

# HR HIGHLIGHTS



Human Resources Management  
California State University, Los Angeles  
(323) 343-3694 [www.calstatela.edu/univ/hrm/](http://www.calstatela.edu/univ/hrm/)

## Benefits

### Contact Information for TSA-403(b) Fund Sponsors

#### AIG Retirement

Michael Grodotzke (818) 551-7305  
[michael.grodotzke@aigretirement.com](mailto:michael.grodotzke@aigretirement.com)

Joseph Cardenas (818) 551-7312  
[joseph.cardenas@aigretirement.com](mailto:joseph.cardenas@aigretirement.com)

#### Fidelity Investments

Boris Sokolsky (800) 762-7978  
[boris.sokolsky@fmr.com](mailto:boris.sokolsky@fmr.com)

#### ING Life Insurance and Annuity Company

Steve R. Munoz (909) 592-2380  
[smunoz@zukfinancial.com](mailto:smunoz@zukfinancial.com)

#### METLIFE

Chip Rubsamen (562) 490-4120  
[crubsamen@metlife.com](mailto:crubsamen@metlife.com)

James Hasnah (310) 989-9874  
[jhasnah@metlife.com](mailto:jhasnah@metlife.com)

Joe Sahabu (562) 412-0101  
[jsahabu@metlife.com](mailto:jsahabu@metlife.com)

Sal Sanchez (562) 818-8820  
[ssanchez3@metlife.com](mailto:ssanchez3@metlife.com)

#### TIAA-CREF

Jose Mireles (626) 432-6300  
[jmireles@tiaa-cref.org](mailto:jmireles@tiaa-cref.org)

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## Fee Waiver

As a reminder, five to 10 business days should be allowed for the Benefits office to notify employees of fee waiver approval. This approval time frame begins the first day that the fee waiver request (complete with all appropriate signatures) arrives in the Benefits office. Additionally, fee waiver requests for a particular quarter are not accepted in the Benefits office after that quarter's start date. Employees and dependents requesting fee waiver for enrollment at other CSU campuses must adhere to the deadlines of those campuses.

## Workforce Planning

### Candidate Gateway

On November 17, 2008, Cal State L.A. took an exciting leap forward in providing job seekers with a new online job application system called "*Candidate Gateway*." Not only has transitioning to this new module provided improved and enhanced customer service for internal and external applicants, but also provides an even higher level of service to all involved in the

## Workforce Planning (continued)

### Candidate Gateway

recruiting process. The launch of Candidate Gateway has replaced the hard copy employment application and allows applicants to:

- Create a unique ID and password through the CSULA-secured careers site
- Create a personal profile that can be updated at the applicant's convenience
- Submit an application that is received and viewable immediately upon completion
- Attach resume, transcript and job history documentation with ease
- Receive e-mail confirmation for jobs applied for
- E-mail job opening information to a friend
- Receive 24/7 access to profile and application status

The launch will also benefit hiring managers by providing access to job opening details, as well as allowing viewing access to the applications that have been submitted. If you are a hiring manager, training on Candidate Gateway is coming your way. In the weeks to come, hiring managers can expect to receive a training schedule and a request to complete an HR account request form for first-time users, or an HR account modification form for current PeopleSoft users.

This is one more step in creating tools and processes that make Cal State L.A. the campus of choice.



## Payment Authorization for Consultant Services

As a reminder, please be sure to submit special consultant payment authorizations to Human Resources Management as soon as possible. Requests have arrived in bulk at the end of the month, which makes processing all payments in a timely manner challenging. We appreciate your support in our efforts to provide quality customer service to our special consultants.

## Equity and Diversity

### Upcoming Training to be Offered

The Office for Equity and Diversity (OED) anticipates offering three different training modules during the upcoming winter quarter.

OED anticipates providing training on preventing retaliation. This will be open to all employees with supervisory responsibilities.

Training on general harassment prevention will also be provided and available to all employees.

Training will also be scheduled to provide guidance on teaching students with disabilities. This training will be geared toward faculty on how to best work with students with disabilities.

