets100.vets.dol.gov/>. Once at this webpage, click on the link "File your 2009 VETS-100/100A Report." At the next screen, click on the link "Yes, I have filed before." You will be brought to the Existing Company Registration screen. In the field "VETS 100 Company Number," enter **V734040**. In the field "Employer Identification Number," enter **94-6001347**. Next provide the contact information of the person who is responsible for filing the VETS-100A Report for your campus. You must provide the email address of the contact person because a confirmation email will be sent to the address and you will need to access the email to complete the online registration process before you can complete the VETS-100A. In the field, "Password," type a password that meets all of the following requirements: (1) between 8 and 10 characters; (2) includes at least one digit and one alphabetic character; and (3) contains no special characters. The Password and Confirm Password must match. Once you have completed the "Existing Company Registration" page, click "Register."

A confirmation email will be sent to the email address you entered. Open this email, locate the long string of numbers and alphabetic characters in a box in this email, and copy that code. Next, click the link "Confirm VETS-100 Report Registration," which is in the body of the email. A window will open and ask you to paste the validation code from the confirmation email. Paste the code, and then click "Submit." At this point, you have completed the registration phase.

To fill out the VETS-100A form online, go to <https://vets100.vets.dol.gov/login.aspx> and login using the email and password you created during the registration phase. At the Main Menu page, click "File Vets 100A Report." The VETS-100A form will open and you can begin to enter data in each field as requested. In the field "Type of Form," you must check the box "Multiple Establishment-Hiring Location" if you are at a campus. If you are at the Chancellor's Office location, you must check the box "Multiple Establishment-Headquarters." The "Company No." is **V734040**, the "EIN" is **94-6001347**, and the "NAICS" is **611310**. The name and address of the Parent Company is: California State University, 401 Golden Shore, Long Beach, CA 90802. The Company Contact is the campus representative who is responsible for filing the form. Provide your campus's name and address in the Hiring Location field. Then enter your campus's employment numbers. Once you have filled out the form, click the "Submit" button. Your report has been submitted when you see the dialog box that reads "Completed record has been inserted into the database."

If you have any questions or comments, please contact Ellen Bui, (562) 951-4427, ebui@calstate.edu. You may also direct questions to the VETS office by calling the helpline at (301) 586-1580 or e-mailing at HelpDesk@VETS100.com. This document is also available on the Human Resources Web site at: <http://www.calstate.edu/HRAadm/memos.shtml>.

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