

STATE OF CALIFORNIA

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Date: January 7, 1999

PERSONNEL LETTER # 99-001
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: ITEM 712 - DEGREE INFORMATION

This Payroll Letter highlights key results of the 1998 California State University (CSU)

During installation of the Employment History (EH) Year 2000 (Y2K) changes, this office identified approximately 700 employees with incorrect data in Item 712 - Degree Information. Specifically, '00' is in the degree year field for degree level codes that do not require a year entry. With the implementation of the Y2K changes, the degree year '00' is being interpreted by the system as the Year 2000. This erroneous information will cause incorrect information for management reports that use this item.

The erroneous records will be corrected by the State Controller's Office. A 712 transaction will be posted to the employees' EH records on a current basis. For active employees, the effective date will be 01/01/99. For separated non-academic employees, the effective date will be one day prior to the separation date and, for separated academic employees, the effective date will be the first day of the pay period prior to the separation. It is anticipated that the update will be completed by January 15, 1999. Turnaround documents will be generated.

Please refer to the Personnel Information Management System Manual instructions (page 3.73) when Item 712 needs to be completed.

If you have any questions, please contact your CSU Audits' Representative.

RZ:CAH:PMAB