

Date: January 17, 2008

Code: TECHNICAL LETTER
HR/Salary 2008-01

To: Human Resources Directors
Payroll Managers

From: Bruce J. Gibson 
Interim Senior Director
Human Resources Administration

Reference: TECHNICAL LETTER
HR/Salary 2007-15

Subject: January 31, 2008 GSI for Physician (Unit 1) Employees

Overview

Audience: Human Resources Directors, Payroll Managers, and/or campus designee(s) responsible for implementing employee pay increases

Action Item: Implementation of General Salary Increase (GSI)

Affected Employee Group(s)/Unit(s): Eligible Unit 1 Employees

Summary

This Technical Letter provides information regarding the January 31, 2008 GSI for eligible Unit 1 employees for fiscal year 2007/2008.

Campus Human Resources Directors, Payroll Managers, and designee(s) responsible for processing employee pay increases should review the remainder of this Technical Letter for more detailed information.

Detailed Program Information for GSI Provision

- ❖ **General Salary Increase (GSI) Effective February 2008 pay period:**
 - Effective January 31, 2008, the State Controller's Office (SCO) will post a 4.75% GSI to individual salary rates of all bargaining unit members.
 - The SCO will key these increases beginning February 4, 2008. Campuses are requested to not key any Unit 1 transactions after the close of business on February 1, 2008 until the beginning of business on February 11, 2008.
 - The SCO will not key GSIs for active employees whose appointment expiration date has passed.

Distribution:

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HR Professionals

- The salary range minimums and maximums of all bargaining unit classes will be increased by 4.75% effective January 31, 2008.

**The following processing instructions are provided in Attachment A:
⇒ Salary Increase Programs I – General Salary Increase**

Please note that employees on Military Leave receiving Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and the military pay recalculated based on the employee's new salary rate, pursuant to CSU policy.

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Web site at <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Additional instructions are provided in the SCO's Personnel Letter.

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 (526) 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's Web site at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

BJG/aj
Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM

I – General Salary Increase (GSI)

PAY SCALES IMPACT:	
Change Summary:	Increase the minimums and maximums by 4.75%
Class Code(s):	All R01 Classifications
CBID:	R01
Pay Scales Effective Date:	01/31/08
Date in Production:	02/02/08
Pay Letter:	2008-02

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	SCO will key increases into PIMS database.
Processing Date(s):	Beginning 02/04/08 through close of business on 02/10/08
Effective Date:	01/31/08
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2008-01
Pay Amount:	4.75%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> Increases are effective 01/31/08 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/31/08. Increases for other employees on leave (non-pay status) effective prior to 01/31/08 are to be keyed by the campus via GEN Transaction, effective the date the employee returns to pay status. If the Anniversary Date is "mmyy," correct it to "NONE" or "MAX" if salary is at the range maximum on the GEN.
Additional Information:	<ul style="list-style-type: none"> All employees who are active as of 01/31/08 will receive the GSI via GEN Transaction. The SCO will not process GSIs for active employees whose appointment expiration date is prior to 01/31/08. In order to assist campuses in identifying these employees, CIRS Compendium Report F95, Cycle 0801 is available for campus reference. The SCO will key these increases beginning 02/04/08. Campuses are requested to not key Unit 1 transactions after the close of business on 02/01/08 until the beginning of business on 02/11/08.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Salary Schedule Load provided by HR-ISA to SOSS on 01/25/08. • Campus L15 file will be available for download on 02/11/08, Cycle 9999. For CMS instructions on processing, refer to the Business Process Guide - "SSI - GSI New General Increase" posted on the CMS website. • Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to manually update all subsequent salary rows. • Action Reason: PAY/GSI (GEN) <ul style="list-style-type: none"> ○ Effective Date: 01/31/08 ○ Union Code: R01 ○ Empl History Remarks: HR/SA 2008-01
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<ul style="list-style-type: none"> • Additional communication to be provided in a CMS bulletin.