


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: September 30, 2004

Code: TECHNICAL LETTER
HR/Salary 2004-18

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Payroll Managers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Cordelia Ontiveros 
Senior Director
Academic Human Resources

Subject: Faculty (Unit 3) Salaries – Student Services Professionals, Academic-Related

As the result of a Settlement Agreement between the California State University (CSU) and the California Faculty Association (CFA), certain Student Services Professional, Academic-Related employees in Unit 3 will receive lump sum payments and base pay increases. The campuses will process these payments and increases during the October 2004 pay period. Processing Instructions are included in Attachment A. A list of eligible employees, containing the lump sum amounts and base pay increases, will be provided to campuses under separate cover.

Questions regarding this technical letter may be directed to Academic Human Resources at (562) 951-4425. This document is available on the Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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Distribution:

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**TECHNICAL LETTER
HR/Salary 2004-18
ATTACHMENT A**

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAMS

I – Counselor Faculty Salary Conversion: Base Pay Increase

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:	Campuses will key increases into PIMS database
Processing Date(s):	Prior to October 21, 2004 payroll cutoff
Effective Date:	10/01/04
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/Salary 2004-18
Pay Amount:	Dollar amount varies by employee based on Settlement Agreement between CSU and CFA. Specified amount will increase employee base pay.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 10/01/04 for employees who on that date are on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40). • Increases for other employees on leave (non-pay status) are to be keyed by the campus via CRO Transaction, effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • Base pay increases vary by employee. A list of eligible employees, containing the base pay increases, will be provided to campuses under separate cover. • Campuses must evaluate Anniversary Date (Item 330) and SSI Counter/Final Anniversary Date (Item 958) and adjust as appropriate on the CRO transaction.
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
Action/Reason:	N/A

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BONUS/ADDITIONAL PAY PROGRAMS

I – Counselor Faculty Salary Conversion: Lump Sum Payment

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none">• The campus is responsible for keying lump sum payment for eligible employees.
Processing Date(s):	<ul style="list-style-type: none">• Campuses should process during the October 2004 pay period.
Earnings ID:	SB
Amount:	Varies by employee
Subject to CalPERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	Lump sum payments vary by employee. A list of eligible employees, containing the lump sum amounts, will be provided to campuses under separate cover.