Date: January 27, 2014

To: Human Resources Officers
Payroll Managers

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

Subject: Implementation of Updated Payroll Technician Series Classification Standards (Unit 7)

Overview

Audience: HR professionals responsible for hiring and classifying employees, campus designees responsible for employee processing, and/or individuals with responsibility for payroll technician work

Action Item: Implementation of updated classifications in Unit 7 (Clerical and Administrative Support Services), effective with the February 2014 pay period

Affected Employee Group(s)/Unit(s): Employees engaged in payroll technician work in Unit 7

Summary

As communicated in HR 2014-02, the California State University (CSU) has concluded the Payroll Technician Series Classification Study and reached agreement with the California State University Employees’ Union (CSUEU) on the implementation of updated Payroll Technician Series classification standards effective with the February 2014 pay period. This Technical Letter provides the following information:

- List of Updated Classification Standards
- Abolished Classification
- Terms of the Memorandum of Understanding
- **Updated Classification Standards:**
  - Payroll Technician I (1100)
  - Payroll Technician II (1101)
  - Payroll Technician III (1102)

  Updated classification standards were provided as an attachment to [HR Letter 2014-02](https://www.calstate.edu/HRAdm/Classification/index.shtml) and can also be viewed and printed at the Human Resources Classification Standards Web site at: [https://www.calstate.edu/HRAdm/Classification/index.shtml](https://www.calstate.edu/HRAdm/Classification/index.shtml)

- **Abolished Classification**
  The Payroll Technician Trainee (1099) classification will be abolished when vacated. Employees should not be appointed to this classification.

- **The following are the terms as outlined in the Memorandum of Understanding**

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<thead>
<tr>
<th>Effective Date:</th>
<th>Effective with the February 2014 pay period.</th>
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<tr>
<td>Salary Ranges:</td>
<td>There will be no adjustment to the current salary ranges. Pay ranges will be adjusted by 1.34% per the MOU CSUEU/CSU Re-opener (September 11, 2013), effective as of July 2013.</td>
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<td>Salary Increase:</td>
<td>Implementation of these updated classification standards and the corresponding salary ranges will not require campuses to grant incumbents salary increases.</td>
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<td>Adverse Impact:</td>
<td>Implementation of the updated classification standards will not result in any adverse impact to incumbents and will not impact any employee’s employment status (probationary, permanent, or temporary), anniversary dates or seniority points. There shall be no demotion of any employee as a result of the implementation of this Agreement.</td>
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<tr>
<td>Additional Information:</td>
<td>Refer to the specific Memorandum of Agreement provided in <a href="https://www.calstate.edu/HRAdm/memos.shtml">HR 2014-02</a>.</td>
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Please direct questions regarding this technical letter as follows:

- 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](https://www.calstate.edu/HRAdm/memos.shtml)

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