



# HR HIGHLIGHTS

Human Resources Management, California State University, Los Angeles • *Please route within your department.*  
(323) 343-3694 [www.calstatela.edu/univ/hrm/](http://www.calstatela.edu/univ/hrm/)

## Message from the Director

It has been approximately four years since Human Resources Management (HRM) revived the HRM newsletter. We hope that you find the information helpful and useful.

Many changes occurred in 2008. Some of these changes were communicated in prior newsletters. For example, in March 2008, the Employment Services unit was reorganized into the Workforce Planning unit. As of April 2008, Payroll Services and Workers' Compensation are now part of the HRM department. In August 2008, HRM hired Workforce Planning Manager Kimberly Newton. And in December 2008, HRM partnered with Administrative Technology Services and Information Technology Services to launch the online job application, Candidate Gateway. The project team managed this implementation with an aggressive, eight-week planning timeframe.

My goal for 2009 is to keep up this momentum of change. Namely, to work with Ms. Newton to develop the scope of the Workforce Planning unit. The goal with the reorganization is to take a more proactive approach to recruitment and selection by partnering more with hiring departments to source candidates, providing more training to hiring managers, and continuing to work on process mapping to reduce the amount of time it takes to fill positions.

We are still working to make Candidate Gateway more user-friendly. At the same time, the project team is developing an online personnel requisition process. This will enable hiring departments to open a job requisition online,

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instead of with hard copy paperwork. We hope to roll this out at the end of the year.

In 2009, look for more training to come. Training opportunities will be offered to faculty, staff and management. Also, the new Management Training Series was announced on February 24, 2009, and will run from March - September 2009. If a participant attends six out of the eight programs, a completion certificate will be issued.

We will continue to enhance the HRM Web site. In 2009, we will be adding a Frequently Asked Questions link, which will be a tool to help you get quick answers to questions.

Lastly, customer service remains an ongoing focus for HRM. We will always strive to provide the best customer service possible. And where we may fall short, please let me know.

[lsanchez@cslanet.calstatela.edu](mailto:lsanchez@cslanet.calstatela.edu)

We are also open to receiving feedback on the HRM newsletter. If there are topics that are not covered that you would like included, please provide your suggestions to Yolanda Aguiar.

[yaguiar@cslanet.calstatela.edu](mailto:yaguiar@cslanet.calstatela.edu)

**Lisa M. Sanchez, SPHR**  
**Director, Human Resources Management**

## Benefits

### TSA (403(b) Program

TSA (403(b) representatives will be in Human Resources to hold individual meetings with employees throughout the year. So far, representatives are scheduled as follows:

#### AIG Retirement – 3<sup>rd</sup> Thursday of each month

*To schedule an appointment, call (866) 283-4892 (toll-free)*

#### Fidelity Investments – Friday, April 3; Friday, May 8; Tuesday, June 2

*To schedule an appointment, call (800) 642-7131 or go to [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations)*

#### TIAA-CREF – Friday, March 13; Friday, March 27

*To schedule an appointment, call (866) 842-2905, ext. 456335 or go to [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc)*

ING and MetLife will announce their schedules in the near future.

As TSA representatives announce more available dates, the Benefits Office will send out campuswide e-mail announcements.

### Fee Waiver

Employees and dependents have to be admitted to a CSU campus before submitting fee waiver forms to the Benefits Office.

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.

### Completing Your Retirement Application

This class is for those within 90 days of retirement and will provide a step-by-step process of filling out the retirement application. To enroll, employees should go to <https://my.calpers.ca.gov/> (Login ID and password are required) or call toll free (888) 225-7377. Classes are scheduled as follows:

#### Wednesday, April 1, 2009

9 a.m. – 11:30 a.m. or 1 – 3:30 p.m.

CalPERS Glendale Regional Office  
655 N. Central Avenue, #1400  
Seminar Room  
Glendale, CA 91203

### 2009 Retirement Planning Fairs Schedule

Learn about benefits and options available at an upcoming CalPERS Retirement Planning Fair. Hundreds of resources will be available and employees can talk one-on-one with experts about a variety of topics including savings plans, health benefits and even home loans. Although it is not required, employees may let CalPERS know that they will be attending by reserving a date on <https://my.calpers.ca.gov/> (Login ID and password are required) in the My Education area. Local upcoming fairs are scheduled as follows:

#### Ontario

#### Wednesday, March 18, 2009

9 a.m. – 4 p.m.

Ontario Convention Center  
2000 East Convention Center Way  
Ontario, CA 91764

#### Los Angeles

#### Friday, March 27, 2009

9 a.m. - 4 p.m.

**or**

#### Saturday, March 28

9 a.m. – 3 p.m.

Los Angeles Convention Center  
1201 South Figueroa Street  
Los Angeles, CA 90015

#### Irvine

#### Tuesday, April 7, 2009

9 a.m. – 4 p.m.

