Date: December 19, 2014  
Code: TECHNICAL LETTER  
HR/Salary 2014-26

To: AVPs/Deans of Faculty  
Human Resources Officers  
Payroll Managers  

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

Margaret Merryfield  
Assistant Vice Chancellor  
Academic Human Resources

Subject: FY 2014/15 Salary Program for California Faculty Association Employees (Unit 3)

Colleagues:

We are pleased to forward you information regarding recent changes to the FY 2014/15 salary programs for California Faculty Association (Unit 3) employees, which are effective July 1, 2014. The salary program provisions are provided in the Collective Bargaining Agreement (CBA) reached between the California Faculty Association and the Board of Trustees of the California State University, which took effect November 12, 2014.

The HR technical letter (HR/Salary 2014-26) and processing instructions that will be distributed to your HR staff are attached.

Please contact us if you have any questions or concerns.

Warm regards,

Evelyn and Margy
Date: December 19, 2014

To: AVPs/Deans of Faculty, Human Resources Officers, Payroll Managers and/or campus designees responsible for employee payroll processing.

From: Evelyn Nazario
      Margaret Merryfield
      Associate Vice Chancellor
      Assistant Vice Chancellor
      Human Resources Management & CO HR Services
      Academic Human Resources

Subject: FY 2014/15 Salary Program for California Faculty Association Employees (Unit 3)

Summary:
This technical letter provides information regarding salary program provisions pursuant to the agreement reached between the California Faculty Association and the Board of Trustees of the California State University for fiscal year 2014/15.

Action Item(s):
Implement new salary provisions effective July 1, 2014.

Affected Employee Groups(s)/Units:
California Faculty Association (Unit 3) employees

Details:
The successor Collective Bargaining Agreement (CBA) between the California Faculty Association (CFA) and the Board of Trustees of the California State University (CSU), which took effect November 12, 2014, provides for the following salary programs for FY 2014/15, all of which are effective as of July 1, 2014:

- Lecturer Salary Corrections
- General Salary Increase (1.6%)
- Increase of 1.6% to the salary range minimums, Service Salary Increase (SSI) maximums, and salary range maximums.
- Increase of 3% to salary rates for Instructional Faculty, Special Programs – For Credit, and Instructional Faculty – Extension - For Credit (classification codes 2322 and 2323, respectively.)
- Salary Recovery Adjustments
- System-wide Equity Increases

In addition, campuses retain the authority under the CBA to make additional awards to address campus equity issues. Procedures for implementing campus-based equity awards will be provided in a subsequent technical communication.

The CBA specifies that salary increases for fiscal year 2014-2015 will be applied in the following order: (1) Lecturer Salary Corrections, (2) General Salary Increases, (3) Salary Recovery Adjustments, and (4) Equity Increases. This technical letter provides detailed information regarding implementation of Lecturer Salary Corrections, General Salary Increases, and increases to salary rates for Instructional Faculty, Special Programs – For Credit, and Instructional Faculty, Extension - For Credit. Detailed information on implementation of Salary Recovery Adjustments, System-wide Equity Increases, and campus-based equity increases will be addressed in a forthcoming technical letter.
Detailed Program Information:

