

Acronym or Term	Definition
Appointment	This refers to the appointment of new employees but may also indicate permanent or temporary assignment/re-assignment of current employees
AY	Academic Year
CalPERS	California Public Employees Retirement System
Cat Leave	Colloquial for "Catastrophic Leave", a program whereby someone who has experienced catastrophic illness or injury and is totally incapacitated from work. Employees must exhaust all leave credits before receiving leave credit donations from employees
CFA	California Faculty Association
CHRS	Common Human Resources System (project underway to create a single HR database for the CSU in Oracle/PeopleSoft)
CMS	Common Management System (see PeopleSoft)
CO	Chancellor's Office
Confidential Employees	Under the Higher Education Employer-Employee Relations Act these employees have access to information related to collective bargaining and/or grievances and may assist in developing and presenting management positions, as related to collective bargaining and/or grievances
CSSA	California State University Student Association
CSUEU	California State University Employees Union (formerly CSEA) (R02, R05, R07, R09)
CTO	Compensatory Time Off
DFEH	Department of Fair Employment & Housing
EAR	Employee Action Request Form 686, is the State of California equivalent to the W-4 form used in the private sector. It is used to collect the employee's legal name, birth date, home address, release authorization, and federal and state tax-withholding information. Staff and Faculty ONLY (Students have their own, SPAR)
EEOC	Equal Employment Opportunity Commission
Executive	This refers to CSU's Executive Management, which includes campus presidents as well as the CSU Chancellor, Executive Vice Chancellors, Vice Chancellors, Chief Academic and Finance Officers and General Counsel
FERP	Faculty Early Retirement Program
FERPA	Family Educational Rights and Privacy Act
FLSA	Fair Labor Standards Act
FMI	Faculty Merit Increase (merit program under old contract; no longer in effect, but has bearing on SSI eligibility)
FML	Family Medical Leave (also FMLA)
FOIA	Freedom of Information Act
FPPC	Fair Political Practices Commission
FSD	First Screening Date (for applications of employment)
FTE	Full-time Employee
FTEF	Full-time Equivalent Faculty
GA	Graduate Assistant
GSI	General Salary Increase
Headcount	Total number of employees (or students)
HEERA	Higher Education Employer-Employee Relations Act
HRM	Human Resources Management (the CO group that HR policy, compensation, classification, and benefits)
HRO	Human Resource Officer
IDL	Industrial Disability Leave
ISA	Instructional Student Assistant
LMS	Learning Management System
LWOP	Leave Without Pay
MOOC	Massively Open Online Course
MOU	Memorandum of Understanding
MPP	Management Personnel Plan

Acronym or Term	Definition
MyCalPAYS	State Payroll Modernization Project (formerly 21 st Century Project)
MySJSU	A front-end webpage for easy access to PeopleSoft student and employee information
NDI	Non-Industrial Disability Insurance
OCR	Office for Civil Rights
OT	Over Time Hours
PAF	Personnel Action File (the official personnel file for faculty)
PD	Position Description
PeopleSoft	The software used to track student, employee and financial information. Also known as Oracle/PeopleSoft or My SJSU
PERB	Public Employee Relations Board
PERS	Public Employees Retirement System (also CalPERS)
PIMS	Personnel Information Management System (current payroll system)
PPI	Post Promotion Increase (the most recent faculty merit program)
PMAF	Position Management Action Form
PPT	Personnel/Payroll Transaction (internal HR form used to make or change appointments)
RTP	Retention, Tenure and Promotion (also RPT)
RSCA	Research, Scholarly, and Creative Activities
SCO	State Controller's Office
Separation	This refers to the process of terminating an employee's appointment
SETC	State Employees Trades Council (union representing skilled trades) (R06)
SME	Subject Matter Expert
SSI	Service Salary Increase
SSP/AR	Student Services Professional-Academic-Related. Members of faculty unit, typically psychological counselors. ¹
SPAR	California State University Student Payroll Action Request Form 686, is the State of California equivalent to the W-4 form used in the private sector. It is used to collect the employee's legal name, birth date, home address, release authorization, and federal and state tax-withholding information. W-4 form for Students
STRS	State Teachers Retirement System
SYRO	Semester Year Round Operations
TA	Teaching Associate
TSA	Tax-Sheltered Annuity (your 401k, 403b, or 457 account)
UAW	United Auto Workers, the union representing academic student employees (GAs, TAs, ISAs)
ULP	Unfair Labor Practice
VOE	Verification of Employment
W2	Federal form W-2, Wage and Tax Statement used when filing taxes
Warrant	Pay Check
WTU	Weighted Teaching Units
WFP	Workforce Planning