


**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
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**(562) 951-4411**


**Date:** November 4, 2004

**Code:** **TECHNICAL LETTER**  
**HR/Salary 2004-23**

**To:** Human Resources Directors  
AVPs/Faculty Affairs  
Payroll Managers

**Reference:** Pay Letter 2004-07

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

Cordelia Ontiveros   
Senior Director  
Academic Human Resources

**Subject:** **FLSA Exemption Change for Graduate Assistants**

As a result of the new FLSA “white collar” exemption regulations and a review of U.S. Department of Labor rulings, the CSU has reviewed and updated the exemption status of the Graduate Assistants. This technical letter outlines the impact of this change to employees’ PIMS employment records and provides technical processing instructions to campuses.

➤ **FLSA Status Changes:**

Effective November 2, 2004, the FLSA status code of the Graduate Assistant classifications was changed in the CSU pay scales. As a result, the FLSA status code on the incumbent’s PIMS employment record will be updated by the State Controller’s Office. A summary of the FLSA status code changes is as follows:

<b>Unit</b>	<b>Class Code</b>	<b>Classification Title</b>	<b>New FLSA Status</b>
R11	2355	Graduate Assistant – Academic Year	Non-exempt
	2325	Graduate Assistant - Monthly	Non-exempt

**Campus Responsibility:**

- CIRS Compendium Report X93, Cycle 0411, provides campuses with a list of all impacted employees. Campuses are responsible for updating their CMS Baseline system, as appropriate.

**The following processing instruction is provided in Attachment A:**

⇒ I - FLSA Status Code Changes

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**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Compensation/Classification Professionals

An updated Graduate Assistant HR Letter will be provided in the future. Questions regarding this technical letter may be directed to Academic Human Resources at (562) 951-4425. This document is available on Human Resources' Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/CO/aj

**TECHNICAL LETTER  
HR/Salary 2004-23  
ATTACHMENT A**

<b>PROCESSING INSTRUCTIONS</b>
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**I - FLSA STATUS CODE CHANGES**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	The FLSA status code will be changed to non-exempt.
Class Code(s):	2355, 2325
CBID:	R11
Pay Scales Effective Date:	11/2/04
Date in Production:	11/4/04
Pay Letter:	2004-07

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	The SCO will key the FLSA status code changes on the employee's record
Processing Date(s):	Beginning 11/04/04
Effective Date:	11/02/04
PIMS Transaction:	215
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	Pay 2004-07
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	N/A
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load was provided by HR-ISA to SOSS on 11/04/04.
GSI/SSI Load Impact:	None
CMS Action/Reason:	Campus-determined