

Date: February 27, 2009

Code: TECHNICAL LETTER  
HR/EHDB 2009-01

To: Human Resources Directors  
Payroll Managers

Reference: TECHNICAL LETTER  
HR/Leaves 2009-01

From: Evelyn Nazario   
Senior Director, Compensation  
Human Resources Administration

Subject: Employment History Database Changes – Management Data Element Item 704B

Overview

**Audience:** Human Resources Directors, Payroll Managers, and/or campus designee(s) responsible for PIMS and PeopleSoft employment history processing

**Action Item:** None (information only)

**Affected Employee Groups/Units:** Management Personnel Plan (MPP) employees

Summary

This technical letter provides processing instructions for documenting a new paid leave program in the PIMS and PeopleSoft employment history systems, applicable to Management Personnel Plan (MPP) employees. Title 5, Section 42729 of the California Code of Regulations was amended to include this new leave provision. Under this program, the Chancellor or campus President may grant or place an MPP employee on paid administrative leave. Refer to technical letter HR/Leaves 2009-01 for additional information on this new program.

Campus Human Resources Directors, Payroll Managers, and/or designee(s) responsible for PIMS and PeopleSoft employment history processing should review the remainder of this technical letter for further information.

Effective October 14, 2008, MPP employees became eligible for "Paid Administrative Leave" pursuant to Section 42729 of Title 5, California Code of Regulations, Division 5, Chapter 1, Subchapter 7, Article 2.2.

Under this program, the Chancellor or campus President may grant or place an MPP employee on paid administrative leave under any of the following circumstances:

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**Distribution:**

CSU Presidents  
Associate Vice Presidents/Deans of Faculty  
Vice Chancellor, Human Resources  
Vice Presidents (all campus vice presidents)

Human Resources Directors  
Benefits Officers  
Payroll Managers  
Employee Relations Designees

**Pursuant to Section 42729 (a):**

Up to sixty (60) calendar days for reasons related to:

1. The safety or health of employees,
2. The prevention of the disruption of programs and/or operations,
3. An investigation of alleged misconduct by the employee or the employee's significant job performance issues, or
4. The best interest of the University.

The Chancellor or campus President may extend this leave for up to an additional sixty (60) calendar days in extraordinary circumstances deemed by the Chancellor or campus President to warrant such an extension.

**Pursuant to Section 42729 (b):**

Up to six (6) months to:

1. Develop, update or improve the employee's management or supervisory skills as part of a program or activity described in Title 5, Section 42727, or
2. Prepare an administrator with retreat rights to a faculty position to assume faculty responsibilities.

Employees continue to earn leave credits (e.g. sick, vacation) while on paid administrative leave. Section 42729 of Title 5 is available online via the [California Code of Regulations](#) website.

**The following processing instructions are provided in Attachment A:**

- ⇒ 1. **Employment History Processing – Coding for MPP Employees on Paid Administrative Leave**

Questions regarding this technical letter may be directed to systemwide Human Resources 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>.

EN/vk

**PROCESSING INSTRUCTIONS**

**1. Employment History Processing – Coding for MPP Employees on Paid Administrative Leave**

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	N/A
Effective Date:	Beginning October 14, 2008
PIMS Transaction:	704 (B)
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	MPPLVE mmddyy where mmddyy is the 2 digit month (mm), 2 digit day (dd) and 2 digit year (yy) representing the last day the employee will be on leave
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<ol style="list-style-type: none"> <li>1. To place on Leave:           <ul style="list-style-type: none"> <li>• Key enter transaction 704</li> <li>• Item 210 = enter start date of leave</li> <li>• Item 215 = enter as stated above</li> <li>• Item 704B = 42729a, or 42729b as appropriate</li> </ul> </li> <li>2. To return from Leave:           <ul style="list-style-type: none"> <li>• Key enter transaction 704</li> <li>• Item 210 = enter end date of leave</li> <li>• Item 215 = enter LVE EXTENDED if applicable</li> <li>• Item 704B = delete by keying "*" EOF key</li> </ul> </li> <li>3. Item 704B information is a "carry-forward" item and will remain on the employee's employment history record until otherwise superseded or deleted.</li> <li>4. Campuses are responsible for capturing the entire paid leave period, regardless of the duration.</li> <li>5. If initial leave has been extended, enter Item 215 upon return from leave as noted under number 2 above.</li> </ol>
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
<b>Workforce Administration:</b>	<ul style="list-style-type: none"> <li>• Action Reason(s):               <ul style="list-style-type: none"> <li>○ PLA/AD1-MPP Paid Adm Leave - 42729a</li> <li>○ PLA/AD2-MPP Paid Adm Leave - 42729b                   <ul style="list-style-type: none"> <li>▪ Effective Date (Item 210): enter start date of leave</li> <li>▪ Empl Hist Remarks (Item 215): MPPLVE mmddyy</li> <li>▪ Expected Return Date: Enter as appropriate or</li> </ul> </li> <li>○ RFL/AD1-Ret from MPP Paid Adm Leave - 42729a</li> <li>○ RFL/AD2-Ret from MPP Paid Adm Leave - 42729b                   <ul style="list-style-type: none"> <li>▪ Effective Date (Item 210): enter return date of leave</li> <li>▪ Empl Hist Remarks (Item 215): enter LVE EXTENDED if applicable</li> </ul> </li> </ul> </li> </ul> <p>Note: For Item 704B the PPT has been updated to automatically print the appropriate information based on the Action Reasons selected.</p>
<b>Temporary Faculty:</b>	N/A
<b>Benefits:</b>	N/A
<b>Time and Labor:</b>	N/A
<b>Leave Accounting:</b>	N/A
<b>Absence Management:</b>	N/A
<b>Labor Cost Distribution:</b>	N/A
<b>Additional Instructions:</b>	The new Action Reasons referenced in this technical letter are scheduled to be delivered in CMS Baseline during the month of March. This update will also include a revision to the PPT program. Additional information to be provided in a future CMS communication.