



Date: July 12, 2010

Code: TECHNICAL LETTER
HR/EHDB 2010-01

To: Human Resource Directors
Payroll Managers

Reference: TECHNICAL LETTER
HR/Personnel Records 2010-01

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Subject: Implementation of Race/Ethnicity Data Collection & Reporting Changes

Overview

Audience: Human Resource Directors, Payroll Managers, Equal Employment Opportunity Directors and/or campus designee(s) responsible for employment history processing in PIMS and CMS Baseline (Oracle/PeopleSoft).

Action Item: Determine which employees require a race/ethnicity code update in PIMS using a provided report from CMS. Update ethnic codes in PIMS by October 29, 2010.

Affected Employee Group(s)/Unit(s): All CSU employees

Summary

Pursuant to new federal requirements, the collection and reporting of race/ethnicity information is changing beginning with the 2010/2011 academic year. Refer to HR/Personnel Records 2010-01 for additional information regarding the new requirements. To facilitate systemwide reporting of race/ethnicity information for the CSU, employee records in the Personnel Information Management System (PIMS) must be in sync with the changes.

Campus designees responsible for the collection and reporting of race/ethnicity information via employment history records should review the remainder of this technical letter.

This technical letter provides information regarding implementation of new race/ethnicity data collection and reporting requirements¹ that may affect employment history records in the PIMS database. [HR/Personnel Records 2010-01](#) outlined the changes in the regulations for capturing race and ethnicity information and addressed the new hire, rehire and resurvey requirements. This technical letter provides documentation and/or information on the following related items:

- A. A chart that is a roadmap between what is currently captured in PIMS and what will be captured under the new requirements.
- B. How to handle continuing employees, including information on the Oracle/PeopleSoft and PIMS conversion and resurvey information, as well as the actions necessary to keep both databases in sync.
- C. How to handle new hires (employees hired on or after July 1, 2010).

¹ U.S. Department of Education, National Center for Education Statistics:
http://nces.ed.gov/ipeds/news_room/ana_Changes_to_10_25_2007_169.asp

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- D. How to handle rehires (employees who separated prior to the summer 2010 implementation and are subsequently rehired).
- E. Recap of effective dates and deadlines.
- F. Campus Information Retrieval System (CIRS).
- G. Post audit report(s).

A) PIMS Chart Illustrating Old and New Values

The following chart illustrates the changes required for the new reporting requirements. For the most part the values currently defined for Item 445 in PIMS remain unchanged or are collapsed into one code (e.g. Hispanic/Latino). Item 445 is shared with State Civil Service agencies, and the State Personnel Board has been informed by the State Controller's Office of the changes.

Ethnic Group		Ethnic Origin (Item 445)			
Old	New	Description of New Code	New Code	Old Code	Comments
Hispanic	Hispanic/Latino	Hispanic/Latino	4	A, B, C, D, 4, 9	Detailed ethnicities are no longer maintained.
American Indian	American Indian or Alaska Native	American Indian or Alaska Native	7	H, O, N, 7	Detailed ethnicities are no longer maintained.
Asian	Asian	Asian	2	2	2 or more ethnicities within Asian or Asian only (no additional detail selected)
		Chinese only	J	J	
		Japanese only	I	I	
		Korean only	K	K	
		Vietnamese only	L	L	
		Filipino only	G	G, 8	Collapse 8 into G
		Asian Indian only	M	M	
		Laotian only	V	V, Y	Collapse Y into V
		Cambodian only	U	U	
		Other Asian only	S	S	
Black	Black or African American	Black or African American	F	F, 1	Collapse 1 into F
Pacific Islander	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander	6	6	2 or more ethnicities within Native Hawaiian or Other Pacific Islander or Native Hawaiian or Other Pacific Islander only (no additional detail selected)
		Guamanian only	R	R	
		Samoan only	Q	Q	
		Hawaiian only	P	P	
		Other Native Hawaiian or Other Pacific Islander only	T	T	
Caucasian	White	White	E	E, 5	Collapse 5 into E
N/A	Two or More Races		W	N/A	
Not Specified	Unknown		Z	Z, X, 3	Collapse Other Non White to Unknown

Following are highlights of the chart above:

