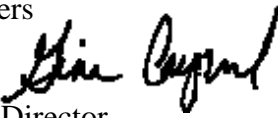


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: August 3, 2006 **Code: TECHNICAL LETTER**
HR/Salary 2006-13

To: Human Resources Directors
Payroll Managers

From: Gina Caywood  **Processing Deadline: September 1, 2006**
Interim Senior Director
Human Resources Administration

Subject: 2005/06 Educational Achievement Stipend for Academic Support (Unit 4) Employees

This technical letter provides the payment instructions for the Educational Achievement stipend for academic support (Unit 4) employees.

Educational Achievement Stipend Payout for 2005/06:

Unit 4 employees who received a masters or doctoral degree from an accredited institution between July 1, 2005, and June 30, 2006, are eligible for the Educational Achievement stipend. Employees with doctoral degrees receive a stipend 25% above the amount paid to employees who hold a master's degree. Employees who received more than one degree are to receive a stipend for each degree received in accordance with the eligibility requirements. Stipend amounts are as follows:

- ✓ Master's Bonus Amount: \$2272.37
- ✓ Doctoral Bonus Amount: \$2840.46

As a reminder, campuses should send letters to anyone employed in a Unit 4 position between July 1, 2005 and June 30, 2006, requesting applications for the stipend. After receiving the application and determining eligibility, each campus should create lists of employees that are eligible and not eligible. Stipend checks should be issued to eligible employees no later than September 1, 2006. (Note: campuses are not required to send Labor Relations a list of eligible employees prior to issuing the stipend checks.) Processing Instructions are provided in Attachment A.

Separated (including deceased and retired) Unit 4 employees or employees who are no longer in Unit 4 may be on the list of stipend recipients for a campus. Campuses are responsible for sending the warrant to these employees. Campuses should advise retired employees to contact CalPERS to determine if the stipend impacts their highest 12-months of compensation. Stipends for separated employees must be processed by the

Distribution:

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State Controller's Office Personnel/Payroll Services Division (PPSD). *PPSD must receive the required paperwork no later than August 28, 2006*. Attachment A processing instructions incorporates separated employees as well.

As a reminder, campuses received funding for these stipends in the 2000/01 compensation pool. The collective bargaining agreement required that after the Long-term Satisfactory Service Bonuses were granted, any remaining bonus pool funds were to be used to fund the Educational Achievement Stipend.

After the checks are issued, each campus is required to return the list of eligible employees to the Chancellor's Office, along with a cover memorandum confirming payment to each person listed. This documentation should be sent no later than **October 2, 2006** to:

Ms. Sharyn Abernatha
CSU Office of the Chancellor
401 Golden Shore, Human Resources
Long Beach, CA 90802
(or may fax to Ms. Abernatha at: 562-951-4890)

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

GC/dth

Attachment

PROCESSING INSTRUCTIONS

Educational Achievement Stipend

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none"> • Active/On Leave Employees: Campus • Separated Employees: Campuses must send 674 documents to Holly White in PPSD for keying.
Processing Date(s):	<ul style="list-style-type: none"> • Campus keying: No later than 8/29/06 • Pay Period: August 2006 • Documents to Holly White in PPSD no later than 8/28/06
Earnings ID:	SA
Amount:	<ul style="list-style-type: none"> • Master's Bonus Amount: \$2272.37 • Doctoral Bonus Amount: \$2840.46
Subject to Retirement Withholding:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in FLSA Overtime Calculation	No
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	After the checks are issued, a list of eligible employees must be submitted to the Chancellor's Office with a cover memorandum confirming payment to each person listed.