


THE CALIFORNIA STATE UNIVERSITY  
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**Date:** July 2, 2004 **Code:** TECHNICAL LETTER  
HR/Salary 2004-09

**To:** Human Resources Directors  
Payroll Officers

**From:** Cathy Robinson, Assistant Vice Chancellor  
  
Human Resources Administration

**Subject:** Interpreter/Transliterators – New Range Codes – Payroll Processing Requirements

Effective July 1, 2004, 10/12 and 11/12 salary range codes will be established for the Interpreter/Transliterators noted below and incorporated into the CSU pay scales.

<u>Class Code</u>	<u>Classification Title</u>
7170	Interpreter/Transliterators I
7169	Interpreter/Transliterators II
7168	Interpreter/Transliterators Lead

Refer to the CSU Salary Schedule, Explanatory Notes, Item A – Application of Range Codes for general information on range codes and Article 20 of California State Employees' Association (CSEA's) memorandum of understanding for Pay Plan information.

**Payroll Processing Requirements:**

**If a campus has employees in classification codes 7168 and 7170, the campus must change the range code for pay to continue.** The campus needs to "move" employees in these classifications to a new range code (e.g., from range code "0" to "1") within the respective class to prevent the employee's record from being put "out of service." **This action must be accomplished prior to July 21, 2004, the July 2004 pay period payroll cutoff date.** Campuses must separate or post reappointments with effective dates on or after July 1, 2004 under the new range code salary structure. Payroll processing instructions are provided on Attachment A.

Employees in classification code 7169 will not be affected by this change; however, campuses are now eligible to approve changes to the respective 10/12 or 11/12 salary range for existing Ranges A and B, as appropriate.

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**Distribution:**

Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Employee Relations Designees  
Budget Officers  
Director, SOSS

Questions regarding this technical letter may be directed to systemwide Human Resources at (562) 951-4411. This technical letter is available on Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/dth

Attachment

**TECHNICAL LETTER**  
**HR/Salary 2004-09**  
**ATTACHMENT A**

<b>PROCESSING INSTRUCTIONS</b>
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<b>PAY SCALES IMPACT:</b>	
Change Summary:	Range Code Change
Class Code(s):	7168, 7170
CBID:	R09
Pay Scales Effective Date:	07/01/04
Date in Production:	07/02/04
Pay Letter:	2004-04

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	07/06/04 – 07/21/04
Effective Date:	07/01/04
PIMS Transaction:	CRO
Detailed Transaction Code:	N/A
EH Remarks (Item 215)	HR/SA 2004-09
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• For employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957=40), return on A57 Transaction to change range and repost S49 Transaction effective beginning of business (BOB).</li> <li>• For employees on IDL/TD, post CRO Transaction effective 07/01/04.</li> <li>• For other employees on leave (non-pay status), change range upon reinstatement (A58), effective the date of the employee's return to pay status.</li> </ul>
Additional Information:	N/A
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to CMS on 07/06/04
GSI/SSI Load Impact:	None