Hyatt Regency Irvine  
17900 Jamboree Road  
Irvine, CA 92614

## Benefits (cont.)

### Healthy Lifestyle Rewards by Blue Shield

#### Earn cash for embracing a healthy lifestyle!

Blue Shield of California takes your health and well-being seriously. That's why you can earn cash rewards for participating in Healthy Lifestyle Rewards – Blue Shield's online, interactive program that can help you adopt and maintain healthy lifestyle habits.

Adopting a healthy lifestyle is one of the best things you can do to ensure your ongoing health. Healthy Lifestyle Rewards helps you achieve your health goals while providing valuable support along the way. The program focuses on healthy eating, exercise, stress management, and smoking cessation, and rewards every CalPERS Blue Shield member (subscribers and their dependents) 18 and older with up to \$200 for participating.

Start with a confidential Wellness Assessment to customize your wellness program. It gathers important facts like your age, weight, and other vitals and then recommends programs and progress trackers designed to help you reduce your risk of developing serious health conditions and achieve your unique health goals. (If you don't have all the information, you can come back and fill it in later.) All information is entirely confidential and will not be seen by your employer.

For more information on how to earn cash rewards, register at [blueshieldca.com/hlr](https://blueshieldca.com/hlr) get started today!



### HealthWorks by Kaiser Permanente

#### Earn rewards for making healthy changes with HealthWorks.

To be eligible for quarterly health-rewards drawings, complete the HealthMedia Succeed Total Health Assessment at <https://members.kaiserpermanente.org/kpweb/signonpage.do>. You must be a registered kp.org member to complete the Total Health Assessment. You may register at <https://members.kaiserpermanente.org/kpweb/registration.do>. The free online assessment takes just a few minutes to fill out. Not only will you get a personalized health improvement plan tailored to your individual lifestyle, you will earn several chances at:

- A \$500 certificate. Choose between a spafinder.com certificate or a sporting goods store certificate. Sports certificates can be used at REI, Big 5, or Sportmart.
- An 80 gigabyte color Apple iPod. Download and enjoy movies, TV shows, and music all in the palm of your hand.

### Benefits Eligibility for Lecturers and Coaches

Lecturers and coaches are eligible for benefits if appointed for two consecutive quarters and have at least six weighted teaching units to be eligible for benefits. Lecturers and coaches with multiple appointments at one or more CSU campuses are eligible for benefits if appointed for one semester or two consecutive quarters in at least one appointment and maintain at least six weighted teaching units combined from all appointments at all times.

Once enrolled in benefits, lecturers and coaches who do not maintain a minimum of six weighted teaching units will cease to be enrolled in benefits and will be offered COBRA. You are encouraged to contact the Benefits Office at ext. 3651 with any questions regarding this.

## Equity and Diversity

### Sexual Harassment Training

2009 is a retraining year for mandatory sexual harassment prevention training for supervisors.

Assembly Bill 1825 (AB 1825), signed by Governor Schwarzenegger in 2004, required that employers who operate in California and employ 50 or more people must provide sexual harassment training to all employees who have supervisory responsibilities. As part of the requirements of AB1825, employees with supervisory responsibilities must continue to receive the sexual harassment training every two years.

CSULA initially provided this training during the fall of 2005. CSULA again provided this training to over 500 employees during the fall of 2007. Those who took and completed the training then will be required to take this training again before the end of the current year.

The Office for Equity and Diversity (OED) is responsible for administering and ensuring compliance. OED will begin the process of compiling a list of employees that took the training in the fall of 2007 and will require training during the fall of 2009. OED anticipates contacting individual departments with a list of employees to confirm their eligibility for this training during the summer quarter.

The training will again be web-based, which will permit users to access the training at their convenience and complete the training at their own pace, so long as the training is completed by the close of business on December 31, 2009.

For additional information, please contact the equity and diversity coordinator, Monica Martinez, at ext. 3040 or e-mail [mmartinez2@cslanet.calstatela.edu](mailto:mmartinez2@cslanet.calstatela.edu) or Federico Vargas, equity and diversity specialist, at ext. 3041 or e-mail [FVargas@cslanet.calstatela.edu](mailto:FVargas@cslanet.calstatela.edu)

## Workforce Planning

### Emergency Hires

All extension requests for emergency hires must be submitted to Workforce Planning five days prior to the expiration date.

### Change in Process

The “**Promotion/Transfer Application**” document for internal candidates is **NO LONGER ACCEPTABLE** to apply for a position. Internal and external applicants must visit the CSULA Web site and apply through the online application process at <http://www.calstatela.edu/univ/hrm/openings.php>

~ **Exception** ~ Emergency Hires – In the case of conducting an emergency hire, a paper application will be accepted.

Outside of faculty, graduate assistants and teaching associates, emergency hires are the **ONLY** time when we will continue to use a paper application. You can find the application by visiting the Human Resources Management Web site and then selecting “Forms”, or at [http://www.calstatela.edu/univ/hrm/hrm\\_forms.php](http://www.calstatela.edu/univ/hrm/hrm_forms.php)

### Forms

When preparing new recruitment or hiring paperwork, please refer to “Public Folders” in Outlook for current, up-to-date forms. You can find uploaded forms in the “HRM” file.

