The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, CA 90802-4275
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Date: October 29, 1996

To: Presidents

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

Subject: WORKSHOP - PAYROLL ADMINISTRATION

Human Resources will present a two-day payroll administration workshop at California State University, Monterey Bay on Thursday and Friday, November 21-22, 1996. The workshop is designed to update campus Payroll Officers on current payroll administration issues.

Presenters include Chancellor's Office and campus staff from Administration and Finance, Human Resources Administration, Employee Relations and General Counsel, State Controller's Office (SCO) and Public Employee Retirement System (PERS) personnel, and members of the Payroll Review Committee. An agenda is attached for reference.

Please note that November 11, 1996 is the registration deadline. Limited funds are available to augment transportation costs for campus attendees. To register attendees, secure funds for transportation assistance, or if you have any questions about the workshop, please contact Felice Bakre in Human Resources Administration at (310) 985-2669.

JMC/dth
Attachment

Distribution:

Vice Presidents, Administration w/o attachment
Business Managers " "
Personnel Officers w/attachment
Payroll Supervisors " "
Employee Relations' Designees w/o attachment
PAYROLL ADMINISTRATION WORKSHOP
NOVEMBER 21-22, 1996
CSU, MONTEREY BAY, THE MUSIC HALL
AGENDA

THURSDAY, NOVEMBER 21, 1996
8:30 A.M.  COLLECTIVE BARGAINING UPDATE
          Sam Strafaci, Senior Director, Employee Relations
          Jeanne Picard, Director, Academic Personnel Services

10:30 A.M.  COMPENSATION AND BENEFITS UPDATE
            Staff from the Public Employee's Retirement System (PERS)

12:00 noon  LUNCH

1:00 P.M.  COMPENSATION AND BENEFITS UPDATE
           Patricia Burbank, Director, Benefits and Payroll Services
           Pam Chapin, Manager, Compensation and Personnel Programs

3:00 P.M.  PAYROLL OFFICER'S ROUNDTABLE DISCUSSION
            to 5:00 P.M.

FRIDAY, NOVEMBER 22, 1996
8:30 A.M.  IMMIGRATION UPDATE
           Linda McAllister, General Counsel

9:30 A.M.  STATE CONTROLLER'S OFFICE UPDATE
           Ralph Zentner, Chief, Personnel Payroll Operations Branch
           Staff from the Special Projects Bureau

11:00 A.M.  THE 21ST CENTURY PROJECT UPDATE
            Frank Levens, Vice President, Administration and Finance

12:00 noon  LUNCH

1:00 P.M.  PAYROLL CSRS USERS GROUP
           Yvette Zimmerman, HR PSMS

2:00 P.M.  PAYROLL REVIEW COMMITTEE UPDATE
           Members of the Committee

3:00 P.M.  WRAP-UP and EVALUATION
            to 4:00 P.M.
PAYROLL ADMINISTRATION WORKSHOP
NOVEMBER 21-22, 1996
CSU, MONTEREY BAY

AGENDA

I. Human Resources Updates:
   △ Collective Bargaining Update
      Sam Strafaci, Senior Director, Employee Relations
      Jeanne Picard, Director, Academic Personnel Services
   △ Compensation and Benefits Update
      Patricia Burbank, Director, Benefits and Payroll Services
      Pam Chapin, Manager, Compensation and Personnel Programs
      Representatives from the Public Employee's Retirement System
   △ Immigration Update
      Linda McAllister, General Counsel

II. Payroll Administration Updates:
   △ Payroll Review Committee
      Members of the Committee
   △ The 21st Century Project
      Frank Lebens, Vice President, Administration and Finance, SLO
   △ State Controller’s Office (SCO)
      Ralph Zentner, Chief, Personnel Payroll Operations Branch
      Representatives from the Special Projects Bureau
   △ Payroll CIRS Users Group
      Yvette Zimmerman, HR-PIMS
   △ Roundtable Discussion Topics
      Presented by various Payroll Officers
      ⇒ Payroll Office Administration in a Changing Environment
      ⇒ Attendance Issues and Irregular Work Week Schedules
      ⇒ Direct Deposit Tips
      ⇒ Reconciling Master Payroll Tips
      ⇒ Netpay and Retirement Programs on the WEB
      ⇒ Use of the Bridge Student Classification
      ⇒ Timesaving Tips
      ⇒ Performance Evaluation and PBSIs