- **Lecturer Salary Corrections:**
  - Lecturer Salary Corrections include the elimination of Lecturer L (Range 1) and the movement of lecturers currently appointed in Lecturer L or Lecturer A (Range 2), who hold terminal degrees appropriate to teaching in the discipline in which they are appointed, to Lecturer B (Range 3). Lecturer salary corrections apply to employees appointed in the following classifications:
    - CMA Lecturer – Cruise, Academic Year (class code 0357)
    - CMA Lecturer – 2nd Cruise, Academic Year (class code 0557)
    - Lecturer, Academic Year (class code 2358)
    - Lecturer, Academic Year, Cal State Teach (class code 2458)
    - Lecturer, 12 Month (class code 2359)
    - Lecturer, Statewide Nursing Program, Academic Year (class code 2308)
    - Lecturer, Summer Term (class code 2158)
  - Effective July 1, 2014, Lecturer L shall be eliminated from the salary schedule for the above classifications.
  - All temporary faculty unit employees classified in Lecturer L as of July 1, 2014 shall be moved to Lecturer A (or Lecturer B, if terminal degree criteria is met), with not less than a 5% base salary increase. Lecturers who held appointments in Lecturer L at any point during 2013/14 but who were not in active status on July 1, 2014 are eligible for this increase at the time of reappointment, if reappointed into the same range in one of the above classes for academic year 2014/15. **Campuses are responsible for processing this change by February 6, 2015.**
  - Effective July 1, 2014, all temporary faculty unit employees classified in Lecturer L or Lecturer A as of July 1, 2014 who possessed terminal degrees as of that date, appropriate to teaching in the discipline in which they are appointed, shall be converted to Lecturer B with not less than a 5% salary increase. Lecturers meeting these criteria who held appointments in Lecturer L or A at any time during 2013/14, but who were not in active status on July 1, 2014, are eligible for this increase at the time of reappointment, if reappointed in 2014/15 into the same range in one of the above classes for academic year 2014/15. **Campuses are responsible for processing this change by February 6, 2015.**
  - CIRS Compendium Data File X66, Cycle 1412 is available via F1 Express Function, and is provided to assist campuses in identifying employees appointed in Lecturer L and A, who must be converted to Lecturer A or B, as appropriate. This report also indicates the highest education level (PIMS Item 712) as reported by the campus. In order to determine whether lecturers appointed in lecturer L or A are eligible to be moved to Lecturer B, campuses must carefully review degree information to ensure that the reported degree is correct, applicable and recognized as the terminal degree appropriate to teaching in the discipline in which the lecturer is appointed.
  - Employees newly appointed to Lecturer L on or after July 2, 2014, must be moved to Lecturer A as of the start date of the appointment, but are not entitled to a minimum increase of 5%. Similarly, lecturers newly appointed to Lecturer L or A on or after July 2, 2014, who meet the terminal degree criteria above must be moved to Lecturer B, but are not entitled to a minimum 5% increase. Placement in the new range must be at the salary range minimum of the new range or the lecturer’s current salary, whichever is higher. **Campuses are responsible for processing a correction to the appointment transaction (A52C).**

- **General Salary Increase (GSI):**
  - All faculty unit employees shall receive a General Salary Increase (GSI) of 1.6% effective July 1, 2014. The State Controller’s Office (SCO) will post a 1.6% GSI via mass update to the individual salary rates of bargaining unit members who were active or on leave as of July 1, 2014.
    - The SCO will post the GSI increases via GEN transaction on the night of February 11, 2015. All eligible active employees will receive the GSI retroactive to July 1, 2014. Payroll warrants (paper warrants and direct deposits) for the retroactive portion of the salary increase (e.g., from July
2014 - January 2015) will begin to issue as early as February 16, 2015. Base salary increases will be incorporated into the February 2015 master payroll warrant (issue date: March 1, 2015.)

- GSI increases for eligible employees in non-pay status (e.g., on leave) will be processed manually by the respective campus effective the date the employee returns to active pay status.
- Individuals who held Unit 3 appointments in 2013/14, but were not active or on leave on July 1, 2014, are eligible for the GSI at the time of reappointment, if reappointed into the same class and range at the same campus in academic year 2014/15. Campuses are responsible for processing the GSI via GEN transaction on top of the appointment transaction.
- Employees appointed between July 1, 2014, and the date of the mass update whose salary rate is below the new minimum after the application of the 1.6% GSI, will have their salary rate increased to the new salary range minimum by fixing the original AXX record (SCO will process A52F) and keying the appointment with the new minimum salary. CIRS Compendium Report L16, Cycle 1502 lists employees whose salaries fall below the new salary range minimum.
- Employees appointed after the mass update must be appointed under the new salary schedules.
- Lump sum settlement payments (PIMS Item 810) made to employees in appointments effective on or after July 1, 2014 must be adjusted to incorporate the 1.6% GSI. Campuses are responsible for completing this manual process.
- Employees on Military Leave receiving a Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and military pay recalculated based on the employee’s new salary rate, pursuant to the CSU policy. Campuses are responsible for completing this manual process.

