The California State University
SYSTEMWIDE HUMAN RESOURCES

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Date: March 14, 2013

Code: TECHNICAL LETTER HR/Salary 2013-03

To: Human Resources Officers
Payroll Managers

Reference: HR/Salary 2012-03

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management & CO HR Services

Subject: 2012/13 Rural Health Care Stipend for CSUEU (Units 2, 5, 7 and 9) Employees

Overview

Audience:	Human Resources Officers, 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):	CSUEU (Units 2, 5, 7 and 9) Employees

Summary

This Technical Letter provides information regarding the Rural Health Care stipend for eligible CSUEU (Units 2, 5, 7 and 9) employees for fiscal year 2012/13.

Pursuant to provision 21.9, CSUEU employees are eligible to receive a Rural Health Care stipend if they meet all of the criteria of the program and also reside in one of the specific zip codes listed on the CalPERS Rural Subsidy Zip Code List.

Campus Human Resources Officers, Payroll Managers, and/or 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:

- The following processing instructions are provided in Attachment A:
  - Additional Pay Program – 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 2013 pay period:

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration
Associate Vice Presidents/Deans of Faculty
HR Professionals
Budget Officers
Benefits Officers

  - 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. The list of relevant zip codes is provided in Attachment B.[1] The list also includes split zip codes, which are assigned to more than one county. Please note, if an employee resides in a split zip code identified on the list, campuses must determine if the employee's address is in the county that is specified on the list in order to be eligible.
  - Must be in active or on-leave status.

- 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 *March 25, 2013*.

- To identify those CSUEU employees eligible for the stipend, CIRS Compendium Report A33, Cycle 1302, is available. This report does not include employees who reside in zip codes listed in Attachment B as split between eligible and ineligible counties.

- To identify those CSUEU employees who may be eligible for the stipend but reside in zip codes that are split between eligible and ineligible counties, CIRS Compendium Report A50, Cycle 1302 is available. Campuses must verify that employees listed on this report should receive this stipend prior to HR-ISA generation of payroll transactions by close of business on *March 21, 2013*.

- 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 2013 pay period.

  - Residence in a qualifying zip code during the January 2013 pay period.

  - Active or on-leave status during the January 2013 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 in the April 2013 pay period.

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:

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[1] CalPERS, the sole designee authorized to update the Rural Subsidy Zip Code list has not updated this listing since 2011 because it was removed from the State of California budget in FY 2010. As a result, the zip codes provided for this listing will remain in effect to process the Rural Health Care stipend for eligible CSUEU employees for the duration of time that provision 21.9 of the MOU remains in effect.

➢ Stipends processing instructions	CSU Audits representative at the SCO
➢ CMS Baseline processing instructions	CMS liaison for systemwide HRM at (562) 951-4418
➢ Collective bargaining aspects	Collective Bargaining at (562) 951-4400
➢ All other questions	Human Resources Management at (562) 951-4411

This document is available on the Human Resources Management's Web site at:
https://www.calstate.edu/HRAdm/memos.shtml

EN/tl
Attachment

PROCESSING INSTRUCTIONS

ADDITIONAL PAY PROGRAM – Rural Health Care Stipend

PIP PROCESSING INFORMATION:	
Processing Responsibility:	• HR-ISA will generate a payment transaction file for the SCO to process. • The campus is responsible for keying stipends for employees whom the campus deems eligible and were not paid by the SCO. • Campuses must verify employees who should receive the Rural Health Care Stipend from CIRS Compendium Report A50 who reside in zip codes that are split between eligible and ineligible counties prior to *March 21, 2013.*
Processing Date(s):	• Payments will be generated the week of *March 25, 2013*. • The CIRS Compendium Reports A33 and A50 are available with Cycle 1302. • Manual payments must be processed in April 2013 pay period.
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
CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	See Additional Instructions below.
Time and Labor:	• Earnings ID: o RS1 – Process via Additional Pay o Effective Date: Varies – must be within the *April* pay period. o Amount: $1,500
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A