### Recruitment

If you are a hiring manager and have not taken the opportunity to obtain your PeopleSoft HR Account or modification to your HR Account, now is the time. The Cal State L.A. online application process requires applicants to submit their application and resume via the online career site. As applicants begin to respond to your position advertisement on the career site, access to the “Recruitment” feature in PeopleSoft will allow online viewing from any Cal State L.A. networked computer. You can find the requests by visiting <http://www.calstatela.edu/its/forms/> If you have any questions, or would like support regarding the completion of the form, please contact Workforce Planning at ext. 3668.

## Faculty Affairs

**Reminder:** Faculty internal separations no longer require use of the online separation process. A program has been created and implemented to process this transaction electronically via PeopleSoft.

## Training and Development

### Staff Training and Development Schedule

Human Resources Management is pleased to present the 2009 Staff Training and Development Schedule.

If you are interested in signing up for any of the sessions please call **Stacy Yoshida** at ext. 3693 or e-mail [syoshida@cslanet.calstatela.edu](mailto:syoshida@cslanet.calstatela.edu)

As this is a campus-sponsored training, the use of leave credits is not required for attendance. Please seek approval from your supervisor prior to registering.

Seating is limited. Seating is on a first-come, first served basis.

#### Stress Reduction

March 24 (SH C266) two sessions available  
2:00 p.m. – 3:00 p.m.  
3:30 p.m. – 4:30 p.m.

#### Conflict Resolution

April 24 (ET B108) two sessions available  
9:30 a.m. – 10:30 a.m.  
11:00 a.m. – 12:00 p.m.

#### Coping with Difficult People

May 13 (ET B108) two sessions available  
9:30 a.m. – 10:30 a.m.  
11:00 a.m. – 12:00 p.m.

#### Dealing with Change

May 15 (ET B108) two sessions available  
9:30 a.m. – 10:30 a.m.  
11:00 a.m. – 12:00 p.m.

#### Workplace Communication

June 17 (ET B108) two sessions available  
9:30 a.m. – 10:30 a.m.  
11:00 a.m. – 12:00 p.m.

#### Conflict Resolution

June 30 (KH D4047) two sessions available  
2:00 p.m. – 3:00 p.m.  
3:30 p.m. – 4:30 p.m.

## Employee Relations

### Performance Evaluations

Soon we will begin the process for the annual staff performance evaluations for fiscal year 2008–2009. Staff evaluations will be due no later than Friday, July 31, 2009. The due date for management and confidential evaluations will be Monday, August 3, 2009.



### Community Action EAP

It is very important to share with you that Community Action Employee Assistance Program (EAP) is aware of the financial challenges that many people are experiencing. EAP realizes that many legal and financial questions and concerns have entered into the workplace.

As part of its commitment to the Cal State L.A. staff, EAP has added, **AT NO ADDITIONAL COST**, “Enhanced Legal and Financial” Services through its Work Life Program. It is part of the ongoing mission by Community Action EAP to support and assist our employees, families and loved ones.

The services are detailed in the attached fliers:

<http://www.calstatela.edu/univ/hrm/docs/EnhancedLegalFlyer.pdf> and  
<http://www.calstatela.edu/univ/hrm/docs/LegalandFinancialFlyer.pdf>

If you are in need of EAP services, feel free to contact EAP (800)777–9376. EAP can help you find the support you need in a confidential manner.



# Payroll

## Highlights

- Winter quarter ends March 24, 2009; final wages for the winter quarter is payable on March 24, 2009.
- Spring quarter begins on March 30, 2009. The deadline to enter spring appointments into PeopleSoft is March 20, 2009.
- The next campus holiday is Cesar Chavez Day, Tuesday, March 31, 2009.
- Pay day for the March pay period is Monday, March 30, 2009.
- The SCO Web site for requesting a duplicate W-2 is [www.sco.ca.gov](http://www.sco.ca.gov). The cost for a duplicate W-2 is \$8.50.
- Payroll Technician assignments are as follows:
  - Arts & Letters: Sandra Esparza, ext. 3698
  - B&E, CCOE: Payroll Front Desk, ext. 3680
  - Engineering: Delia Sanchez, ext. 3686
  - HHS: Violet Salcido, ext. 3692
  - NSS: Nerissa Verzani, ext. 3695
  - Debra Hernandez, CMS Payroll Specialist, ext. 3688

Please call your payroll technician for any questions you may have.

- Please refer to the Payroll Services Web site for important dates for the 2009 calendar year.
- A variety of payroll documents and forms can be found on the Payroll Public Folder.
- All student assistants should be on PeopleSoft Time & Labor by the end of March 2009. Questions can be directed to Debra Hernandez.
- ***SAVE THE DATES: Mandatory Attendance/Leave Workshop for all Attendance/Time Keepers coming April 13<sup>th</sup> and April 14<sup>th</sup>. Call ext. 3681 to reserve your spot. Details to follow.***



### Human Resources Management

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

#### Employee/Labor 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
Esmey 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 Arendt, 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
Vacant, 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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We're on the Web! Visit us at: <http://www.calstatela.edu/univ/hrm/>