Date: October 28, 2013

To: Human Resources Officers
Payroll Managers

From: Evelyn Nazario
Associate Vice Chancellor
Human Resources Management & CO HR Services

Subject: 2012/13 Budget Shortfall Mitigation Bonus for Academic Support (Unit 4) Employees

Overview

Audience: Human Resources Officers, campus Payroll Managers and/or campus designees responsible for Unit 4 employee payroll processing

Action Item: Process payments for Budget Shortfall Mitigation (BSM) Bonuses

Affected Employee Group(s)/Unit(s): Eligible Unit 4 Employees

Summary

Unit 4 employees who meet eligibility criteria for FY 2012/13 are eligible to receive a Budget Shortfall Mitigation (BSM) Bonus. The parties agree that for FY 2012/13, the Merit Bonus pool created in FY 2005/06 and FY 2006/07 ($762,300) will be added to the monies available for the Budget Shortfall Mitigation (BSM) Bonus. The BSM Bonus for FY 2012/13 must be issued by November 1, 2013. Campus Human Resources Officers, Payroll Managers, and designee(s) responsible for processing Unit 4 employee stipends and bonus programs should review this technical letter in its entirety.

 Budget Shortfall Mitigation Bonus Payout

For FY 2012/13, the BSM Bonus amount (including the Merit Bonus pool created in FY 2005/06 and FY 2006/07) is $614.41 (gross) for full-time employees, prorated for part-time employees. The SCO, with the assistance of HR Data Support, will process these payments by November 1, 2013.

The following processing instructions are provided in Attachment A:

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

Distribution:
CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration

Associate Vice Presidents/Deans of Faculty
Budget Officers
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: Labor Relations at (562)951-4400
- All other questions: Human Resources Management at (562)951-4411

This document is available on the Human Resources Management’s Web site at:
https://www.calstate.edu/HRAdm/memos.shtml

EN/dm

Attachment
## PROCESSING INSTRUCTIONS

### BONUS/ADDITIONAL PAY PROGRAM

**⇒** Budget Shortfall Mitigation Bonus

<table>
<thead>
<tr>
<th>PIP PROCESSING INFORMATION:</th>
<th>SCO</th>
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<tbody>
<tr>
<td>Processing Responsibility:</td>
<td>SCO</td>
</tr>
<tr>
<td>Processing Date(s): 2012/13 – payments will be processed by November 1, 2013</td>
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<tr>
<td>Earnings ID: GY</td>
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<tr>
<td>Amount: 2012/13=$614.41 for full time, prorated for part-time</td>
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<tr>
<td>Subject to Retirement Withholdings: No</td>
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<tr>
<td>Taxable/Reportable: Yes</td>
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<tr>
<td>Subject to Medicare/Social Security: Yes</td>
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<tr>
<td>Included in Calculation for Overtime: Yes, but only in the pay period in which the bonus is paid</td>
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<tr>
<td>Included in Calculation for NDI/DL Payments: No</td>
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</table>
| Additional Information: | • Bonus payments will be captured in CIRS via a tab-delimited Compendium Report under code H69. The cycle will reflect the corresponding fiscal year.  
• Payments will be issued using the May 2013 pay period. Any additional 2012/13 BSM bonuses keyed by campuses should be processed using the May 2013 pay period. |

### CMS PROCESSING INFORMATION:

| Workforce Administration: | N/A |
| Temporary Faculty: | N/A |
| Benefits: | N/A |
| Time and Labor: | • Earnings ID:  
  o GY – Process via Additional Pay  
  o Effective Date: 05/01/13  
  o Amount: as indicated above |
| Leave Accounting: | N/A |
| Absence Management: | N/A |
| Labor Cost Distribution: | N/A |
| Additional Instructions: | Note: This transaction will automatically be processed by the SCO. As such, campuses will only need to insert a row in Oracle/PeopleSoft to “reflect” the transaction. However, any additional 2012/13 BSM bonuses keyed by campuses should be “processed” using the GY Earnings ID as referenced above. |