CSU

CSU Audits

Document Type	Processing Need
CSU Audits - PSD40	Returning corrected document. Submit the PSD40 (ding notice) with the corrected document.
CSU PSDC37	Delete Request
CSU STD. 456	CSU Personnel/Payroll Transaction
CSU STD. 457	CSU Student Payroll Action Request
CSU STD. 686 EAR Form	Employee Action Request Form
CSU Green Cycle STD. 456	CSU Personnel/Payroll Transaction during green cycle periods
CSU Green Cycle STD. 457	CSU Student Payroll Action Request during green cycle periods

CSU Benefits

Document Type	Processing Need
CSU Miscellaneous Benefits Enrollment Authorization Form	Miscellaneous Benefits Enrollment Authorization Form (Vision, FERP, Life, LTD)
CSU Domestic Partner Form	Domestic Partner Tax Dependent Certification Form
CSU OE STD. 692 Dental Cancel	Cancel dental enrollment during open enrollment (this option is not available outside of open enrollment)
CSU OE STD. 692 Dental Change	Change dental enrollment during open enrollment (this option is not available outside of open enrollment)
CSU OE STD. 692 Dental New	Establish dental enrollment during open enrollment (this option is not available outside of open enrollment)
CSU OE STD. 701 C Flexcash Cancel	Cancel Flexcash enrollment during open enrollment (this option is not available outside of open enrollment)
CSU OE STD. 701 C Flexcash Change	Change Flexcash enrollment during open enrollment (this option is not available outside of open enrollment)
CSU OE STD. 701 C Flexcash New	Establish Flexcash enrollment during open enrollment (this option is not available outside of open enrollment)

Document Type	Processing Need
OE HCRADCRA	Establish, Change, and Delete HCRA/DCRA enrollment during open enrollment (this option is not available outside of open enrollment)
CSU STD. 674 A/R Benefits	Establish A/R to satisfy overpayment
CSU STD. 674 Benefits	Establish benefits payment
CSU STD. 674 A/R-K payment	Establish A/R to satisfy overpayment-K Payment
CSU STD. 692 Dental Cancel	Cancel dental enrollment
CSU STD. 692 Dental Change	Change dental enrollment
CSU STD. 692 Dental New	Establish dental enrollment
CSU STD. 701 C Flexcash Cancel	Cancel Flexcash enrollment
CSU STD. 701 C Flexcash Change	Change Flexcash enrollment
CSU STD. 701 C Flexcash New	Establish Flexcash enrollment
CSU STD. 701 R HCRADCRA New	Establish HCRA/DCRA enrollment
CSU STD. 701 R HCRADCRA Change	Change HCRA/DCRA enrollment
CSU STD. 701 R HCRADCRA Cancel	Cancel HCRA/DCRA enrollment
CSU STD. 674 Dual Position Benefits	Process benefits for dual position
CSU Benefits - PR250	Returning corrected document. Submit the PR250 (ding notice) with the corrected document.

CSU Direct Deposit

Document Type	Processing Need
Direct Deposit – Strip/Reversal List-PDF Only	Approval Required from Direct Deposit Program- List of Direct Deposit Strips and/or Reversals

CSU Disability

Document Type	Processing Need
CSU STD. 674 A/R - Disability Accounts Receivable	Establish A/R to satisfy overpayment- Disability
CSU STD. 674D - Disability (IDL)	Issue disability pay; transfer of funds for IDL; set up A/R for overpayment
CSU STD. 674D - Disability (NDI)	Issue disability pay for NDI; transfer of funds for NDI; set up A/R for overpayment
CSU STD. 674D - Disability (TD)	Issue disability pay for TD supplemental or TDA allowance; transfer of funds for TD; set up A/R for overpayment
CSU Green Cycle STD. 674D - Disability (IDL)	Issue disability pay; transfer of funds for IDL; set up A/R for overpayment during green cycle periods
CSU Green Cycle STD. 674D - Disability (NDI)	Issue disability pay for NDI; transfer of funds for NDI; set up A/R for overpayment during green cycle periods
CSU Green Cycle STD. 674D - Disability (TD)	Issue disability pay for TD supplemental or TDA allowance; transfer of funds for TD; set up A/R for overpayment during green cycle periods
CSU STD. 674D Disability Separation	Request for Disability Separation Pay
CSU Disability - PR250	Returning corrected document. Submit the PR250 (ding notice) with the corrected document.