CALPERS RURAL SUBSIDY ZIP CODES FOR CSUEU RURAL SUBSIDY STIPEND

Zip	State	County
92242	CA	SAN BERNARDINO
92267	CA	SAN BERNARDINO
92280	CA	SAN BERNARDINO
92328	CA	INYO
92363	CA	SAN BERNARDINO
92384	CA	INYO
92389	CA	INYO
93450	CA	MONTEREY
93512	CA	MONO
93513	CA	INYO
93514	CA	INYO
93515	CA	INYO
93517	CA	MONO
93522	CA	INYO
93526	CA	INYO
93528	CA	KERN
93529	CA	MONO
93530	CA	INYO
93541	CA	MONO
93542	CA	INYO
93545	CA	INYO
93546	CA	MONO
93549	CA	INYO
93554	CA	KERN
93555	CA	KERN
93556	CA	KERN
93901	CA	MONTEREY
93902	CA	MONTEREY
93905	CA	MONTEREY
93906	CA	MONTEREY
93907	CA	MONTEREY
93908	CA	MONTEREY
93912	CA	MONTEREY
93915	CA	MONTEREY
93920	CA	MONTEREY
93921	CA	MONTEREY
93922	CA	MONTEREY
93923	CA	MONTEREY
93924	CA	MONTEREY
93925	CA	MONTEREY
93926	CA	MONTEREY
93927	CA	MONTEREY
93928	CA	MONTEREY
93930	CA	MONTEREY
93932	CA	MONTEREY
93933	CA	MONTEREY
93940	CA	MONTEREY
93942	CA	MONTEREY
93943	CA	MONTEREY
93944	CA	MONTEREY
93950	CA	MONTEREY
93953	CA	MONTEREY
93954	CA	MONTEREY
93955	CA	MONTEREY

93960	CA	MONTEREY
93962	CA	MONTEREY
95004	CA	MONTEREY
95012	CA	MONTEREY
95024	CA	SAN BENITO
95039	CA	MONTEREY
95043	CA	SAN BENITO
95045	CA	SAN BENITO
95075	CA	SAN BENITO
95221	CA	CALAVERAS
95222	CA	CALAVERAS
95223	CA	CALAVERAS
95224	CA	CALAVERAS
95225	CA	CALAVERAS
95226	CA	CALAVERAS
95228	CA	CALAVERAS
95229	CA	CALAVERAS
95232	CA	CALAVERAS
95233	CA	CALAVERAS
95245	CA	CALAVERAS
95246	CA	CALAVERAS
95247	CA	CALAVERAS
95248	CA	CALAVERAS
95249	CA	CALAVERAS
95250	CA	CALAVERAS
95251	CA	CALAVERAS
95252	CA	CALAVERAS
95254	CA	CALAVERAS
95255	CA	CALAVERAS
95257	CA	CALAVERAS
95305	CA	TUOLUMNE
95309	CA	TUOLUMNE
95310	CA	TUOLUMNE
95314	CA	TUOLUMNE
95327	CA	TUOLUMNE
95335	CA	TUOLUMNE
95346	CA	TUOLUMNE
95347	CA	TUOLUMNE
95364	CA	TUOLUMNE
95370	CA	TUOLUMNE
95372	CA	TUOLUMNE
95373	CA	TUOLUMNE
95375	CA	TUOLUMNE
95379	CA	TUOLUMNE
95383	CA	TUOLUMNE
95422	CA	LAKE
95423	CA	LAKE
95424	CA	LAKE
95426	CA	LAKE
95435	CA	LAKE
95443	CA	LAKE
95451	CA	LAKE
95453	CA	LAKE
95457	CA	LAKE
95458	CA	LAKE

95461	CA	LAKE
95464	CA	LAKE
95467	CA	LAKE
95485	CA	LAKE
95493	CA	LAKE
95527	CA	TRINITY
95531	CA	DEL NORTE
95532	CA	DEL NORTE
95538	CA	DEL NORTE
95543	CA	DEL NORTE
95548	CA	DEL NORTE
95563	CA	TRINITY
95567	CA	DEL NORTE
95568	CA	SISKIYOU
95595	CA	TRINITY
95601	CA	AMADOR
95629	CA	AMADOR
95636	CA	EL DORADO
95642	CA	AMADOR
95644	CA	AMADOR
95646	CA	ALPINE
95654	CA	AMADOR
95656	CA	EL DORADO
95665	CA	AMADOR
95666	CA	AMADOR
95668	CA	SUTTER
95675	CA	AMADOR
95684	CA	EL DORADO
95685	CA	AMADOR
95689	CA	AMADOR
95699	CA	AMADOR
95709	CA	EL DORADO
95720	CA	EL DORADO
95721	CA	EL DORADO
95724	CA	NEVADA
95726	CA	EL DORADO
95728	CA	NEVADA
95735	CA	EL DORADO
95915	CA	PLUMAS
95918	CA	YUBA
95919	CA	YUBA
95923	CA	PLUMAS
95934	CA	PLUMAS
95935	CA	YUBA
95947	CA	PLUMAS
95953	CA	SUTTER
95956	CA	PLUMAS
95962	CA	YUBA
95971	CA	PLUMAS
95972	CA	YUBA
95980	CA	PLUMAS
95982	CA	SUTTER
95983	CA	PLUMAS
95984	CA	PLUMAS
95991	CA	SUTTER

