


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Long Beach, California 90802-4275
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Date: April 16, 1997 **Code:** AD 97-03
To: Vice Presidents for Administration
From: 
George A. Pardon
Accounting Director
Business and Finance
Subject: FIRMS Implementation/Payroll Budget Function Codes

As we move towards the July 1, 1997, implementation of the new Financial Information Records Management System (FIRMS), one of the items that requires immediate attention is the new payroll budget function code structure that will be used to feed payroll data into our GAAP based financial expenditure programs. The changes to payroll budget function codes are of critical importance as they are used by campus payroll departments during the month of May for payroll headers for the 1997/98 fiscal year that are submitted to the State Controller's Payroll Services Office.

Attached is a comprehensive list that includes all changes made to the payroll budget function code structure. The list is provided in two formats: one is sorted by budget function code and the other is sorted by the Changes column. The categories of change are: 1) Function Name Change, 2) Addition, 3) Deletion, and 4) No Change. This listing will reflect the changes as they relate to the FIRMS program codes.

This listing has been sent to the State Controller's Office to implement the required changes effective immediately in the PIMS system for the 1997/98 fiscal year. Every campus is responsible for updating their payroll headers for every reporting unit. Please bring this memorandum to the attention of the staff in your campus payroll department who are responsible for this function.

Questions pertaining to these changes are being addressed by Ms. Laleh Graylee in the Chancellor's Office Accounting Department at (562) 985-2886 or email at laleh_graylee@calstate.edu.

Attachments

Distribution: (with Attachments)

Financial Managers
Accounting Officers
Budget Officers
Payroll Officers
Chancellor's Office

PAYROLL BUDGET FUNCTION CODES (EFF. 7/1/97)
 (Sorted by Budget Function Code)

Payroll Budget Function Code	Payroll Budget Function Name	FIRMS Program Code	SCO Prog Code	Changes
<u>INSTRUCTION PROGRAM</u>				
110	General Academic Instruction	0101	01	Function Name Change
115	Vocational/Technical Instruction	0102	01	Addition
120	Special Session Instruction	0103	01	No Change
130	Extension Instruction	0101	01	Deletion
140	Community Education	0104	01	Addition
150	Preparatory/Remedial Instruction	0105	01	Addition
180	Instructionally Related Activities	0101	01	Deletion
<u>RESEARCH PROGRAM</u>				
210	Institutes and Research Centers	0201	01	Addition
220	Individual or Project Research	0202	01	No Change
<u>PUBLIC SERVICE PROGRAM</u>				
340	Campus Community Services	0301	01	Function Name Change
350	Cooperative Extension Service	0302	01	Addition
360	Public Broadcasting Services	0303	01	Addition
<u>ACADEMIC SUPPORT PROGRAM</u>				
410	Libraries	0401	01	No Change
420	Museums and Galleries	0402	01	Addition
430	Educational Media Services	0403	01	Function Name Change
440	Television Services	0404	01	Deletion
450	Academic Computing Support	0404	01	Function Name Change
460	Ancillary Support	0405	01	No Change
461	Nursery School	0405	01	Deletion
462	Marine Sci Facilities/Fisheries	0405	01	Deletion
463	Center for Economics	0405	01	Deletion
464	Natural Resources	0405	01	Deletion
465	College Farm	0405	01	Deletion
466	Off-campus Centers	0405	01	Deletion
467	Joint Doctoral Program	0405	01	Deletion
468	Master of Social Work	0405	01	Deletion
469	Deaf Project	0405	01	Deletion
470	Advanced Med Tech Center	0405	01	Deletion

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 (Sorted by Budget Function Code)