1. **Code W**: Defined to represent an employee who has selected two or more races, none of which is Hispanic/Latino. While Oracle/PeopleSoft is able to record the details of each race/ethnicity selected, PIMS is limited to a single value established as code W.
2. **Code 4**: If an employee chooses the Hispanic/Latino category, the employee **must be** coded as 4 regardless of whether the employee has selected any other categories.
3. There currently is no statute or law requiring the collection of ethnicities within Hispanic/Latino and American Indian or Alaska Native. Therefore, the detail currently captured within those two races will be rolled up to a single code for each race.
4. **Asian**: A selection of two or more ethnicities within the Asian race when no other race is selected must be coded as 2. In addition, if only the general category Asian is selected with no other detailed categories chosen (within Asian), this must also be coded as 2. For example:
 - If an employee chooses:
 - Chinese and Laotian and no other ethnicity/race (external to Asian), the employee must be coded as 2.
 - Asian (and no other detail within Asian), the employee must be coded as 2.
 - Chinese only and no other ethnicity or race, the employee must be coded as J.
 - Chinese and Laotian and White, the employee must be coded as W.
5. **Native Hawaiian or Other Pacific Islander**: A selection of two or more ethnicities within the Native Hawaiian or Other Pacific Islander race when no other race is selected must be coded as 6. In addition, if only the general category Native Hawaiian or Other Pacific Islander is selected with no other detailed categories chosen (within Native Hawaiian or Other Pacific Islander), this must also be coded as 6. For example:
 - If an employee chooses:
 - Samoan and Hawaiian and no other ethnicity/race (external to Native Hawaiian or Other Pacific Islander), the employee must be coded as 6.
 - Native Hawaiian or Other Pacific Islander (and no other detail within Native Hawaiian or Other Pacific Islander), the employee must be coded as 6.
 - Samoan only and no other ethnicity or race, the employee must be coded as Q.
 - Samoan and Hawaiian and White, the employee must be coded as W.
6. **Code Z**: Other Non-White is no longer a race category and will be collapsed to Unknown if the employee does not choose another race/ethnicity. Student assistants in classes 0100, 1870, 1871, 1872, 1874, 1875, 1876, 1868, and 1869 appointed via the Student Payroll Action Request (SPAR) or A52 appointment transaction must be coded as Z. Currently ethnic code is a required entry on the SPAR. A systems change is pending SCO resources.
7. Reporting:
 - If using PIMS data to run historical reports (for a time period prior to the implementation of these new requirements), include the detailed categories that have since been collapsed. Furthermore, to ensure accuracy for any current race/ethnicity reporting, it is advisable to also include the detailed obsolete categories. This is to capture those employees with both a Civil Service and CSU position because these individuals may be coded with one of the obsolete codes which are still valid for Civil Service.
 - If detailed ethnic data is needed beyond what is stored in PIMS, Oracle/PeopleSoft must be used to generate the report.

Also see the section below on CIRS for additional information.

The PIMS manual has been revised² to reflect the new coding structure for race/ethnicity and can be viewed at:
http://www.calstate.edu/hrpims/pims/508/Data_Elements/item_445.htm

B) How to Handle Continuing Employees

Oracle/PeopleSoft

As part of the CSU race/ethnicity data implementation, a conversion process was delivered in CMS Baseline in MP 9.00. The process converts previously collected ethnicity information for all *active, on leave* and *separated* employees but *excludes* active student employees.

A report is being developed for CMS Baseline that campuses will generate after the resurvey ends (at close of business September 30, 2010). The report will reflect the current PIMS and the new PIMS derived values along with an indicator to identify when the two values are different³. This report will indicate the value to key into PIMS.

PIMS

Using the CMS Baseline delivered report described above, campuses will determine which employee records require updating in PIMS. Campuses will use information obtained from the report to key the PIMS Item 445 Transaction instead of inserting a job row in Oracle/PeopleSoft to generate a PPT.

Please note that while the Oracle/PeopleSoft conversion process includes all employees (e.g., active, separated); **The effort in PIMS will be to update records for active and on leave employees only.**

Special Cases – Student Employees

Note: Student employees (R11 and non-represented) were previously surveyed and will not be resurveyed.

Non-represented Student Employees in E99 classes 0100, 1870, 1871, 1872, 1874, 1875, 1876, 1868, 1869

Non represented student employees appointed via the A52 Transaction (i.e., 1874) and Student Payroll Action Request (SPAR) (i.e., 1870) must be coded as Z (Unknown). Systemwide HR does not report ethnicity information for non-represented student employees.

Represented Student Employees in R11 classes (1150, 1151, 2325, 2326, 2353, 2354, 2355)⁴

Campuses have been maintaining ethnicity for this population in PIMS and **must continue to maintain this information per the PIMS chart on page 2**. Currently the CMS Baseline report may reflect R11 student employees listed under Two or More Races and coded under Z (Unknown) in PIMS. This data was captured prior to this implementation. Only these R11 student employees will require action to have their ethnic code changed to W (Two or more races) pursuant to the new race/ethnicity categories in the chart above.

Processing instructions are provided in Attachment A.

Deadline: In order to facilitate accurate systemwide reporting, updates to PIMS must be completed by **close of business October 29, 2010**. Extension of this date will not be granted.

