



**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4411**

**Date:** May 4, 2005 **Code: TECHNICAL LETTER**  
**HR/Salary 2005-07**  
**Sonoma State University only**

**To:** Eduardo Ochoa  
Vice President, Academic Affairs  
Sonoma State University

**From:** Cathy Robinson  Cordelia Ontiveros   
Senior Director  
Academic Human Resources

**Subject:** **Faculty (Unit 3) Summer 2004 YRO Compensation – Sonoma State University**

As the result of a Settlement Agreement between the California State University (CSU) and the California Faculty Association (CFA), certain employees in Unit 3 at Sonoma State University will receive retroactive salary adjustments.

Sonoma State University will process the transaction corrections by June 30, 2005. Applicable taxes and withholdings are based on the employee's status in summer 2004. However, the retroactive adjustment and corresponding taxes will be reported in tax year 2005. Processing Instructions are included in Attachment A. A list of eligible employees, containing the payment amounts, has been provided to the campus under separate cover.

Questions regarding this technical letter may be directed to Academic Human Resources at (562) 951-4503. This document is available on the Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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**Distribution:**

President Armiñana  
Vice Chancellor McClain  
Vice President, Administration  
Payroll Manager  
Director, SOSS

**TECHNICAL LETTER  
HR/Salary 2005-07  
ATTACHMENT A**

<b>PROCESSING INSTRUCTIONS</b>
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SONOMA STATE UNIVERSITY: SUMMER 2004 SALARY ADJUSTMENTS

<b>PAY SCALES IMPACT:</b>	
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

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Campus should process no later than June 30, 2005.
Effective Date:	Summer term 2004
PIMS Transaction:	A54 correct (A54C)
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/Salary 2005-07
Pay Amount:	Varies by employee
Pay Form:	Pay rate change
Lump Sum Earnings ID:	N/A
Employees on Leave: Temporary Appointees:	N/A
Additional Information:	<ul style="list-style-type: none"> <li>• Correct the original rate of pay per the Settlement Agreement.</li> <li>• If the total amount exceeds the range maximum, process the overage as a new A54 effective during the summer term 2004.</li> <li>• A listing of all A54C must be submitted to Mary-Anne Reed at SCO Audits so PPSD can verify that all payments processed.</li> </ul>
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEM (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	Campus determined