

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

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STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: February 18, 2003

PERSONNEL LETTER # 03-003  
(CSU ONLY)

TO: All Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **NEW EMPLOYMENT HISTORY ONLINE BIRTH DATE AUTOMATED AUDIT (AA) 140-01**

Based on our review of the Employment History Data Base (EHDB), some employees had an incorrect birth date on their EHDB records. As a result, campuses were notified and requested to verify and correct the affected employees' (including Student Assistants) birth date. The affected EHDB records are now updated.

To avoid this situation in the future, a new online birth date audit for Personnel/Payroll Transactions (PPT) and an edit for the Student Payroll Action Request (SPAR) transactions were implemented. Effective immediately, AA 140-01 (INVALID BIRTH DATE) will generate when PPT's are keyed with a birth year that equates to an age less than 14 or greater than 85 (i.e., if the transaction is entered in 2003, a birth year after 1989 or prior to 1918).

The campus will be notified by your PPSD CSU Audits' Representative for birth date edit errors generated on SPAR transactions.

If an employee's birth date is verified and falls outside the parameters for the PPT audit, the transaction must be sent to PPSD for processing. Please note the audit message or message number on the submitted transaction.

Revisions to the CSU Online Personnel Information Management System (PIMS) User Manual will be issued in the near future.

If you have any questions, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:CAH:PMAB