OED will circulate campuswide e-mails with further details.



## Equity and Diversity (continued)

### Accessible Technology Initiative Update

During the upcoming winter quarter, OED, in partnership with other campus units, anticipates providing additional Accessible Technology Initiative (ATI) awareness training. The awareness training is open to all faculty and staff and is designed to provide participants with basic information on the CSU ATI as mandated by [Executive Order 926 \(EO 926\)](#) in order to comply with the Americans with Disabilities Act (ADA), sections 504 and 508 of the Rehabilitation Act. OED will be sending out campuswide e-mails with further information on times and dates. Staff and faculty are encouraged to sign up for this training.

Also, all staff, faculty and any other members of the University community who create and/or maintain material on University web pages are reminded to visit CSULA's Accessibility Guidelines Web site <http://www.calstatela.edu/accessibility>.

If you have any questions on this CSU mandate, please contact Federico Vargas, Equity and Diversity Specialist, ext. 3041 or e-mail [FVargas@cslanet.calstatela.edu](mailto:FVargas@cslanet.calstatela.edu).



## Training and Development

### Training Workshops

As various workshops are announced and reservations made, please be mindful that seating is limited. If you are unable to attend a session for which you have registered, please contact Stacy Yoshida, ext. 3693, to cancel and allow a colleague to participate.

## Faculty Affairs

### Faculty Internal Separations

Effective with winter 2009 quarter appointments, faculty internal separations are no longer required to be completed using the online separation process. A program has been created, which HRM will run quarterly, to automatically process the separation transaction into PeopleSoft.

## Payroll

### 2009 Holiday Schedule

The 2009 Holiday Schedule and annual Payroll Calendar are posted on the Payroll Web site <http://www.calstatela.edu/univ/payroll/index.htm>

### Time and Labor

Time and Labor rollout for students and those employees on positive attendance began this last October and will continue through the month of January 2009. These employees are able to enter hours worked online, view time, and print a time voucher at the end of the pay period. The attendance sheet with total hours by employee (F672 and CD048) will still need to be submitted to Payroll. This will be used to reconcile time

## Payroll (continued)

### Time and Labor

entered by employees in PeopleSoft. The time card (voucher) with appropriate signatures will be kept by the department. This automated process will help the campus provide better tracking of hours worked for employees, thereby, assuring correct payment of wages in a timely manner.

Designated timekeepers and approvers must complete the HR Account Request form for access to the CMS HR system located on the ITS Forms Web site. For those who already have access, you will need to complete the HR Account Modification Request form.

Forms should be completed online, printed and submitted to the department head immediately, as the approval process could take a few weeks.

### Leave Credits

- Personal holiday must be used by December 31, 2008 or it will be lost.
- Employees may use Vac, PH, CTO or holiday credits on December 22<sup>nd</sup> due to the campus closure.
- Vacation hours over the maximum will be lost if not used by December 31, 2008 (refer to your bargaining union contract).
- Excess/deficit hours reconciliation will occur once the December pay period closes. If you are impacted you will be contacted by your individual payroll technician during the month of January 2009.

### W-2

- Your W-2 will be mailed during January 2009 by the State Controller's Office.
- The State Controller's Office charges a fee of \$8.50 to issue a duplicate W-2.

### Social Security Numbers

Social security numbers are required on all payroll documents in order for payroll to accurately process payment of wages. This includes absence and attendance reporting. Directives from the Chancellor's Office regarding this matter state: "Because the legislation is intended to deter public disclosure of social security numbers, it does not prohibit use of the social security number for internal verification, or administrative purpose, or as otherwise required by law." Thus, until further notice, please include social security numbers on any documents submitted to the payroll department.



Virginia Hernandez is retiring on December 30, 2008, after 18 years of service to the University. Please join payroll in wishing Virginia all the best.

