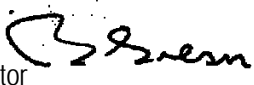


Date: October 10, 2007 Code: TECHNICAL LETTER  
HR/Salary 2007-24  
To: Human Resources Directors  
Payroll Managers Reference: HR/Salary 2007-16  
From: Bruce J. Gibson   
Interim Senior Director  
Systemwide Human Resources  
Subject: 2006/07 Budget Shortfall Mitigation Bonus for Academic Support (Unit 4) Employees

The California State University (CSU) reached a successor agreement with the Academic Professionals of California (APC) through June 2008. Information regarding the 2006/07 Budget Shortfall Mitigation Bonus is provided below:

- ❖ **Budget Shortfall Mitigation (BSM) Bonus:**  
For FY 2006/07, the BSM Bonus amount is \$288.00 (gross) for full-time employees, prorated for part-time employees. The SCO, with the assistance of HR-ISA, will process these payments by November 1, 2007.

Refer to program information, including eligibility criteria, available on the Human Resources Web site at: [http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog\\_bsmbonus.shtml#GenInfo](http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog_bsmbonus.shtml#GenInfo)

The following processing instructions are provided in Attachment A:

⇒ **Bonus/Additional Pay Program I – Budget Shortfall Mitigation Bonus**

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

Please direct questions regarding this technical letter as follows:

- 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 Collective Bargaining at (562) 951-4400
- All other questions Human Resources Administration at (562) 951-4411

This document is available on the Human Resources Administration Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

BJG/aj  
Attachment

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**Distribution:**

Chancellor Reed  
CSU Presidents  
Interim Vice Chancellor, Human Resources  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration

Vice Presidents, Student Administration  
Associate Vice Presidents/Deans of Faculty  
Budget Officers  
HR Professionals

**PROCESSING INSTRUCTIONS**

**BONUS/ADDITIONAL PAY PROGRAM**

**I – Budget Shortfall Mitigation Bonus**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	SCO
Processing Date(s):	2006/07 – payments will be processed by <u>November 1, 2007</u>
Earnings ID:	GY
Amount:	2006/07 = \$288.00 for full-time, prorated for part-time. Varies each year.
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, but only in the pay period in which it was paid.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> <li>• Bonus payments will be captured in CIRS via a tab-delimited Compendium Report under code H69. The cycle will reflect the corresponding fiscal year.</li> <li>• Payments will be issued using the May 2007 pay period. Any additional 2006/07 BSM bonuses keyed by campuses should be processed using the May 2007 pay period.</li> </ul>

<b>CMS PROCESSING INFORMATION:</b>	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none"> <li>• Earnings Id:               <ul style="list-style-type: none"> <li>○ GY – Process via Additional Pay</li> <li>○ Effective Date: 05/01/07</li> <li>○ Amount: as indicated above</li> </ul> </li> </ul>
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 Configuration Guide document posted on the CMS website " <a href="#">LCD Setup for New PIMS Earning IDs</a> ".
Additional Instructions:	Note: This transaction will automatically be processed by the SCO. As such, campuses will only need to insert a row in PeopleSoft to "reflect" the transaction. However, any additional 2006/07 BSM bonuses keyed by campuses should be "processed" using the GY Earnings ID as referenced above.