

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: March 31, 1995
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THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

ACCOUNTING OFFICERS

FROM: Department of Personnel Administration
Office of Administration

SUBJECT: PAYMENT PROCEDURES FOR THE STATE TRAINING CENTER

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Effective immediately, the Department of Personnel Administration (DPA) will implement a new process for the payment of registration fees for classes given by the State Training Center (STC). The STC is a reimbursable program and operates exclusively upon the funds generated from the training classes. This new process will allow STC to meet its financial obligations on a timely basis while continuing to provide quality training to State employees.

Departments can choose any one of the following payment options to register employees in a State Training Center class.

1. **Interagency Agreement**

This option allows departments to establish an account at STC to cover registration fees. Departments can chose to deposit funds on a quarterly or annual basis. The only change to the registration process would be include the interagency agreement number on the registration form so that it can be properly credited to your departmental account.

DPA will send out a report on a monthly basis that will provide the balance remaining, employee names, cost of the class and the class taken. The report can also provide a breakdown by department account codes for those departments with multiple offices and locations. In the event of a late cancel or "no show" the appropriate late cancel or "no show" fee would be deducted from the department account balance and shown on the monthly report.

This interagency agreement option will significantly reduce the number of STC invoices processed by departmental accounting offices and provide departmental training officers a monthly report to track STC training activity.

2. **Batch Processing and Group Registration**

This option allows departments to pay for a batch of individual registrations and/or a group registration with

one revolving fund check (note: group registration are for classes designed for a specific department). We would expect departments to submit batches or groups on a monthly or every other month basis.

The only change to the current registration process would be that a check must be submitted with the registration forms. In the event of a late cancel or "no show" the appropriate late cancel or "no show" fee would be deducted and the remaining amount of the check refunded back to the department.

This option will increase the number of revolving fund checks but it will significantly reduce the number of STC invoices processed by departmental accounting offices. This option will not provide a report for tracking STC training activity.

3. **Pay Upon Arrival**

This option requires employees to bring a revolving fund check with them on the first day of class. This options does not apply to group registrations.

The only change to the current registration process would be to include a note with the registration form indicating that a check will be brought on the first day of class. Departments will be billed for late cancellations and "no shows".

This option will significantly increase the number of revolving fund checks but it will also significantly reduce the number of STC invoices processed by departmental accounting offices. This option will not provide a report for tracking STC training activity.

Our intent is to make this new process as painless as possible to departments, while at the same time address a serious cash flow problem at STC. We appreciate your cooperation during this transition and if your department has any special needs we would like to meet with you to discuss alternatives. If you have any questions or suggestions, please contact Gary Fujii at (916) 324-8543.



Melvin D. Turner
Chief, Office of Administration