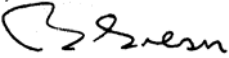


Date: August 23, 2007 Code: TECHNICAL LETTER  
HR/Salary 2007-14

To: Human Resources Directors  
Payroll Managers

From: Bruce Gibson   
Interim Senior Director  
Human Resources Administration Processing Deadline: September 1, 2007

Subject: 2006/07 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 2006/07:**

Unit 4 employees who received a master's or doctoral degree from an accredited institution between July 1, 2006, and June 30, 2007, and were employed at the CSU in a Unit 4 classification when they received the degree, 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

Stipend checks should be issued to eligible employees no later than **September 1, 2007**.

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 State Controller's Office Personnel/Payroll Services Division (PPSD). ***PPSD must receive the required paperwork no later than August 27, 2007.*** 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.

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>.

BG/cc

Attachment

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**Distribution:**

CSU Presidents  
Executive Vice Chancellor and CAO  
Interim Vice Chancellor, Human Resources  
Vice Presidents, Administration

Vice Presidents, Academic Affairs  
Vice Presidents, Student Administration  
Budget Officers

PROCESSING INSTRUCTIONS

Educational Achievement Stipend

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none"> <li>Active/On Leave Employees: Campus</li> <li>Separated Employees: Campuses must send 674 documents to Holly White in PPSD for keying.</li> </ul>
Processing Date(s):	<ul style="list-style-type: none"> <li>Campus keying: No later than 8/29/07</li> <li>Pay Period: August 2007</li> <li>Documents to Holly White in PPSD no later than 8/27/07</li> </ul>
Earnings ID:	SA
Amount:	<ul style="list-style-type: none"> <li>Master's Bonus Amount: \$2272.37</li> <li>Doctoral Bonus Amount: \$2840.46</li> </ul>
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.

CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	Earnings ID: <ul style="list-style-type: none"> <li>AW1 - Process via Additional Pay</li> <li>Use processing amounts/dates referenced above</li> </ul>
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A