



THE CALIFORNIA STATE UNIVERSITY
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Date: August 18, 2003
Code: TECHNICAL LETTER
HR/Salary 2003-06

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Payroll Managers
Reference: HR/Salary 2000-18

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration
Cordelia Ontiveros 
Senior Director
Academic Human Resources

Subject: Faculty Salary Administration Updates

The purpose of this memorandum is to provide clarification on Faculty (Unit 3) classifications eligible for hourly intermittent appointments, and to offer effective with the Fall 2003 term, availability of a PIMS employment history database field to track Service Salary Increase (SSI) counters for temporary employees.

Hourly Intermittent Appointments

According to provision 2.6 of the Unit 3 Collective Bargaining Agreement (CBA), the term casual employment employee “refers to a bargaining unit member whose classification as found in Appendix A indicates casual employment employee.” As indicated in Appendix A, “casual employment employee” applies to the following classifications:

- 2356 Substitute Instructional Faculty
- 2357 Instructional Faculty – Summer Session
- 2362 Demonstration Instructional Faculty
- 2365 Music Studio Instructional Faculty
- 2368 Instructional Faculty, Extra Quarter Assignment, QSYRO

Provision 20.7 of the CBA states that “Casual employment employees may be assigned on an hourly or a per job basis.” The first four classifications listed above are assigned and paid on an hourly, per job, or per unit basis. All other appointments to a Unit 3

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classification (including Lecturers and Librarians) must have a timebase (e.g., fulltime or some fraction thereof) established.

SSI Counter for Temporary Employees

Technical Letter HR/Salary 2000-18 instructed campuses to use the MSA transaction for processing SSIs for temporary faculty employees effective FY 2000/2001. Starting with the Fall 2003 term, campuses will have the option to enter SSI counters for temporary faculty who remain eligible to receive SSIs. Anniversary Date Item 330 = "NONE," and Final Salary Anniversary Date and SSI Counter Item 958 = NONE-"n," where "n" is the number of SSIs available between 0 and 8. It continues to be the case that Anniversary Date Item 330 is "99/99" for temporary faculty employees with no remaining SSI eligibility in their current range. These changes are not intended to affect campus-based practices, including monitoring the number of units completed.

General processing guidelines for faculty salary programs may be found on the Web at <http://www.calstate.edu/HRAdm/SalaryProgram/Unit3/index.shtml>. This technical letter also is available at <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/CO/kp

<p>PROCESSING INSTRUCTIONS</p> <p>Salary Increase Programs</p> <p>I. SERVICE SALARY INCREASE (SSI):</p>
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PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	<ul style="list-style-type: none"> • Permanent/Probationary = State Controller's Officer • Temporary Faculty = Campuses • Department Chairs = Campuses • Promoted employees due an SSI in the prior rank = Campuses • SSI Denials = Campuses
Processing Date(s):	<ul style="list-style-type: none"> • State Controller's Office = 06/26/03 - 07/01/03 • Campuses = 06/23/03 - 07/21/03
Effective Date:	<ul style="list-style-type: none"> • SSI = 07/01/03 • SSI Denial = Beginning of pay period of Anniversary Date (Item 330)
PIMS Transaction:	<ul style="list-style-type: none"> • SSI = MSA Transaction • SSI Denial = 330 Transaction
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	2.65% (or up to the SSI Maximum, as appropriate)
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave: Temporary Appointees:	<ul style="list-style-type: none"> • Increases are effective 07/01/03 for employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957= 40). • Increases for other employees on leave or other non-pay status are to be keyed by the campuses effective the date the employee returns to pay status using the MSA Transaction.
Additional Information:	<ul style="list-style-type: none"> • For complete program information, refer to: http://www.calstate.edu/HRAdm/SalaryProgram/Unit3/index.shtml • If an eligible employee is denied the SSI, only the denial transaction should be posted. • For probationary/permanent faculty, Anniversary Date (Item 330) and SSI Counter/Final Anniversary Date (Item 958) must be set as appropriate for granted or denied SSIs. • For temporary faculty, Anniversary Date (Item 330) may be entered with a date or "NONE" as appropriate, considering the date that salary increase eligibility is scheduled for completion, and whether or not that date is prior to the Appointment Expiration Date (Item 416) of the assignment. Item 330 is "99/99" for temporary faculty with no remaining SSI eligibility in their current range.

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ATTACHMENT A

	<ul style="list-style-type: none"> For temporary faculty appointments, Item 958 Final Salary Anniversary Date = "NONE-n," where "n" is the number of SSIs available between 0 and 8.
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	Yes (for only those keyed by the SCO).
CMS Action/Reason:	Pay Rate Change/Service Salary Increase (Pay Rt Chg/SSI)