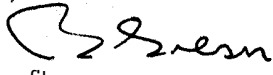



Date: January 29, 2009

Code: TECHNICAL LETTER  
HR/Salary 2009-02

To: Human Resources Directors  
Payroll Managers

Reference: TECHNICAL LETTER  
HR/Salary 2007-01

From: Bruce J. Gibson   
Senior Director, Benefits  
Human Resources Administration

Evelyn Nazario   
Senior Director, Compensation  
Human Resources Administration

Subject: 2008/09 Rural Health Care Stipend for CSUEU (Units 2, 5, 7 and 9) Employees

### Overview

**Audience:** Human Resources Directors, Payroll Managers, Benefits Officers and/or campus designee(s) responsible for evaluating and processing employee stipends

**Action Item:** Process Rural Health Care Stipends for individuals not processed by SCO and deemed eligible

**Affected Employee Group(s)/Unit(s):** Eligible CSUEU (Units 2, 5, 7 and 9) Employees

### Summary

This Technical Letter provides information regarding the Rural Health Care stipend for eligible CSUEU employees for fiscal year 2008/2009.

CSUEU employees enrolled in CalPERS sponsored non-HMO health plans, who reside in specified zip codes in which there are no CalPERS approved HMOs, are eligible to receive a \$1,500 stipend, if they meet all of the criteria of the program.

Campus Human Resources Directors, Payroll Managers, and designee(s) responsible for evaluating eligibility and processing employee stipends should review the Technical Letter in its entirety.

### Detailed Program Information for Stipend Provision

#### ❖ Rural Health Care Stipend:

- To be eligible for the \$1,500 Rural Health Care Stipend, the employee must meet the following criteria during the January 2009 pay period:
  - Must be enrolled in a CalPERS sponsored non-HMO health plan.
  - Must reside in a zip code determined by CalPERS to be a rural area in which there are no CalPERS board approved Health Maintenance Organizations. A list of relevant zip codes, effective January 1, 2009, is provided in Attachment B.
  - Must be in active or on-leave status.

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#### Distribution:

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Associate Vice Presidents/Deans of Faculty

HR Professionals  
Budget Officers  
Benefits Officers

- Employees enrolled in FlexCash are not eligible.
- The stipend is not prorated by timebase for CSUEU employees. Eligible part-time employees receive the full \$1,500 stipend, regardless of timebase.
- Employees with Indeterminate or Intermittent appointments are not eligible for the Rural Health Care Stipend since they are not eligible for health care benefits.
- HR-ISA will generate payroll transactions for eligible employees based on the criteria outlined above. Payments will be generated by the SCO the week of February 02, 2009.
- To identify those CSUEU employees eligible for the stipend, **CIRS Compendium Report A33, Cycle 0902**, will be available the week of February 02, 2009.
- Campuses are responsible for verifying that the employee is entitled to the stipend payment by verifying the following criteria:
  - Health benefit enrollment during the January 2009 pay period.
  - Residence in a qualifying zip code during the January 2009 pay period.
  - Active or on-leave status during the January 2009 pay period.
- If the campus deems the employee ineligible, the campus must return the check to the SCO or reverse the direct deposit, as appropriate. In the event a campus deems an employee eligible and no payment was generated by the SCO, the campus must process the payment manually. Stipend payments must be made prior to April 1, 2009.

**The following processing instructions are provided in Attachment A:**  
⇒ **Additional Pay Program – Rural Health Care Stipend**

Refer to program information and processing instructions available on the Human Resources Web site at:  
<http://www.calstate.edu/HRAdm/SalaryProgram/CSEA/index.shtml>.

Please direct questions regarding this technical letter as follows:

- |                                        |                                                  |
|----------------------------------------|--------------------------------------------------|
| ➤ Stipend processing instructions      | CSU Audits representative at the SCO             |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (526) 951-4418  |
| ➤ Collective bargaining aspects        | Collective Bargaining at (562) 951-4400          |
| ➤ All other questions                  | Human Resources Administration at (562) 951-4411 |

This document is available on the Human Resources Administration's Web site at:  
<http://www.calstate.edu/HRAdm/memos.shtml>.

