Date: May 10, 2002                                      Code: HR 2002-15

To: CSU Presidents                                      Please Respond By
    Jackie R. McClain                                    June 7, 2002
    Vice Chancellor                                      From: Jackie R. McClain
    Human Resources                                       Vice Chancellor

Subject: WORKSHOP - PAYROLL ADMINISTRATION

Human Resources is pleased to announce its annual payroll administration workshop at the Sheraton Grand Hotel in Sacramento on Monday and Tuesday, June 17-18, 2002\(^1\). The workshop is designed to update campus Payroll Managers on current payroll administration issues.

Presentations will be given by staff from the Chancellor’s Office Human Resources Administration, the campuses, the State Controller’s Office and CalPERS. An agenda is attached for your reference.

Attendees are requested to complete the attached conference registration form. Friday, June 7, 2002 is the registration deadline. As always, we look to the campuses to determine appropriate attendees. If you have any questions about the workshop, please contact Ms. Carolyn Duckett in Human Resources Administration by calling (562) 951-4411, or via e-mail at duckett@calstate.edu. Thank you.

JRMcC/dth
Attachment

\(^1\) Rooms reserved for the CSU Payroll Conference will be available through May 17, 2002. A company check, credit card or purchase order is required to receive tax exemption.
AGENDA

MONDAY, JUNE 17, 2002

9:00 a.m.  HUMAN RESOURCES UPDATE
Cathy Robinson, Senior Director, Human Resources Administration
Gina Caywood, Senior Manager, Information & Compensation Projects
Pam Chapin, Senior Manager, Benefits and Salary Administration
Theresa Hines, Senior Manager, Payroll and Personnel Programs
Yvette Zimmerman-Carrie, Analyst/CIRS Trainer, HR-ISA

12:00 noon  LUNCH

1:00 p.m.  PAYROLL OFFICERS’ ROUNDTABLE DISCUSSION
•  Nonresident Alien Update
  -  Corey Franklin, Tax Analyst Specialist, CSU Long Beach
  -  Franz Lozano, Associate Internal Auditor, San Francisco State University
•  PPT Processing Update
  -  Susan Vaquilar, Payroll Officer, CSU Fresno
  -  Yvette Zimmerman-Carrie, Analyst/CIRS Trainer, Chancellor’s Office
•  Peoplesoft Update
  -  Carol Clifford, Assistant Director, Payroll Services, CSPU, San Luis Obispo
  -  Jane Self, Interim Director, Payroll Services, CSPU, Pomona
  -  Susan Vaquilar, Payroll Officer, CSU Fresno
•  Open Forum

5:00 p.m.

TUESDAY, JUNE 18, 2002

8:30 a.m.  STATE CONTROLLER’S OFFICE OPERATIONS UPDATE
Ralph Zentner, Acting Chief, Personnel Payroll Services Division
State Controller’s Office

10:30 a.m.  CALPERS UPDATE
William Greenhalgh, Supervising Retirement Program Specialist,
Health Benefits Services Division

12:00 noon  LUNCH

1:00 p.m.  PAYROLL OFFICER’S ROUNDTABLE DISCUSSION

3:00 p.m.  WRAP-UP and EVALUATION
CSU PAYROLL CONFERENCE

Friday, June 7, 2002 is the registration deadline

SHERATON GRAND HOTEL
1230 “J” STREET
SACRAMENTO, CALIFORNIA 95814

Conference Registration Form

Please check the date(s) you plan to attend:

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
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<tbody>
<tr>
<td>Monday, June 17, 2002</td>
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<tr>
<td>Tuesday, June 18, 2002</td>
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</tbody>
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Name: __________________________________________

Campus: __________________________________________

Title: _____________________________________________

MPP: ☐ Confidential: ☐

☐ If represented, please indicate bargaining unit: ____________________________

Phone: __________________________ Fax: __________________________

Email: __________________________

Manager Approval __________________________ Date __________________________

Registration must be received by June 7, 2002. Please fax your registration form to Carolyn Duckett at (562) 951-4954. If you have questions regarding the conference, please call (562) 951-4411. Thank you.