


Date: September 10, 2009 Code: TECHNICAL LETTER  
HR/Salary 2009-07  
Supplement #6

To: Human Resources Directors  
Payroll Managers

From: Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management Reference: Technical Letter  
HR/Salary 2009-07

Subject: Furlough Program Implementation - SCO Mass Update for Academic Year Appointments (excludes California Maritime Academy Academic Year Appointments)

Overview

**Audience:** Human Resource Directors, Campus Payroll Managers and/or campus designees responsible for academic year employee payroll processing.

**Action Item:** Implement 2009/2010 CSU Furlough Program

**Affected Employee Group(s)/Unit(s):** Academic Year employees subject to the 2009/2010 Furlough Program

Summary

The mass update described in this technical letter communication is in response to the CSU's Furlough Program implementation. This technical letter is not applicable to California Maritime Academy (CMA) academic year classifications/appointments. Campus designees with responsibility for furlough program implementation for academic year employees should review the remainder of this letter for detailed information.

On the evening of September 15, 2009, The State Controller's Office (SCO) will post a **CRO** transaction to the employment history record of each academic year (AY) position active as of the start of the September pay period. The CRO will be posted via a mass update program recently developed by the SCO. The following provides highlights of the mass update process. **Please refer to the SCO Personnel Letter entitled "CSU 2009/2010 Furlough Academic Year Appointments" for more complete and detailed information.**

Selection criteria:

- Transactions keyed as of close of business September 14, 2009
- Classification code is AY
- Position is not already furloughed (Item 957 does not contain one of the furlough codes: 89, 91, 92, 93)
- Position is active at the start of the September pay period per respective campus AY calendar
- Position did not expire prior to the start of the September pay period per respective campus AY calendar
- Position is non-CMA (AY positions at CMA were furloughed starting with the August 2009 pay period)

Please note that the SCO will not post a CRO to additional concurrent positions if the employee has a furloughed full time position.

The following positions will be bypassed during the mass update and will be keyed manually by the SCO during the week of September 14<sup>th</sup>:

**Distribution:**

CSU Chancellor  
CSU Presidents  
Executive Vice Chancellor and CAO  
Executive Vice Chancellor and CFO  
Vice Chancellor, Human Resources

Vice Presidents, Administration  
Vice Presidents, Academic Affairs  
Vice Presidents, Student Administration  
Budget Officers

- Positions that are on Sabbatical Leave
- Positions that are on a Difference in Pay Leave
- Positions with a current red circle/plus salary rate
- Positions that are out-of-sequence

Campuses will need to review the employees processed by the SCO either via mass update or manually to determine if corrections are needed by the September 22, 2009, master payroll cutoff date because of the following situations:

- Position is funded either totally or partially by grants or contracts. Refer to HR/Salary 2009-07 Supplement #5 for additional information.
- The employee has concurrent part time positions where the combined time base exceeds 1.0. Refer to HR/Salary 2009-07 for additional information. Also refer to CIRS Compendium Report G35 for assistance in identifying these employees.
- Employee is exempt from furlough for reasons described in HR/Benefits 2009-09 or HR/Salary 2009-07 and applicable supplements.

HR-ISA will provide an L11 file for the CRO's posted via the mass update. This file will be available by noon on September 16<sup>th</sup>. In order to capture the manual keying by the SCO and campuses, HR-ISA will provide a final file by noon on Monday, September 21<sup>st</sup> containing the CRO's posted by either the SCO or campus from 9/15 – 9/19. When the files become available, HR-ISA will place a message on the CIRS message board with the cycles. Please note, as previously communicated, if a campus furloughed the AY position on the appointment transaction at the time of hire, the campus must reconcile those furloughed positions with PeopleSoft locally.

To preclude overpayments, all new hires and reassignments keyed after September 14, 2009, must include the appropriate furlough code on the appointment or reinstatement transaction if the employee is subject to the furlough.

SCO processing instructions can be found in the SCO personnel letter at: [http://www.sco.ca.gov/ppsd\\_sco\\_letters.html](http://www.sco.ca.gov/ppsd_sco_letters.html)

To complement the SCO instructions we have provided the following processing instructions in Attachment A:

⇒ Furlough Program – I. Academic Year (non CMA) posted via the SCO Mass Update

#### **CMS Information**

September 18, 2009, is the tentative date for CMS to deliver the Workforce Administration (Employment History) Baseline changes to accommodate the 2009/2010 furlough program. HR requires the employment history information between HR systems (Oracle/PeopleSoft/PIMS) be maintained in sync, but because of the August implementation of the CSU furlough program in PIMS, coupled with the September delivery of the Baseline modifications in Oracle/PeopleSoft, the data between the two systems will be temporarily out-of-sync.

Campuses should continue to key all transactions (i.e., appointments, reinstatements, reassignments, etc.) into Oracle/PeopleSoft without the new furlough fields (815, 957 and 306) until the CMS Baseline modifications are available. The CMS Baseline automatic upload is being designed to bring the furlough values in PIMS to the new fields in Oracle/PeopleSoft forward on a retroactive basis. Once the Baseline changes have been placed in production, campuses are encouraged to promptly reconcile their HR system databases.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources Administration's Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

EN/cac

Attachment

<b>PROCESSING INSTRUCTIONS</b>
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**FURLOUGH PROGRAM**

I – Academic Year (non CMA) posted via the SCO Mass Update

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

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	SCO
Processing Date(s):	Evening of September 15, 2009
Effective Date:	September Pay Period per respective campus AY calendar
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2009-07
Pay Amount:	N/A
Pay Form:	Salary reduction
Lump Sum Earnings ID:	N/A
<b>Eligibility Substantiation (Item 957):</b>	92
<b>Red Circle/Plus Salary (Item 815):</b>	<ul style="list-style-type: none"> <li>• The SCO will identify those employees who previously had a red circle/plus salary amount and will enter the appropriate information in Item 815. Refer to HR/Salary 2009-07 for additional information.</li> <li>• If a campus needs to override a furlough reduction amount (e.g. partially funded by a grant), enter 89 in Item 957 and the full time reduction amount in Item 815.</li> </ul>
Employees on Leave:	Refer to SCO's personnel letter
Additional Information:	<p>CIRS Compendium Report accessed via Express (F1) function</p> <ul style="list-style-type: none"> <li>• <u>S12, Cycle 0909</u>: The SCO will provide a list via CIRS of expired appointments that were bypassed by the SCO mass update.</li> <li>• Campuses need to review multiple concurrent appointments that exceed full time and manually adjust Item 815 on one position as appropriate. Refer to CIRS Compendium Report G35 for assistance.</li> <li>• Campuses will need to review the employees who were furloughed and remove any that are exempt. Refer to the SCO Personnel Letter for instructions.</li> </ul> <p><b>All new hires and reassignments keyed after 09/14/09 must include the appropriate furlough code on the appointment or reinstatement transaction if the employee is subject to the furlough.</b></p>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd_sco_letters.html">http://www.sco.ca.gov/ppsd_sco_letters.html</a>

<b>CMS PROCESSING INFORMATION:</b>	
<b>Workforce Administration:</b>	See information provided above regarding the HR-ISA timeline to deliver the campus L11 files.
<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>	A Business Process Guide will provide keying instructions for campuses on how to enter furlough transactions into Oracle/PeopleSoft, including instructions regarding processing the CIRS campus file.