


THE CALIFORNIA STATE UNIVERSITY
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Date: August 2, 2004 **Code: TECHNICAL LETTER**
HR/Salary 2004-12

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: **APC (Unit 4) Arbitration Award – Lump Sum Payout**

As a result of the June 25, 2004, Superior Court ruling in the CalPERS contribution case between the Academic Professionals of California (APC) and the California State University (CSU), the CSU must distribute an amount totaling \$100,771 (plus prejudgment interest) to all eligible Unit 4 employees. Each eligible Unit 4 employee will receive a one-time, lump sum bonus of \$53.43. The one-time, lump sum bonus has been calculated by dividing the total award amount by the number of eligible employees.

❖ **Lump Sum Payout**

In response to this court order, the CSU will pay each Unit 4 employee a one-time, lump sum bonus estimated at \$53.43. Eligibility will be based on the following criteria:

Eligible Employees

- Unit 4 employees on payroll (including paid “on leave” employees) as of the beginning of business June 25, 2004, are entitled to a one-time lump sum payout; and
- Unit 4 employees with a time base of intermittent (PIMS Item 405 = INT) who had a pay warrant issued for the June 2004 pay period are also entitled to a lump sum payment.

Implementation Requirements

- HR-ISA will create a payroll transaction to generate the payments during the week of August 2, 2004. For employees not captured in HR-ISA’s process, campuses may request payments using the Miscellaneous Payroll/Leave Actions Form (STD. 671). Earnings ID “9M” and the gross amount of the bonus must be denoted on the form for the 06/04 pay period (refer to PPM Section G100 for completion instructions, or PPM Section K for PIP instructions). The bonus is subject to federal, state, Social Security and Medicare tax withholding. The bonus will not

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become a permanent increase to the base salary of the employee, nor will it be subject to CalPERS retirement withholding or included in the calculation of Nonindustrial Disability Insurance (NDI) or Industrial Disability Leave (IDL).

- CIRS compendium report “**Unit 4 Arbitration Award – Lump Sum Payout**” provides a listing of employees eligible for the one-time, lump sum bonus. Access **report code “X87”, Cycle 0408**.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs I – Lump Sum Payout

❖ **Detailed Program Information for Salary Provisions**

For complete information and processing instructions for all salary programs, refer to Human Resources Administration’s Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

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

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TECHNICAL LETTER
HR/Salary 2004-12
ATTACHMENT A

PROCESSING INSTRUCTIONS

BONUS/ADDITIONAL PAY PROGRAMS

I – Arbitration Award

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none">• HR-ISA will generate a payment transaction file for SCO to process.• The campus is responsible for keying awards for employees the campus deems eligible who were not paid by the SCO.
Processing Date(s):	<ul style="list-style-type: none">• Payments will be generated by the SCO the week of 08-02-04.• The CIRS Compendium Report X87, Cycle 0408, will be available the week of 08-02-04.
Earnings ID:	9M
Amount:	\$53.43
Subject to CalPERS Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	No
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	