Date: December 5, 1996  Code: TECHNICAL LETTER
                       HR/EHDB  96-01
To: Personnel Officers  Subject: EMPLOYMENT HISTORY CHANGES - NONCITIZEN APPOINTMENTS
    Payroll Supervisors
From: Cathy Robinson, Senior Director
      Human Resources Administration

Coded memoranda HR 94-28 and HR 94-29 announced changes in the California State University’s (CSU’s) employment policy as well as changes in employment eligibility verification procedures. The purpose of this memo is to outline new employment history documentation requirements.

The Employment History System will be modified on December 11, 1996 to accommodate the revised procedures. This modification requires campuses to review employment history information.

The names of affected employees and pertinent employment history information are provided for campus review in CIRS Compendium Report, Campus Detail, Noncitizen Employees Category, Code F75. Attachment A provides the processing instructions for the various employment history transactions requiring update. Campuses will be responsible for ensuring that employment history information for affected employees is corrected by January 31, 1997.

CSU PIMS Manual users were recently forwarded updates (REF: Manual Revision #020) including these new documentation requirements. Note that certain transactions keyed for affected employees with obsolete noncitizen-related information will be rejected by the system once the employment history system is modified on December 11, 1996.

Please also note that campuses are requested to follow the new employment history documentation requirements for new employee appointments processed after the employment history system is modified on December 11, 1996.

(Over)

Distribution:
Presidents (Without Attachment)
If you have questions regarding coding and/or key entry instructions, please contact your CSU Audits Representative. Legal inquiries should be directed to Linda McAllister at (310) 985-2913. Other administrative inquiries may be directed to Theresa Hines at (310) 985-2674.

Thank you.

CR/dth
Attachment
PROCESSING INSTRUCTIONS

1. Refer to CIRS Compendium Report, Noncitizen Employees Category, Campus Detail, Code F75 for a campus listing of affected employees. The available cycles will be 9610, 9611, 9612, or 9701, depending upon the point in which the report is accessed by the campus.

2. The field denoted as "FSA LTR AUTH" is Item 962. Any information (e.g. dates) pertinent to noncitizen data should be deleted.

NOTE: The PIMS Manual indicates that Item 962 is closed on the 825 transaction. It will remain open for deletes only until all employee records have been converted.

3. The field denoted as “Alien Visa” is Item 825. Current information in this field must be changed to conform to the new documentation requirements, and should be entered as eight alpha-numeric characters (X-YYY-ZZZZZ) to denote the following categories:

   X - This field currently includes visa categories F, J, H, R or N. Visa categories F or J remain as appropriate, however, categories H, R or N must be changed to denote visa category “Z”.

   YYY - This field currently identifies “Country Granting Visa”, and must be changed to indicate if a noncitizen is a permanent resident by alpha characters:
       OOR - to indicate permanent resident noncitizen, or
       OON - to indicate other noncitizen.

   ZZZZ - This field currently identifies the visa expiration date, month and year (mo/yr). This field must be updated to denote the work authorization expiration date (WAED - mo/yr). If employee is a permanent resident noncitizen, or if no date exists for the work authorization expiration, enter 4 numeric zeros (0000). For other noncitizens, indicate the mo/yr the work authorization expires. If indicated as Duration of Stay (D/S), the date can be entered as mo/yr or “9999” as decided by the campus.

(Over)
4. Coding Instructions to Convert Item 825:

Item 205 Transaction Code = 825
Item 210 Effective Date = xx/xx/xx (first day of the xx/xx pay period for regular calendars or use the first day of the academic calendars)

Item 215 Employment History Remarks = Convert 825
Item 825 Noncitizen Status Code = New Coding
Item 962 HR Letter Authorization = * (to delete if appropriate)

If an employee is on a Leave Without Pay or on NDI/IDL, do not process an 825 transaction until the employee returns. When the employee returns, process as follows:

a. A57 or A58
b. 825 transaction same as above only using the effective date of the A57 or A58 transaction.

Do not post an 825 transaction on employees who have separated.