**Campus Holiday Schedule  
January 1, 2009 – December 31, 2009**

<u>Date</u>	<u>Holiday</u>	<u>Status of Campus Offices</u>
January 1, 2009 (Thursday)	New Year's Day	Closed
January 19, 2009 (Monday)	Martin Luther King, Jr. Day	Closed
March 31, 2009 (Tuesday)	César Chavez Day	Closed
May 25, 2009 (Monday)	Memorial Day	Closed
July 3, 2009 (Friday)+	Independence Day Observed	Closed
September 7, 2009 (Monday)	Labor Day	Closed
November 11, 2009 (Wednesday)	Veteran's Day	Closed
November 26, 2009 (Thursday)	Thanksgiving Day	Closed
November 27, 2009 (Friday)	Day After Thanksgiving (Washington's Birthday Observed)	Closed
December 21, 2009 (Monday)	Campus Holiday**	Closed
December 22, 2009 (Tuesday)	Lincoln's Birthday Observed	Closed
December 23, 2009 (Wednesday)	Admission Day Observed	Closed
December 24, 2009 (Thursday)	Columbus Day Observed	Closed
December 25, 2009 (Friday)	Christmas Day	Closed

+Saturday, July 4, 2009, will be observed on Friday, July 3, 2009.

\*\*In order to close the campus for the entire week of December 21 through December 25, it will be necessary for employees to use their personal holiday, vacation, CTO or holiday credits on Monday, December 21, 2009.

In order to receive holiday pay, employees must be on pay status at the time the holidays are observed by the University. This schedule is consistent with CSU policies and procedures and with the collective bargaining agreements.

## Human Resources Management

Front Desk	(323) 343-3694
Fax	(323) 343-3662
Dial-A-Job	(323) 343-3678
TDD	(323) 343-3670

**Employee Relations**

Lisa M. Sanchez, Director, HRM	(323) 343-3673
Yolanda Aguiar, Employee Relations Coordinator	(323) 343-3654

**Benefits**

General Information	(323) 343-3651
Deborah Williams, HR Manager	(323) 343-3676
Jessica Gonzalez, Benefits Coordinator (A-L)*	(323) 343-3663
Julie Flores, Benefits Coordinator (M-Z)*	(323) 343-3675

\*Provides services to employees by last name

**Compensation/Classification**

Deborah Williams, HR Manager	(323) 343-3676
Esmy Morales, HR Specialist	(323) 343-3664

**Workforce Planning**

General Information	(323) 343-3668
Kimberly Newton, HR Manager, Workforce Planning	(323) 343-5190
Erika Alvarez, Workforce Planning Coordinator	(323) 343-3671
Diana Avila, Workforce Planning Coordinator	(323) 343-3672
Vivian Quintana, Workforce Planning Coordinator	(323) 343-3665
Jessica Hall, Human Resources Assistant	(323) 343-3694
Wendy Xiong, Data Entry Clerk	(323) 343-3666

**Office for Equity and Diversity**

Federico Vargas, Equity and Diversity Specialist	(323) 343-3041
Monica Martinez, Equity and Diversity Coordinator	(323) 343-3040

**Faculty Affairs**

Susie Varela, Assistant Director, HRM	(323) 343-3691
Juanita V. Arreola, Faculty Affairs Lead	(323) 343-3661
Vacant, Faculty Affairs Coordinator	(323) 343-3660
Stacy Yoshida, Faculty Affairs Assistant	(323) 343-3693

**Payroll**

Blanca Rodriguez, Payroll Services Manager	(323) 343-3690
Debra Hernandez, CMS – Payroll Analyst	(323) 343-3688
Virginia Hernandez, Lead Payroll Technician	(323) 343-3696
Delia Sanchez, Lead Payroll Technician	(323) 343-3686
Nerissa Verzani, Payroll Technician	(323) 343-3695
Violet Salcido, Payroll Technician	(323) 343-3692
Sandra Esparza, Payroll Technician	(323) 343-3698
Amy La, Receptionist	(323) 343-3680

**Workers' Compensation**

Denise Watson-Cross, Workers' Compensation Coordinator	(323) 343-3657
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