


Date: September 26, 2007 Code: TECHNICAL LETTER
HR/Salary 2007-19
Supplement #1

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

From: Margaret Merryfield 
Senior Director
Academic Human Resources

Subject: Fiscal Year 2007/08 Salary Program for New Faculty (Unit 3)

This supplement provides clarification of the implementation instructions in Technical Letter HR/Salary 2007-19 to assist in determining whether *newly appointed faculty members* are eligible for the June 30, 2007 and July 1, 2007 General Salary Increases (GSIs). GSIs were posted to the salaries of all Unit 3 members listed as active in the PIMS database via mass update the evening of September 6, 2007.

Campuses used various methodologies in determining whether to award the GSIs to new appointees. In order to ensure that consistent standards were applied, Interim Vice Chancellor Gail Brooks issued a memorandum on September 11th that established specific criteria for determining whether an individual should receive the GSIs *in addition to* the agreed-upon starting salary. These criteria are presented below:

❖ **Who is entitled to receive the GSIs?**

- Any individual whose appointment letter or contract specifically guarantees the GSI.
- Any individual whose appointment began prior to September 7, 2007 (regardless of when it was keyed), and whose appointment letter or contract is silent on whether or not the starting salary includes the GSIs.

❖ **Who is not entitled to the GSIs?**

- Any individual whose appointment letter or contract specifically indicates that the employee will not receive the GSIs, or that the offer is intended to include all negotiated GSIs.
- Any individual whose appointment is effective on or after September 7, 2007, and whose appointment letter or contract is silent on whether or not the starting salary includes the GSIs.

If it is determined that an individual should have received the increases and did not, it will be necessary to process a correction. Additionally, in cases where the appointment letter does not entitle the individual to the GSI, a correction to the GSIs awarded must also be made. Please see the processing instructions in Attachment A for information on making corrections.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program I – General Salary Increase (GSI)

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Please direct questions regarding this technical letter as follows:

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| ➤ PIMS processing instructions | CSU Audits representative at the SCO |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (562) 951-4418 |
| ➤ Collective bargaining aspects | Labor Relations at (562) 951-4400 |
| ➤ All other questions | Academic Human Resources at (562) 951-4503 |

This document is available on Human Resources Administration's Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

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Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
 I – General Salary Increase (GSI)

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Campus -determined
Effective Date:	Date of hire
PIMS Transaction:	Correct appointment transactions (e.g., A50C, A52C, A56C) Void SCR (Detail Transaction Code Item 719 = 65), and GEN transactions (e.g., SCR, GENV)
Detailed Transaction Code (Item 719)	NA
EH Remarks (Item 215)	HR/SA2007-19
Pay Amount:	Varies
Pay Form:	Base Salary change
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	If applying the GSIs, the terms of the contract require that the 1% GSI be applied first to the employee's salary rounding the salary to the nearest whole dollar and then the 3.7% GSI is applied to the adjusted salary and rounded. Because the formula below incorporates rounding (i.e., .5), the resulting figure to the right of the decimal is not considered; otherwise, double-rounding would occur. Examples for rounding on the 1% increase: $(\$4,050 * 1.01) + .5 = \$4,091$ $(\$4,010 * 1.01) + .5 = \$4,050$ In these examples, the \$4,091 and \$4,050 become the base salary for computing the 3.7% GSI.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

CMS PROCESSING INFORMATION:	
Workforce Administration:	• Action/Reason(s):

	Action	Reason Code	PIMS Code
	DTA	APR	A50
	DTA	TTP	A50
	HIR	CON	A50
	HIR	PRI	A50
	HIR	APT	A50
	REH	REH	A50
	DTA	APT	A52
	HIR	APT	A52
	HIR	CON	A52
	HIR	PRI	A52
	REH	REH	A52
	RWB	TOW	A52
	DTA	CNR	A52-C
	REH	REH	A56
	HIR	PRI	A56
	RWB	TOW	A56
	RWB	FRP	A56
	HIR	APT	A56
	HIR	CON	A56
	HIR	APT	A56-1
	<p>Note: The Action Reasons listed above are those that may require a correction. The current CMS baseline business process to generate a PPT with the "C" – correction, is to insert a row with the Action Reason of DTA/COR above the row requiring a change (uses the same effective date, but increments the effective sequence by 1). While this method is still acceptable, it is understood that campuses specific business practices for corrections may vary. At this time, campuses may continue to use their current business process to correct the transactions referenced above, i.e. A50, A52, A56. However, the method used should ensure there is an audit trail to track the correction(s).</p> <ul style="list-style-type: none"> • Effective Date: Date of hire • Comp Rate: Update as indicated above • Empl History Remarks: HR/SA2007-19 		
Temporary Faculty:	<ul style="list-style-type: none"> • Action/Reason(s): DTA/CNR • Effective Date Effective Date: Date of hire • Comp Rate: Update as indicated above • Empl History Remarks: HR/SA2007-19 		
Benefits:	N/A		
Time and Labor:	N/A		
Leave Accounting:	N/A		
Absence Management:	N/A		
Labor Cost Distribution:	N/A		
Additional Instructions:	<p>Note: To void SCR (PAY/GS2) and GEN (PAY/GSI) PIMS transactions in PeopleSoft, campuses may continue to use their current business process. However, the method used should ensure there is an audit trail to track the void(s). In v8.9, the "Note Pad" feature can be used to support this purpose.</p>		