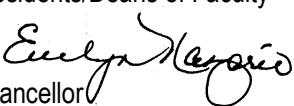




**Date:** February 15, 2013 **Code:** TECHNICAL LETTER  
**To:** Payroll Managers **Code:** HR/EHDB 2013-01  
Human Resources Officers **Reference:** HR/EHDB 2012-01  
Associate Vice Presidents/Deans of Faculty **Reference:** HR 2011-01  
**From:** Evelyn Nazario   
Associate Vice Chancellor  
Human Resources Management & CO HR Services  
**Subject:** HR Standardization: Employment History Database Clean-Up Requirements – Phase 1: Demographic Data: HR Requirements

### Overview

<b>Audience:</b>	Human Resources Officers and/or HR Professionals, Payroll Managers and/or Payroll designees, Academic Personnel Managers and/or Academic designees responsible for employment history database integrity in Oracle/PeopleSoft and PIMS.
<b>Action Items:</b>	Review, correct, and validate data elements, fields and values in accordance with HR standardization requirements in the Oracle/PeopleSoft and PIMS employment history databases.
<b>Affected Employee Groups/Units:</b>	Active and Separated employees

### Summary

In support of HR standardization requirements, demographic-related data elements in the Oracle/PeopleSoft and PIMS employment history databases must be reviewed to ensure that they are being utilized across the campuses for the same purpose and that the values established are being consistently and uniformly applied in the respective system. Campuses are responsible for conducting a review and validation process to accomplish this objective. Individuals responsible for reviewing, correcting and validating employment history information should read the remainder of this technical letter.

Technical Letter [HR/EHDB 2012-01](#) launched requirements to define, standardize, clean-up, and validate demographic-related data elements. A committee was established to develop employment history database cleansing objectives, and a separate group comprised of campus designees was subsequently established to address specific demographic-data cleansing activities. These activities remain in progress and are part of a larger standardization requirement affecting the Oracle/PeopleSoft and PIMS employment history databases and that will affect the State Controller's Office (SCO's) MyCalPAYS project. Demographic-related data clean-up efforts are separated into four categories:

- Employee personal information;
- Employee name, address and emergency contact information;
- Degree and license information; and
- Employee citizenship and visa permit information.

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

All Campus Vice Presidents  
State Controller's Office/PPSD

These categories and the majority of core data elements that comprise them were developed in response to campus survey input. Tools, instructions and other pertinent information items are available to campus teams. CMS and campus-provided scripts have been provided to the campuses for the personal information and employee name, address and emergency contact information categories. CMS-provided scripts are currently under development for the remaining two categories and will be provided for campus utilization in the near future.

Your campus feedback is important to us. It was expressed that some of the standardization requirements identified in data cleansing activities significantly differ from campus-specific practices today, or were contrary to the survey results, and that additional clarification was needed prior to moving forward. It was also expressed that the requirements to standardize demographic data for the future Common Human Resources System (CHRS) impacts or conflicts with Oracle/PeopleSoft Campus Solutions (CS) requirements for some of the fields and elements currently shared with the CS application.

To resolve the concerns expressed, a meeting with those responsible for systemwide Student Administration (SA) policy was held to ascertain if HR database requirements for the CHRS project are, or have the potential to be, in conflict with CS database requirements for the remaining duration of time that HR and CS databases are combined. It has been confirmed by Academic Affairs that HR database standardization requirements do not conflict with systemwide SA policy or CS database requirements.

It is acknowledged that campuses have modified their HR databases to accommodate their campus-specific business needs. These campus structures may include data which is shared with CS. Understanding that this situation applies to many campuses, the approach by which HR database cleaning requirements will be accomplished prompts systemwide Human Resources to be sensitive to the fact that clean-up efforts may require impact assessments to campus structures and applications. Some campuses may be able to make the required changes more easily and expeditiously than others that require more analysis and effort to align their campus to the HR standardization requirement.

It remains essential, however, that all campuses acknowledge that standardization requirements will change some or a majority of existing campus HR database protocols and practices, and the degree to which change occurs will vary. **It is critical that all campuses have all changes and validations accomplished in preparation for implementation of the CHRS project, scheduled for implementation in 2014.** Discussion of deployment schedules, dependencies, and timelines are currently underway and will be announced through CHRS Communication Team efforts.

Campus designees working on HR database cleansing efforts remain responsible for communicating, coordinating and facilitating campus project tasks and working with affected campus departments and staff responsible for correcting, changing, and validating data in the Oracle/PeopleSoft and PIMS employment history databases. The CHRS Campus Liaisons, a constituent group comprised of HR Officers and Academic Vice Presidents/Deans of Faculty, has been designated as the campus contact for incorporating and implementing change management strategies and mitigating and resolving campus issues. This role also includes working with campus designees to provide support and direction on accomplishing data cleansing requirements. We anticipate that this inclusive and collaborative arrangement will benefit all involved in this process.

Communications efforts will be improved and campus project status updates will be required. This standardization requirement has multiple dependencies and integration points with other concurrent CHRS-related projects, and dependent projects, such as the SCO's MyCALPAYS project. Routine campus updates will support effective communication and collaboration with other groups dependent upon this project. Campuses are encouraged to frequently monitor the site dedicated for this purpose and ensure that database clean-up requirements are addressed as prescribed in a timely manner.

Questions regarding this Technical Letter may be directed to Systemwide Human Resources Management (562) 951-4411. This Technical Letter is also available on Human Resources Management's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.