Date: February 2, 1996

To: Personnel Officers
   Payroll Supervisors

From: Cathy Robinson, Senior Director
       Human Resources Administration

Subject: 1995/96 SALARY PROGRAM SUMMARY

Campuses have requested additional clarification of appropriate anniversary dates for Unit 8 employees. (Reference: Technical Letter HR/SA 95-10 Supplement #1.) Please correct the anniversary date field for affected employees retroactive to 7/1/95 as follows:

⇒ Only Unit 8 employees at Step 14 of the current CSU Salary Schedule should have an anniversary date = “MAX.”

⇒ All Unit 8 employees in Steps 10 through 13 should have an anniversary date = “99/99” because Step 10 is the service-based maximum step.

⇒ Unit 8 employees in Steps 1 through 9 should have the appropriate anniversary month and Service-based Salary Increase (SSI) year in Item 330. Process a CRO or CROC effective 7/1/95 to enter the proper month/year. If the date in Item 330 is between 7/95 and 2/96, process the SSI via MSA transaction. (The State Controller’s Office will process SSI’s for later anniversary dates.)

(over)

Distribution:

(All Without Attachments)

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Vice Presidents, Administration

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Campuses are requested to determine if General Salary Increases (GSIs) effective 9/1/95 were posted for eligible employees. If the GSI was not posted, process the CRO or CROC effective 7/1/95; the GSI effective 9/1/95, and the SSI via MSA transaction. (If the SSI is effective 9/1/95, process the GSI at the old step, then process the SSI.) If the transactions are out of sequence and your campus has not had the appropriate training, send the documents to CSU Audits for processing.

A copy of PIMS Report PDC4030 (data effective 1/31/96) is attached for use by the campus Payroll Officer if corrections as noted above are required. Please reference "HR/SA 96-02" in Item 215.

If you have any questions regarding these items, please call systemwide Human Resources Administration at (310) 985-2669. Thank you.

CR/dth
Attachment