


THE CALIFORNIA STATE UNIVERSITY
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Date: November 25, 2003

Code: TECHNICAL LETTER
HR/Salary 2003-06
Supplement #1

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: SSI Counter for Temporary Faculty Employees

Technical Letter HR/Salary 2003-06 informed campuses that starting with the Fall 2003 term the option would be available to enter SSI counters for temporary faculty who remain eligible to receive SSIs. Specifically, a change in coding instructions was provided that affected PIMS Item 958, "Final Salary Anniversary Date and SSI Counter". Unfortunately, we were later advised that this feature could not be used, due to automated system audits within the PIMS employment history database. We apologize for any inconvenience this may have caused.

Anniversary Date Item 330 may be entered with a date or "NONE" as appropriate and PIMS Item 958 = "NONE-0". As a reminder, Anniversary Date Item 330 is "99/99" and PIMS Item 958 = "9999-0" for temporary faculty employees with no remaining SSI eligibility in their current range.

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 is also available via Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/CO

Distribution:

Chancellor Reed
Vice Chancellor, Human Resources
CSU Presidents
Vice Presidents, Academic Affairs

Vice Presidents, Administration
Budget Officers
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<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

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ATTACHMENT A

	eligibility in their current range. • For temporary faculty appointments, Item 958 Final Salary Anniversary Date = "NONE," and SSI Counter = "0"
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)