Payroll Budget Function Code	Payroll Budget Function Name	FIRMS Program Code	SCO Prog Code	Changes
<u>ACADEMIC SUPPORT PROGRAM (Continued)</u>				
471	Indian Teacher Education	0405	01	Deletion
472	Services to Indian Community	0405	01	Deletion
473	Radiology Facility	0405	01	Deletion
474	Agricultural Technology Institute	0405	01	Deletion
475	To be Assigned by BPA	0405	01	Deletion
476	California Academic Partnership	0405	01	Deletion
477	Student Writing Skills	0405	01	Deletion
478	Soda Springs Desert Studies Ctr	0405	01	Deletion
479	Indian Ed in Natural Resources	0405	01	Deletion
480	Center for California Studies	0405	01	Deletion
481	Rural Clinical Nursing Program	0405	01	Deletion
482	Brain Hemisphere Education	0405	01	Deletion
483	North County San Diego	0405	01	Deletion
484	Mt. Laguna Observatory	0405	01	Deletion
485	Computer Aided Productivity Lab	0405	01	Deletion
486	Educ Computing Consortium	0405	01	Deletion
490	Academic Administration	0406	01	Addition
491	Academic Personnel Development	0407	01	Addition
495	Course and Curriculum Development	0408	01	Addition
<u>STUDENT SERVICES PROGRAM</u>				
510	Social and Cultural Development	0502	01	No Change
515	Student Services Administration	0501	01	Addition
520	Supplementary Ed Services - EOP	0501	01	Deletion
530	Counseling and Career Guidance	0503	01	No Change
531	Counseling	0503	01	Deletion
532	Testing	0503	01	Deletion
533	Placement	0503	01	Deletion
540	Financial Aid Administration	0504	01	Function Name Change
550	Student Support	0501	01	Deletion
551	Student Health Services	0507	01	Function Name Change
553	Disabled Students	0501	01	Deletion
632	Students Admissions and Records	0505	01	No Change
<u>INSTITUTIONAL SUPPORT PROGRAM</u>				
610	Executive Management	0601	01	No Change
620	Fiscal Operations	0602	01	Function Name Change
621	Central - Financial Operations	0602	01	Deletion
622	Financial Aid Business Operation	0602	01	Deletion
630	General Administrative Services	0603	01	Deletion
631	Space Management	0603	01	Deletion
633	Student Affirmative Action	0603	01	Deletion
634	Employee Personnel and Records	0603	01	Deletion

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<u>INSTITUTIONAL SUPPORT PROGRAM (Continued)</u>				
640	Logistical Services	0603	01	Deletion
641	Support Operations	0603	01	Deletion
642	Public Safety	0603	01	Deletion
643	General Administration and Logistical Support	0603	01	Addition
645	Administrative Computing Support	0604	01	Addition
660	Faculty and Staff Services	0603	01	Deletion
670	Public Relations/Development	0605	01	Function Name Change
<u>OPERATION AND MAINTENANCE OF PLANT PROGRAM</u>				
650	Physical Plant Operations	0701	01	Deletion
651	Physical Plant Administration	0701	01	Function Name Change
652	Utilities	0704	01	Function Name Change
653	Buildings Maintenance	0702	01	No Change
654	Landscape and Grounds Maintenance	0705	01	Function Name Change
655	Custodial Services	0703	01	No Change
656	Major Repairs and Renovations	0706	01	Function Name Change
<u>INDEPENDENT OPERATIONS PROGRAM</u>				
710	Independent Operations Institutional	3001	01	Function Name Change
720	Independent Operations/FFRDCs	3002	01	Addition
760	Campus Innovation - Prkg Fines Adm	3001	01	Deletion
770	Campus Innovation - Parking Fines Proj	3001	01	Deletion
780	System Innovation	3001	01	Deletion
<u>AUXILIARY ENTERPRISES PROGRAM</u>				
552	Housing Services	2001	01	Deletion
810	Auxiliary Enterprise Student	2001	01	Addition
815	Auxiliary Enterprise- Faculty/Staff	2002	01	Addition
820	Intercollegiate Athletics	2003	01	Addition
<u>REIMBURSED ACTIVITIES</u>				
900	Reimbursed Activities	1100	01	Addition