95992	CA	SUTTER
95993	CA	SUTTER
96001	CA	SHASTA
96002	CA	SHASTA
96003	CA	SHASTA
96006	CA	MODOC
96007	CA	SHASTA
96008	CA	SHASTA
96009	CA	LASSEN
96010	CA	TRINITY
96011	CA	SHASTA
96013	CA	SHASTA
96014	CA	SISKIYOU
96015	CA	MODOC
96016	CA	SHASTA
96017	CA	SHASTA
96019	CA	SHASTA
96020	CA	PLUMAS
96021	CA	TEHAMA
96022	CA	SHASTA
96023	CA	SISKIYOU
96024	CA	TRINITY
96025	CA	SISKIYOU
96027	CA	SISKIYOU
96028	CA	SHASTA
96029	CA	TEHAMA
96031	CA	SISKIYOU
96032	CA	SISKIYOU
96033	CA	SHASTA
96034	CA	SISKIYOU
96035	CA	TEHAMA
96037	CA	SISKIYOU
96038	CA	SISKIYOU
96039	CA	SISKIYOU
96040	CA	SHASTA
96041	CA	TRINITY
96044	CA	SISKIYOU
96046	CA	TRINITY
96047	CA	SHASTA
96048	CA	TRINITY
96049	CA	SHASTA
96050	CA	SISKIYOU
96051	CA	SHASTA
96052	CA	TRINITY
96054	CA	MODOC
96055	CA	TEHAMA
96056	CA	LASSEN
96057	CA	SISKIYOU
96058	CA	SISKIYOU
96059	CA	TEHAMA
96061	CA	TEHAMA
96062	CA	SHASTA
96063	CA	TEHAMA
96064	CA	SISKIYOU
96065	CA	SHASTA

96067	CA	SISKIYOU
96068	CA	LASSEN
96069	CA	SHASTA
96070	CA	SHASTA
96071	CA	SHASTA
96073	CA	SHASTA
96074	CA	TEHAMA
96075	CA	TEHAMA
96076	CA	SHASTA
96078	CA	TEHAMA
96079	CA	SHASTA
96080	CA	TEHAMA
96084	CA	SHASTA
96085	CA	SISKIYOU
96086	CA	SISKIYOU
96087	CA	SHASTA
96088	CA	SHASTA
96089	CA	SHASTA
96090	CA	TEHAMA
96091	CA	TRINITY
96092	CA	TEHAMA
96093	CA	TRINITY
96094	CA	SISKIYOU
96095	CA	SHASTA
96096	CA	SHASTA
96097	CA	SISKIYOU
96099	CA	SHASTA
96101	CA	MODOC
96103	CA	PLUMAS
96104	CA	MODOC
96106	CA	PLUMAS
96107	CA	MONO
96108	CA	MODOC
96109	CA	LASSEN
96110	CA	MODOC
96111	CA	NEVADA
96112	CA	MODOC
96113	CA	LASSEN
96114	CA	LASSEN
96115	CA	MODOC
96116	CA	MODOC
96117	CA	LASSEN
96119	CA	LASSEN
96120	CA	ALPINE
96121	CA	LASSEN
96122	CA	PLUMAS
96123	CA	LASSEN
96127	CA	LASSEN
96128	CA	LASSEN
96129	CA	PLUMAS
96130	CA	LASSEN
96132	CA	LASSEN
96133	CA	MONO
96134	CA	SISKIYOU
96135	CA	PLUMAS

CALPERS RURAL SUBSIDY ZIP CODES FOR CSUEU RURAL SUBSIDY STIPEND

96136	CA	LASSEN
96137	CA	LASSEN
96140	CA	PLACER
96141	CA	PLACER
96142	CA	EL DORADO
96143	CA	PLACER
96145	CA	PLACER
96146	CA	PLACER
96148	CA	PLACER
96150	CA	EL DORADO
96151	CA	EL DORADO
96152	CA	EL DORADO
96154	CA	EL DORADO
96155	CA	EL DORADO
96156	CA	EL DORADO
96157	CA	EL DORADO
96158	CA	EL DORADO
96160	CA	NEVADA
96162	CA	NEVADA

CALPERS RURAL SUBSIDY ZIP CODES FOR CSUEU RURAL SUBSIDY STIPEND

Split Zip Codes

Zip Code	City	County
93210	CORALINGA	San Benito
93426	BRADLEY	Monterey
93451	SAN MIGUEL	Monterey
93527	INYOKERN	Inyo
95023	HOLLISTER	San Benito
95311	COULTERVILLE	Tuolumne
95321	GROVELAND	Tuolumne
95469	POTTER VALLEY	Lake
95526	BRIDGEVILLE	Trinity
95552	MAD RIVER	Trinity
95901	MARYSVILLE	Yuba
95914	BANGOR	Yuba
95922	CAMPTONVILLE	Yuba
95925	CHALLENGE	Yuba
95941	FORBESTOWN	Yuba
95948	GRIDLEY	Sutter
95957	MERIDIAN	Sutter
95960	NORTH SAN JUAN	Yuba
95977	SMARTVILLE	Yuba
95981	STRAWBERRY VALLEY	Yuba
96105	CHILCOTT	Plumas