CSU Garnishments

Document Type	Processing Need
CSU Garnishment 639	Establish, modify, or cancel garnishment/levy
CSU Garnishment 639 CFS	Establish, modify, or cancel child support garnishment

CSU Miscellaneous Deductions

Document Type	Processing Need
CSU CD88 - Misc Deduction	Add, change, or delete miscellaneous deduction
CSU Misc Deductions PPSD 360	Parking refund
CSU Misc Deductions- Misc DED ADM CAN STD. 650	CSU Admin Cancel

CSU Payroll

Document Type	Processing Need
CSU STD. 666 Payroll Exemptions	Payroll Exemptions
CSU STD. 674 A/R Payroll	Establish A/R to satisfy overpayment
CSU STD. 674 Payroll- Project 1	Submission of a STD 674 form with management approval to use this project option. *All items that do not have approval will be returned.
CSU STD. 674 Payroll- Project 2	Submission of a STD 674 form with management approval to use this project option. *All items that do not have approval will be returned.
CSU STD. 674 Payroll- Project 3	Submission of a STD 674 form with management approval to use this project option. *All items that do not have approval will be returned.
CSU STD. 674 Payroll- Project 4	Submission of a STD 674 form with management approval to use this project option. *All items that do not have approval will be returned.
CSU STD. 674 Payroll- Project 5	Submission of a STD 674 form with management approval to use this project option. *All items that do not have approval will be returned.
CSU STD. 674 Payroll-Payment Request	Issue pay, adjust pay (adjust time, salary, or time and salary), or return warrant *if your payment request includes a transfer of fund, please use this dropdown
CSU STD. 674 Payroll-Transfer of Funds	Request to transfer of funds *If your request is only for a transfer of fund and does not include a pay request, please use this dropdown.
CSU STD. 674 Payroll-Final Settlement TF	This form should be submitted to request the transfer of funds after a final settlement has already been issue.
CSU Green Cycle STD. 674 Payroll	Issue pay, adjust pay (adjust time, salary, or time and salary) during green cycle periods
CSU STD. 674 Payroll Separation	Request for Separation Pay

Document Type	Processing Need
CSU Suspended Pay Delete	Request to delete suspended pay
CSU Payroll - PR250	Returning corrected document. Submit the PR250 (ding notice) you received with the corrected document.

CSU Position Control

Document Type	Processing Need
CSU STD. 407 Payroll Header	Establishing or deleting headers
CSU STD. 674 Legal Settlement	Settlement Pay due to legal agreement

CSU Retirement

Document Type	Processing Need
CSU STD. 674 A/R - Retirement Accounts Receivable	Establish A/R to satisfy overpayment
CSU STD. 674 Retirement	Issue pay, adjust pay (adjust time, salary, or time and salary), transfer funds, or return warrant- Retirement

CSU Tax Support Unit

Document Type	Processing Need
CSU Tax Support Unit - Nonresident Alien Add or Delete	Nonresident Alien reporting compliance for tax withholding

CSU W2

Document Type	Processing Need
CSU STD. 676P - W2	Report fringe benefit payment
CSU STD. 676V - W2	Report fringe benefit values
CSU STD. 995A - W2	Non-USPS agency collection accounts receivable
CSU W2 Unit - STD. 674 Nonresident Alien	Adjust taxable gross for Nonresident Alien per tax treaty
CSU W2 PPSD21	Report beneficiary information for a deceased employee
CSU W2 Unit - STD. 422 (Salary Advance/Offset)	Report salary advances and offsets

Document Type	Processing Need
CSU W2 Unit - STD. 436 Duplicate W2	Request a duplicate W-2
CSU W2 Unit - STD. 674	Change method of collection; Nonresident Alien reporting (annual)
CSU W2 Unit - STD. 674 (Survivor)	Report survivor benefits from CDCR
CSU W2 Unit - Supplemental Wage Deductions	Supplemental wage deductions
CSU W2 Unit - STD. 686 (IRS Lock in Place)	Cannot process changes to EAR due to an IRS lock in place

5.01.2025