



THE CALIFORNIA STATE UNIVERSITY
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Code: TECHNICAL LETTER
HR/Salary 2006-26

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

From: Gail Brooks 
Associate Vice Chancellor
Human Resources

Cordelia Ontiveros 
Senior Director
Academic Human Resources

Subject: Faculty (Unit 3) Settlement Agreement - Service Salary Increase Eligibility

The California State University (CSU) and the California Faculty Association (CFA) recently reached a systemwide Settlement Agreement related to Service Salary Increase (SSI) eligibility for faculty who previously received a Faculty Merit Increase (FMI) award. The Settlement Agreement is available on the web at:
<http://www.calstate.edu/LaborRel/ArbitrationInfo.shtml>

Under the terms of the Settlement Agreement, faculty may be eligible for one or more of the following:

- Lump Sum Payment
- Base Pay Increase (SSI)
- Correction to SSI Counter, Anniversary Date, and Final Anniversary Date

The Settlement Agreement identifies faculty who are eligible and provides a list of faculty who are potentially eligible. Campuses are required to review the Settlement Agreement to confirm eligibility. Campuses were required to send notices to potentially eligible faculty by November 30, 2006.

Lump Sum Payments and Base Pay Adjustments – The Settlement Agreement includes instructions on determining faculty eligibility and specifies lump sum or base pay increase amounts. Campuses will process lump sum and base pay adjustments as appropriate.

Distribution:

Vice Chancellor, Human Resources
Executive Vice Chancellor/Chief Financial Officer
CSU Presidents
Vice Presidents, Academic Affairs
Vice Presidents, Administration

Budget Officers
Benefit Officers
Employee Relations Designees
Director, SOSS

Processing instructions for lump sum payments and base pay adjustments are provided in ATTACHMENT A:

Settlement Agreement - Service Salary Increase Eligibility: I – Lump Sum Payment
Settlement Agreement - Service Salary Increase Eligibility: II – SSI Base Pay, Counter and Anniversary Date Adjustments.

Important Dates: The Settlement Agreement prescribes dates for processing lump sum payments, base pay adjustments, and SSI Counter corrections.

This memorandum also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

Questions may be directed to Academic Human Resources at (562) 951-4503 or Human Resources Administration at (562) 951-4411.

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PROCESSING INSTRUCTIONS

SETTLEMENT AGREEMENT - SERVICE SALARY INCREASE ELIGIBILITY

I – Lump Sum Payment

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none"> • The campuses are responsible for keying lump sum payments for active employees. • The campuses will submit 674 documents to State Controller’s Office PPSD to process all others.
Processing Date(s):	<ul style="list-style-type: none"> • Campuses should process at a time consistent with the Settlement Agreement.
Earnings ID:	GV
Amount:	Varies by employee, refer to settlement agreement
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in Calculation for Overtime:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Earnings Statement Description:	CSU LMP SUM
Additional Information:	<ul style="list-style-type: none"> • Payments should be made using the employees’ current faculty appointment for the pay period when the payment is issued.

PROCESSING INSTRUCTIONS

SETTLEMENT AGREEMENT - SERVICE SALARY INCREASE ELIGIBILITY

II. SSI Base Pay, Anniversary Date and Counter Adjustment

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
Processing Date(s):	Campus should process at a time consistent with the Settlement Agreement.
Effective Date:	At the beginning of the pay period consistent with the Settlement Agreement
PIMS Transaction:	MSA – for base pay adjustment CRO – for adjusting anniversary date, final anniversary date/SSI counter
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/Salary 2006-26
Pay Amount:	Varies by employee
Pay Form:	Base pay adjustment
Lump Sum Earnings ID:	N/A
Employees on Leave: Temporary Appointees:	<ul style="list-style-type: none"> • Process the increase for those employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957 = 40). • Increases for other employees on leave or other non-pay status are to be keyed by the campuses effective the date the employee returns to pay status. • If the temporary assignment has ended, process the MSA effective the same day as the returning appointment.
Additional Information:	<ul style="list-style-type: none"> • Base pay adjustments are effective December 2006 pay period for faculty listed in Attachment B of the Agreement. The effective date for base pay adjustments for all other eligible faculty will February, March, or April 2007 pay period as appropriate. • Adjust Anniversary Date (Item 330), Final Anniversary Date /SSI Counter (Item 958) if maintained as appropriate, effective beginning of 2006/07 Academic Year in all cases.
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEM (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	Must map to PIMS CRO and MSA transaction.