BG/EN/aj  
Attachment

**PROCESSING INSTRUCTIONS**

**ADDITIONAL PAY PROGRAM – Rural Health Care Stipend**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	<ul style="list-style-type: none"> <li>• HR-ISA will generate a payment transaction file for the SCO to process.</li> <li>• The campus is responsible for keying stipends for employees whom the campus deems eligible and were not paid by the SCO.</li> </ul>
Processing Dates(s):	<ul style="list-style-type: none"> <li>• Payments will be generated the week of 02/02/09.</li> <li>• The CIRS Compendium Reports A33 and A50 will be available the week of 02/02/09.</li> <li>• Manual payments must be processed prior to 04/01/09.</li> </ul>
Earnings ID:	GE
Amount:	\$1,500
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in Calculation for Overtime:	Yes, only in the pay period in which the stipend was paid.
Included in Calculation for NDI/IDL payments:	No
Additional Information	N/A

<b>CMS PROCESSING INFORMATION:</b>	
Workforce Administration:	N/A
Temporary Faculty	N/A
Benefits:	See Additional Instructions below.
Time and Labor:	<ul style="list-style-type: none"> <li>• Earnings ID:               <ul style="list-style-type: none"> <li>○ RS1 – Process via Additional Pay</li> <li>○ Effective Date: Varies - must be within the January 2009 pay period</li> <li>○ Amount: \$1,500</li> </ul> </li> </ul>
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A

**CALIFORNIA'S PROPOSED ELIGIBLE RURAL SUBSIDY ZIP CODES**

BY COUNTY EFFECTIVE

JANUARY 1, 2009

(As of June 1, 2008)

TECHNICAL LETTER

HR/Salary 2009-02

ATTACHMENT B

COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
ALPINE	95646	EL DORADO	95636	LAKE	95457	MONTEREY	93450
ALPINE	96120	EL DORADO	95684	LAKE	95458	MONTEREY	93901
AMADOR	95601	EL DORADO	95709	LAKE	95461	MONTEREY	93902
AMADOR	95629	EL DORADO	95720	LAKE	95464	MONTEREY	93905
AMADOR	95642	EL DORADO	95721	LAKE	95467	MONTEREY	93906
AMADOR	95644	EL DORADO	95726	LAKE	95485	MONTEREY	93907
AMADOR	95654	EL DORADO	95735	LAKE	95493	MONTEREY	93908
AMADOR	95665	EL DORADO	96142	LASSEN	96009	MONTEREY	93912
AMADOR	95666	EL DORADO	96150	LASSEN	96056	MONTEREY	93915
AMADOR	95675	EL DORADO	96151	LASSEN	96068	MONTEREY	93920
AMADOR	95685	EL DORADO	96152	LASSEN	96109	MONTEREY	93921
AMADOR	95689	EL DORADO	96154	LASSEN	96113	MONTEREY	93922
AMADOR	95699	EL DORADO	96155	LASSEN	96114	MONTEREY	93923
CALAVERAS	95221	EL DORADO	96156	LASSEN	96117	MONTEREY	93924
CALAVERAS	95222	EL DORADO	96157	LASSEN	96119	MONTEREY	93925
CALAVERAS	95223	EL DORADO	96158	LASSEN	96121	MONTEREY	93926
CALAVERAS	95224	INYO	92328	LASSEN	96123	MONTEREY	93927
CALAVERAS	95225	INYO	92384	LASSEN	96127	MONTEREY	93928
CALAVERAS	95226	INYO	92389	LASSEN	96128	MONTEREY	93930
CALAVERAS	95228	INYO	93513	LASSEN	96130	MONTEREY	93932
CALAVERAS	95229	INYO	93514	LASSEN	96132	MONTEREY	93933
CALAVERAS	95232	INYO	93515	LASSEN	96136	MONTEREY	93940
CALAVERAS	95233	INYO	93522	LASSEN	96137	MONTEREY	93942
CALAVERAS	95245	INYO	93526	MODOC	96006	MONTEREY	93943
CALAVERAS	95246	INYO	93530	MODOC	96015	MONTEREY	93944
CALAVERAS	95247	INYO	93542	MODOC	96054	MONTEREY	93950
CALAVERAS	95248	INYO	93545	MODOC	96101	MONTEREY	93953
CALAVERAS	95249	INYO	93549	MODOC	96104	MONTEREY	93954
CALAVERAS	95250	KERN	93528	MODOC	96108	MONTEREY	93955
CALAVERAS	95251	KERN	93554	MODOC	96110	MONTEREY	93960
CALAVERAS	95252	KERN	93555	MODOC	96112	MONTEREY	93962
CALAVERAS	95254	KERN	93556	MODOC	96115	MONTEREY	95004
CALAVERAS	95255	LAKE	95422	MODOC	96116	MONTEREY	95012
CALAVERAS	95257	LAKE	95423	MONO	93512	MONTEREY	95039

