

Date: August 29, 2008

Code: HR 2008-14

To: CSU Presidents

From: Gail E. Brooks 
Interim Vice Chancellor
Human Resources

Subject: 2008 Federal Contractor Veterans' Employment Report (VETS-100)

Overview

Audience: Employees responsible for filing the VETS-100 report.

Action Items: File VETS-100 report with the Veterans Employment & Training Services by September 30, 2008.

Affected Employee Groups/Units: Covered veterans

Summary

This HR Letter informs campuses of the federal regulatory requirement to file the VETS-100 report with the Veterans Employment & Training Services ("VETS") by September 30, 2008.

Employees responsible for filing the VETS-100 report should review the remainder of this HR Letter for more detailed information.

Federal law requires all federal contractors to annually submit the VETS-100 report by September 30th. Thus, campuses should plan to file their VETS-100 report on or before Tuesday, September 30, 2008. Once you have filed your report with the VETS, please forward an electronic or a hard copy of the report to the Chancellor's Office.

This year's VETS-100 form looks the same as it did last year.¹ You can access this year's VETS-100 form by going to the website <https://vets100.vets.dol.gov/>. Next, click on the link "File your 2008 VETS-100 Report online." At the next screen, enter your email address if you wish to receive an email confirmation that the VETS received your VETS-100 report. Next enter **V734040** as CSU's "company number" then click on the button "Login." At the next screen, you can pull up the 2008 VETS-100 form by clicking on the name of your campus. If your campus's name is not listed, you should click on "New Company" and follow the instructions. All campuses share the same employer

¹ This is the last year campuses must file the VETS-100 form. Next year, campuses will be filing a new report, called the VETS-100A, which will replace the VETS-100. (See HR 2008-12 – Changes in the Affirmative Action Program for Veterans and Impact on Data and Reporting)

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identification number, which is **94-6001347**, and the same **NAICS** code, which is **611310**. Aside from these common identification numbers, each campus is to fill in the form with the particular information of its own campus.

The definitions of terms used in the form as well as instructions on how to complete the form may be accessed by clicking on the "2008 VETS-100 Report Form (PDF)" link. For an overview of the steps to file the form electronically, click on "Tips for Completing the Web-Based Form."

If you have any questions or comments, please contact Ellen Bui at (562) 951-4427 or e-mail at ebui@calstate.edu. You may also direct questions to the VETS office by calling the helpline at 301.306.6752 or e-mailing at helpdesk@VETS100.com. This Technical Letter is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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