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140	Community Education	0104	01	Addition
150	Preparatory/Remedial Instruction	0105	01	Addition
210	Institutes and Research Centers	0201	01	Addition
350	Cooperative Extension Service	0302	01	Addition
360	Public Broadcasting Services	0303	01	Addition
420	Museums and Galleries	0402	01	Addition
490	Academic Administration	0406	01	Addition
491	Academic Personnel Development	0407	01	Addition
495	Course and Curriculum Development	0408	01	Addition
515	Student Services Administration	0501	01	Addition
643	General Administration and Logistical Support	0603	01	Addition
645	Administrative Computing Support	0604	01	Addition
720	Independent Operations/FFRDCs	3002	01	Addition
810	Auxiliary Enterprise Student	2001	01	Addition
815	Auxiliary Enterprise- Faculty/Staff	2002	01	Addition
820	Intercollegiate Athletics	2003	01	Addition
900	Reimbursed Activities	1100	01	Addition
130	Extension Instruction	0101	01	Deletion
180	Instructionally Related Activities	0101	01	Deletion
440	Television Services	0404	01	Deletion
461	Nursery School	0405	01	Deletion
462	Marine Sci Facilities/Fisheries	0405	01	Deletion
463	Center for Economics	0405	01	Deletion
464	Natural Resources	0405	01	Deletion
465	College Farm	0405	01	Deletion
466	Off-campus Centers	0405	01	Deletion
467	Joint Doctoral Program	0405	01	Deletion
468	Master of Social Work	0405	01	Deletion
469	Deaf Project	0405	01	Deletion
470	Advanced Med Tech Center	0405	01	Deletion
471	Indian Teacher Education	0405	01	Deletion
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476	California Academic Partnership	0405	01	Deletion
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480	Center for California Studies	0405	01	Deletion
481	Rural Clinical Nursing Program	0405	01	Deletion
482	Brain Hemisphere Education	0405	01	Deletion
483	North County San Diego	0405	01	Deletion
484	Mt. Laguna Observatory	0405	01	Deletion
485	Computer Aided Productivity Lab	0405	01	Deletion
486	Educ Computing Consortium	0405	01	Deletion
520	Supplementary Ed Services - EOP	0501	01	Deletion
531	Counseling	0503	01	Deletion
532	Testing	0503	01	Deletion
533	Placement	0503	01	Deletion
550	Student Support	0501	01	Deletion
552	Housing Services	2001	01	Deletion
553	Disabled Students	0501	01	Deletion

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621	Central - Financial Operations	0602	04	Deletion
622	Financial Aid Business Operation	0602	04	Deletion
630	General Administrative Services	0603	04	Deletion
631	Space Management	0603	04	Deletion
633	Student Affirmative Action	0603	04	Deletion
634	Employee Personnel and Records	0603	04	Deletion
640	Logistical Services	0603	04	Deletion
641	Support Operations	0603	04	Deletion
642	Public Safety	0603	04	Deletion
650	Physical Plant Operations	0701	04	Deletion
660	Faculty and Staff Services	0603	04	Deletion
760	Campus Innovation - Prkg Fines Adm	3001	04	Deletion
770	Campus Innovation - Parking Fines Proj	3001	04	Deletion
780	System Innovation	3001	04	Deletion
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340	Campus Community Services	0301	01	Function Name Change
430	Educational Media Services	0403	01	Function Name Change
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540	Financial Aid Administration	0504	01	Function Name Change
551	Student Health Services	0507	01	Function Name Change
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651	Physical Plant Administration	0701	01	Function Name Change
652	Utilities	0704	01	Function Name Change
654	Landscape and Grounds Maintenance	0705	01	Function Name Change
656	Major Repairs and Renovations	0706	01	Function Name Change
670	Public Relations/Development	0605	01	Function Name Change
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120	Special Session Instruction	0103	01	No Change
220	Individual or Project Research	0202	01	No Change
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460	Ancillary Support	0405	01	No Change
510	Social and Cultural Development	0502	01	No Change
530	Counseling and Career Guidance	0503	01	No Change
610	Executive Management	0601	01	No Change
632	Students Admissions and Records	0505	01	No Change
653	Buildings Maintenance	0702	01	No Change
655	Custodial Services	0703	01	No Change