**CALIFORNIA'S PROPOSED ELIGIBLE RURAL SUBSIDY ZIP CODES**

BY COUNTY EFFECTIVE

JANUARY 1, 2009

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TECHNICAL LETTER

HR/Salary 2009-02

ATTACHMENT B

COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
DEL NORTE	95531	LAKE	95424	MONO	93517	NEVADA	96161
DEL NORTE	95532	LAKE	95426	MONO	93529	NEVADA	95728
DEL NORTE	95538	LAKE	95435	MONO	93541	NEVADA	96162
DEL NORTE	95543	LAKE	95443	MONO	93546	NEVADA	96111
DEL NORTE	95548	LAKE	95451	MONO	96107	NEVADA	95977
DEL NORTE	95567	LAKE	95453	MONO	96133	NEVADA	95724
NEVADA	96160	SHASTA	96017	SISKIYOU	96064	TRINITY	96091
PLACER	96140	SHASTA	96019	SISKIYOU	96067	TRINITY	96093
PLACER	96143	SHASTA	96022	SISKIYOU	96085	TUOLUMNE	95305
PLACER	96141	SHASTA	96028	SISKIYOU	96086	TUOLUMNE	95309
PLACER	96146	SHASTA	96033	SISKIYOU	96094	TUOLUMNE	95310
PLACER	96145	SHASTA	96040	SISKIYOU	96097	TUOLUMNE	95311
PLACER	96148	SHASTA	96047	SISKIYOU	96134	TUOLUMNE	95314
PLUMAS	95915	SHASTA	96049	SUTTER	95948	TUOLUMNE	95321
PLUMAS	95923	SHASTA	96051	SUTTER	95953	TUOLUMNE	95327
PLUMAS	95934	SHASTA	96062	SUTTER	95957	TUOLUMNE	95329
PLUMAS	95947	SHASTA	96065	SUTTER	95982	TUOLUMNE	95335
PLUMAS	95956	SHASTA	96069	SUTTER	95991	TUOLUMNE	95346
PLUMAS	95971	SHASTA	96070	SUTTER	95992	TUOLUMNE	95347
PLUMAS	95980	SHASTA	96071	SUTTER	95993	TUOLUMNE	95364
PLUMAS	95983	SHASTA	96073	TEHAMA	95963	TUOLUMNE	95370
PLUMAS	95984	SHASTA	96076	TEHAMA	95973	TUOLUMNE	95372
PLUMAS	96020	SHASTA	96079	TEHAMA	96021	TUOLUMNE	95373
PLUMAS	96103	SHASTA	96084	TEHAMA	96029	TUOLUMNE	95375
PLUMAS	96106	SHASTA	96087	TEHAMA	96035	TUOLUMNE	95379
PLUMAS	96122	SHASTA	96088	TEHAMA	96055	TUOLUMNE	95383
PLUMAS	96129	SHASTA	96089	TEHAMA	96059	YUBA	95901
PLUMAS	96135	SHASTA	96095	TEHAMA	96061	YUBA	95914
SAN BENITO	95024	SHASTA	96096	TEHAMA	96063	YUBA	95918
SAN BENITO	95043	SHASTA	96099	TEHAMA	96074	YUBA	95919
SAN BENITO	95045	SISKIYOU	96014	TEHAMA	96075	YUBA	95922
SAN BENITO	95075	SISKIYOU	96023	TEHAMA	96078	YUBA	95925
SAN BENITO	93210	SISKIYOU	96025	TEHAMA	96080	YUBA	95935
SAN BERNARDINO	92242	SISKIYOU	96027	TEHAMA	96090	YUBA	95941
SAN BERNARDINO	92267	SISKIYOU	96031	TEHAMA	96092	YUBA	95962
SAN BERNARDINO	92280	SISKIYOU	95568	TRINITY	95527	YUBA	95966
SAN BERNARDINO	92363	SISKIYOU	96032	TRINITY	95552	YUBA	95972
SHASTA	96001	SISKIYOU	96034	TRINITY	95563	YUBA	95981
SHASTA	96002	SISKIYOU	96037	TRINITY	95595		
SHASTA	96003	SISKIYOU	96038	TRINITY	96010		
SHASTA	96007	SISKIYOU	96039	TRINITY	96024		
SHASTA	96008	SISKIYOU	96044	TRINITY	96041		
SHASTA	96011	SISKIYOU	96050	TRINITY	96046		
SHASTA	96013	SISKIYOU	96057	TRINITY	96048		
SHASTA	96016	SISKIYOU	96058	TRINITY	96052		