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Date: March 27, 2003 **Code:** TECHNICAL LETTER
HR/Benefits 2003-10

To: Human Resources Directors **Reference:** HR/Benefits 2002-25
Benefits Officers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: Automated Benefits Programs: Update

As previously communicated in HR/Benefits 2002-25, the automated benefits systems for long-term disability (LTD), basic life and vision programs will be phased out effective July 1, 2003. This change will enable appropriate campus staff to manage an employee's entire benefits package locally at the campus.

❖ **State Controller's Office (SCO): Electronic Interface Information**

As a reminder, the SCO has arranged for enrollments, cancellations and changes for the vision, basic life and LTD benefits to be submitted via an electronic interface rather than a paper process when we transition to the campus controlled process July 1, 2003. The SCO technical instructions were made available to campuses last fall. Questions regarding this process may be directed to Pam Wilson at (916) 324-3842 or by email at pwilson@sco.ca.gov.

For your information, the SCO has advised us that it will continue to accept the Miscellaneous Benefits Enrollment Authorization Form beyond July 1, 2003, if a campus has not completed development of the electronic transmission process.

❖ **Common Management Systems (CMS): ABS Project Update**

CMS Software Operations Support Services (SOSS) has asked that systemwide Human Resources communicate the following information to campuses planning to implement the CMS Baseline Automated Benefits Software (ABS) electronic software interface with the SCO:

In order to use the CMS ABS interface, campuses must provide test files and materials to comply with two separate test types. The two test types will be performed by the SCO.

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SOSS Director

- The first test type (Level 1) verifies the transaction meets the required format and passes the system edits. The Level 1 test may be conducted prior to the campus system “going live” with the transaction. The file should contain at least 4 and no more than 15 detail records. The recommended date in which campuses need to be certified for Level 1 testing is June 1, 2003.
- The second test type (Level 2) processes a small number of actual transactions through the SCO Payroll system. The test will verify the transaction record passes the data audits and successfully establishes the employee’s ongoing/one-time deduction. The file must contain at least 3 but not more than 5 transaction records. The recommended date for all test materials to be furnished to Data Management (SCO) is at least one month prior to the effective month that actual transaction files are targeted to be submitted. CMS recommends that campuses should certify with the SCO by July 1, 2003 for Level 2 testing.

There are a total of (6) separate file layouts for campuses to certify and test. Separate tests are performed for retroactive deduction transactions compared to ongoing. There are coding requirements and transaction results that differ from each other in the SCO Payroll system. Authorization to process actual transaction files on a regular basis cannot be granted by the SCO until both Level 1 and 2 test types process successfully. The authorization to process ongoing transactions is independent of the authorization to process retroactive transactions. Separate approvals will be provided by the SCO for each transaction type listed below.

- Vision - Ongoing
- Vision – Retro
- Life & AD&D – Ongoing
- Life & AD&D – Retro
- LTD – Ongoing
- LTD - Retro

Questions regarding CMS impact may be directed to Rebecca Berube at (562) 951-4337. Other questions may be directed to Pamela Chapin in Human Resources Administration at (562) 951-4414 or by email at pchapin@calstate.edu. This technical letter is available on Human Resources Administration’s Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc