



**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