

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: September 8, 2010

PERSONNEL LETTER #10-021
(CSU ONLY)

TO: All Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: CONCLUSION OF 2009/2010 FURLOUGH PROGRAM – ACADEMIC EMPLOYEES

As announced in California State University (CSU) HR Letter 2010-07, CSU's 2009/2010 furlough program concluded effective the beginning of the September 2010 pay period for academic year employees excluding those at the California Maritime Academy. Refer to Technical Letter HR/Salary 2010-15 for additional information.

EH MASS UPDATE PROCESSING

An employment history (EH) mass update is scheduled tonight Wednesday, September 8, 2010, to post a beginning of September 2010 pay period effective date CRO transaction on all active academic employees with furlough pay reduction values. The CRO transaction will delete the furlough pay reduction codes 89, 91, 92 and 93 in Item 957, Eligibility Substantiation, and the furlough pay reduction amount in Item 815, Red Circle Rate. The EH Online System will be available for inquiry and update at its normal time on tomorrow Thursday, September 9, 2010 (i.e., 7:00 am through 6:00 pm).

Employees with an appointment expiration date prior to the beginning of September 2010 pay period will not be included in the EH mass update. Campuses can access a list of the employees via the Campus Information Retrieval System (CIRS) Compendium Report X90 or tab delimited file X91, Cycle 1007 available via the F1 Express function the day following the mass update. Campuses must determine if the employees are to be reappointed or separated and key the appropriate transactions. If an employee is reappointed prior to the beginning of the September 2010 pay period, then the appointment transaction will need to be keyed with the correct furlough pay reduction values in Item 957 and 815 followed by a CRO transaction effective beginning of September 2010 pay period to remove the furlough pay reduction values in Items 957 and 815. If an employee is appointed on or after the beginning of the September 2010, her/his appointment transaction will need to be keyed to delete the furlough pay reduction values in Items 957 and 815 as appropriate.

PPSD MANUAL EH PROCESSING

Employees who had a Red Circle/Plus Salary rate prior to the furlough program will have their Red Circle/Plus Salary rate restored. PPSD will process a corrected CRO transaction to add the red circle rate after the mass update is processed. The Red Circle/Plus Salary rate will be the same amount that was removed upon implementation of the furlough pay reduction. CIRS compendium report X85, cycle 9999 available via the F1 Express function, will be available two weeks after the mass update listing those employees who have their Red Circle Rate/Plus Salary rate restored.

RETROACTIVITY

When keying a retroactive transaction with an effective date prior to the beginning of the September 2010 pay period, validate that Item 957, Eligibility Substantiation, reflects the appropriate furlough pay reduction code. A beginning of the September 2010 pay period CRO transaction may then need to be keyed to delete the furlough pay reduction values in Items 957 and 815 as appropriate for the employees active on or after the beginning of the September 2010 pay period.

LEAVE ACCOUNTING

During the furlough program, the California Leave Accounting System (CLAS) posted Furlough Hours – Earn (05) transactions on the Monday following the payroll cutoff date each month. The hours were posted to the record of an employee whose employment history record contained one of the Furlough Hours Eligibility Substantiation values (89, 91, 92 and 93), based on payment history. When the furlough pay reduction values are removed, the CLAS will no longer post Furlough Hours earnings.

Questions regarding the CSU furlough program or the employment history/payroll processing for the furlough pay reduction can be directed to the following contacts:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
Furlough Program (e.g., rules, regulations benefits/pay impacts)	CSU Human Resources Management	(562) 951-4411
Employment History Procedures	CSU Audits' Representatives	
General Payroll Procedures	CSU Telephone Liaison	(916) 322-7980
Disability Payroll Procedures	Disability Telephone Liaison	(916) 322-3619
CLAS	Leave Accounting Liaison	(916) 327-0756

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