

STATE OF CALIFORNIA

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CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: March 1, 2000

PERSONNEL LETTER # 00-003
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: PROBATIONARY PERIOD CODE

Effectively immediately, campuses are able to key enter Employment History (EH) transactions with probationary period code (Item 430) equal to P or Q for employees in class codes 2358 and 2359 (Lecturer, Academic Year and Lecturer, 12 months). Previously, only transactions with a probation code N could be key entered by campuses. Transactions with a probation code P or Q were rejected by the EH On-line System and received audit message 431-02 (Invalid Probation Code For Class). As a result, the transactions had to be submitted to the Personnel/Payroll Services Division for special processing.

A PIMS Manual revision will be issued in the future. If you have any questions regarding the above changes, please contact your CSU Audits Representative.

RZ:JBK/PMAB