C) How to Handle New Hires

All new hires must be coded per the new requirements in PIMS and Oracle/PeopleSoft starting July 1, 2010. The updates required for the PPT generation program in CMS Baseline for compliance with the new requirements are scheduled for release in September 2010. Prior to this release, campuses are required to update the PPT manually.

² As of July 12, 2010.

³ The identified differences in the report could have resulted from the following: a) the Oracle/PeopleSoft conversion process; b) changes entered in Oracle/PeopleSoft by the employee via the employee self service resurvey page; c) changes entered in Oracle/PeopleSoft from information collected on the manual HR forms; 4) changes for employees and R11 student employees who selected multiple race/ethnicities prior to this HR implementation.

⁴ Ethnicity information for these student employees should already exist in Oracle/PeopleSoft since campuses that are using Campus Solutions have been maintaining detail ethnicity for this population. Since students will not be resurveyed, ethnic changes are not required in CMS Baseline.

D) How to Handle Rehires

Employees who were separated prior to the Oracle/PeopleSoft conversion or during the resurvey period and did not complete a survey during the summer of 2010 who are subsequently rehired shall be given the opportunity to change their race/ethnicity at the time of reappointment. This is necessary to comply with the new requirements and will need to be continually monitored as employees are rehired.

Processing instructions are provided in Attachment A.

E) Recap of Effective Dates and Deadlines

Oracle/PeopleSoft

Conversion: Effective starting June 3, 2010
Deadline – By August 31, 2010

Resurvey (both via self service and manual entry of HR forms): Effective starting: July 1, 2010
Deadline – Close of business September 30, 2010

New Hires and Rehires: Effective starting July 1, 2010

PIMS

New Hires and Rehires: Effective starting July 1, 2010

All Changes: Effective Date – October 1, 2010
Deadline – Close of Business October 29, 2010. Deadline cannot be extended.

F) Campus Information Retrieval System (CIRS)

CIRS is being updated to reflect the new PIMS data layout for race/ethnicity (refer to chart on page 2). CIRS has two fields relating to race/ethnicity: one is Ethnic Origin which corresponds to Item 445 in PIMS and the other is Ethnic Group.

The field Ethnic Origin has been modified to include the new code W. All other coding values will remain including the detail under Hispanic/Latino and American Indian or Alaska Native. Ethnic Group will continue to roll up the detailed values under Ethnic Origin for Hispanic/Latino and American Indian or Alaska Native for historical purposes and in the instance where a Civil Service agency might use the detailed codes in the future for an employee who is concurrently employed by a Civil Service agency and the CSU. Codes X and 3, previously Other Non White, will now be considered Unknown (Code Z) and a new group of Two or More Races will be created for Ethnic Origin of W.

It is possible that some information requests (e.g., from external agencies or for surveys) may need specific categories of race/ethnicity information not in PIMS and in those cases reports in Oracle/PeopleSoft should be run.

G) Post Audit Report(s)

It is the responsibility of the campuses to ensure that PIMS and CMS Baseline databases are in sync by October 29, 2010. The CMS Baseline report used to identify the changes for PIMS will assist with this process. To assist with the post audit, HR-ISA will provide a tab delimited, downloadable CIRS Compendium report W74 Cycle 1010 that will be refreshed each Monday starting October 4th through November 1st that will list all active and on leave employees and their Item 445 Ethnic Code value. Use this report to validate that PIMS and CMS Baseline are in sync and that only the current valid values are being used as referenced in the chart above.

Please direct questions regarding this technical letter as follows:

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| ➤ PIMS processing instructions | CSU Audits representative at the SCO |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (562) 951-4418 |
| ➤ Collective bargaining aspects | Labor Relations at (562) 951-4400 |
| ➤ All other questions | Human Resources Management at (562) 951-4411 |

This document is available on the Human Resources Management's Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

EN/cc
Attachment

PROCESSING INSTRUCTIONS

I. Ethnic Code Changes

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A
EMPLOYMENT HISTORY/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Effective Date(s):	Changes - October 1, 2010 New Hires/Rehires – Starting July 1, 2010
Processing Date(s):	Through October 29, 2010
PIMS Transaction:	445
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	HR/EHDB 2010-01
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave (non-pay status) during resurvey period:	Process the 445 transaction effective the employee's reinstatement from leave.
Additional Information:	For employees who are rehired, process the 445 Transaction on top of the appointment.
SCO Personnel Letter:	N/A
CMS PROCESSING INFORMATION:	
Workforce Administration:	The updates required for the CMS Baseline PPT program for compliance with the new requirements are scheduled for release in September 2010. Prior to this release, campuses are required to update the PPT manually.
Temporary Faculty:	Same as above.
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Additional information regarding the end of the resurvey report will be forthcoming.