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**Code: Technical Letter
HR/EHDB
2001-02**

To: Human Resource Directors
Payroll Managers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: Special Payment (A54) Transactions – PIMS Manual Audit

The "Special Payment" (A54) transaction in the Personnel Information Management System (PIMS) is used to appoint employees to specific California State University (CSU) classifications. Compensation is paid on a one-time basis upon completion of the assignment, which typically extends over one or two pay periods. A current PIMS Manual requirement for this transaction type specifies that only one A54 position sequence (Personnel Payroll Transaction roster) per campus may be established for an employee.¹ Campuses that have implemented Peoplesoft's Human Resource system ("baseline campuses") recently requested a waiver from this requirement because it impacts their business processes established for a decentralized processing environment. As a result, this PIMS requirement will be waived to support baseline campus needs; however, it is important to note the following payroll system considerations:

⇒ The State Controller's Office (SCO) Position "PSN" screen allows entry of up to twenty (20) positions for a given employee; however, payments for positions beyond the 11th position sequence number will not automatically generate. Campuses will have to submit pay requests to the SCO to have pay issued manually for each pay period starting with the 12th position sequence, increasing the risk of not being able to issue timely payments. This is a critical concern for both the SCO and CSU.

¹ Refer to PIMS manual p. 3.43

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Distribution:

CSU Presidents
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Vice Presidents, Administration
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⇒ To preclude creating duplicate positions, it is important that baseline campuses monitor the SCO's PSN screen before keying Immediate Pay transactions.

Baseline campuses structured with decentralized processing operations are encouraged to establish guidelines to coordinate their immediate pay/hire activities to avoid this payroll system consequence. Campuses that have not implemented Peoplesoft and/or do not have a decentralized processing environment will not be affected by this change.

Revisions to the PIMS manual will be provided in a separate distribution. Please contact your CSU Audits representative if you have any questions regarding the above PIMS Manual change. Administrative inquiries may be directed to Theresa Hines at (562) 951-4412 or via e-mail at thines@calstate.edu. This Human Resources letter is available on the Human Resources Administration's web page at <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/dth