


Date: April 12, 2007 Code: TECHNICAL LETTER  
HR/Salary 2007-01  
Supplement #2

To: Human Resources Directors  
Payroll Managers

From: Gail Brooks   
Associate Vice Chancellor  
Human Resources

Subject: 2006/07 Shift Differential Bonus for CSUEU (Units 2, 5, 7, and 9) Employees

The California State University (CSU) has reached a side-letter of agreement with the California State University Employees' Union (CSUEU) for implementation of the shift differential provisions in Article 20.12. Pursuant to Technical Letter HR/Salary 2007-01 Supplement #1, the following provides information for the One-time Shift Differential Bonus salary program for 2006/07:

- To be eligible for the Shift Differential Bonus the employee must have worked one or more shifts under the new provisions pursuant to Article 20.12 during the February 2007 pay period.
- At the request of Labor Relations, campuses have already identified the eligible employees for the purpose of calculating the bonus amount. The bonus amount has been set at \$419.28.
- Campuses can now process the shift differential bonus for the employees previously identified.

We are pleased to announce that effective immediately, detailed CMS baseline processing instructions will be incorporated into Human Resource Administration's coded memo communications. Processing instructions for the CMS baseline will parallel those provided for PIMS employment history and SCO payroll system as appropriate.

The following processing instructions are provided in Attachment A:

⇒ Bonus/Additional Pay Programs I – One-time \$419.28 Shift Differential Bonus

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

GB/aj  
Attachment

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**PROCESSING INSTRUCTIONS**

**BONUS/ADDITIONAL PAY PROGRAMS**  
**I – One-Time \$419.28 Shift Differential Bonus**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Must be paid by 04/30/07 using the April pay period
Earnings ID:	G3
Amount:	\$419.28
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, for the pay period in which the bonus was paid only.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	N/A

<b>CMS BASELINE PROCESSING INFORMATION:</b>	
Workforce Administration:	N/A
Temporary Faculty:	<u>N/A</u>
Benefits:	<u>N/A</u>
Time and Labor: Earnings ID:	G3 – Process via Additional Pay Use processing amounts/dates referenced above
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	Because a new Earnings Id has been added, there is impact to LCD setup. Please refer to the document "LCD Setup for new PIMS Earning Ids" posted on the CMS website @ <a href="http://cms.calstate.edu/T2_MHR89Documentation.asp">http://cms.calstate.edu/T2_MHR89Documentation.asp</a>
Additional Instructions:	