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Date: December 20, 1995

To: Presidents

From: June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: TRAINING - PAYROLL ADMINISTRATION

The systemwide Payroll Review Committee has recommended to the State Controller's Office (SCO) that out-of-sequence keying capability be released to the campuses. The ability to direct key these type of transactions will allow greater processing flexibility to the campuses and will reduce the processing time for documents that previously were forwarded to the SCO.

Campus payroll staff will need training to take on this released responsibility. The SCO is scheduling the pilot campuses for training in January 1996 in Sacramento. The anticipated training schedule for the remaining campuses will begin in March and April 1996, and the SCO will contact the campuses to notify them accordingly.

Human Resources will augment campus funds up to $500 per campus for this important training program. If funds are needed, please call Theresa Hines in Human Resources Administration at (310) 985-2674 no later than January 31, 1996. Thank you.

JMC/dth

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