- All newly hired faculty unit employees appointed effective July 1, 2014, are eligible for the increase unless the offer of appointment includes contingency language that specifically excludes the application of any negotiated salary increase. If, however, the appointment salary is below the new salary range minimum, the salary must be increased to the new minimum of the salary range. CIRS Compendium Report L16, Cycle 1502 lists employees that fall below the new salary range minimum.
- Faculty unit employees who are newly appointed at a campus on or after July 2, 2014, or who are newly appointed to a tenured or probationary position at a campus after holding a temporary position at the same campus, are not eligible for the increase unless the offer of appointment includes contingency language providing for the application of any negotiated salary increase. If, however, the appointment salary is below the new salary range minimum, the salary must be increased to the new minimum of the salary range. CIRS Compendium Report L16, Cycle 1502 lists employees that fall below the new salary range minimum.
- Employees whose only appointments are temporary appointments with expiration dates of June 30, 2014, or earlier will not receive the GSI. CIRS Compendium Report G06, Cycle 1412, lists employees with expired appointment expiration dates that will not receive the GSI. Separated temporary appointments with expiration dates of June 30, 2014, or earlier will not receive the GSI. Note, however, that should an employee have additional active positions that are eligible for the GSI, the mass update will apply the GSI in all positions, including temporary appointment(s) with a June 30, 2014, or earlier expiration date if the employee has not been separated. CIRS Compendium Reports H50, Cycle 1502, and tab delimited file H80, Cycle 1502, lists employees that will receive the GSI in expired temporary appointments for campus reference and verification. Campuses are responsible for ensuring that temporary appointment statuses are accurately reflected in the employment history database.
- Faculty unit employees with summer 2014 appointments in classifications 2357 (Instructional faculty, Summer Session – Extension) or 2457 (Instructional Faculty, Summer Session – State Support) will not receive an increase to their summer compensation for 2014. Changes to base salary in 2014/15 will be reflected in summer compensation for 2015 and subsequent years.
Changes to Salary Rates for Unit 3 Extended Education Classifications:

- The CBA calls for an increase of 3% to the salary rates for classifications 2322 (Instructional faculty, Special Programs – For Credit) and 2323 (Instructional Faculty, Extension – For Credit), effective July 1, 2014. The Special Schedule rates for low-enrollment courses shall also be increased by 3%.
- Range 1 (Assistant) for classifications 2322 and 2323 shall be abolished as of July 1, 2014.
- Employees who received payments in these classifications on or after July 1, 2014, that were below the newly established rates are entitled to receive an adjustment equal to the amount necessary to bring the total payment up to the new rates, if applicable:
  - Employees who received payments in range 1 on or after July 1, 2014, are entitled to receive an adjustment equal to the amount necessary to bring the total payment up to the new rates for range 2.
  - Per Article 40.19, which states that salary rates for classification 2322 shall be considered minimums and may be increased by the President, only those employees appointed in classification 2322 who were paid less than the newly established rates are entitled to an increase.
- Payments issued on or after July 1, 2014, for employees appointed in classifications 2322 or 2323, must be corrected via A54C and re-computed to incorporate the 3% increase to salary rates for these classifications, including low enrollment schedules, and the elimination of range 1, if applicable. If payments made for classification 2322 exceed the new rates, no correction is required. **Campuses are responsible for processing these corrections.**

Salary Recovery Adjustments:

- Salary recovery adjustments are base salary increases to address salary stagnation, and apply to tenured and probationary faculty unit employees, temporary faculty unit employees holding three-year appointments under provision 12.12 or 12.13 of the CBA, and coaching faculty employees with six or more consecutive years of service at a campus in the same classification, whose base salary as of July 1, 2014 is below the Service Salary Increase (SSI) maximum. The base salary increase shall be up to 3% and shall not result in an employee’s salary increasing to an amount above the SSI maximum.
- **Campuses are responsible for processing salary recovery adjustments after lecturer salary corrections and general salary increases are accomplished.**
- Detailed information on implementation of this salary program will be provided in a forthcoming technical communication.

System-wide Equity Increases:

- System-wide equity increases are base salary increases to be distributed to tenured and probationary faculty unit employees meeting certain eligibility criteria as of July 1, 2014, and who are not rehired annuitants or participants in the Faculty Early Retirement Program (FERP).
- Eligibility for system-wide equity awards is limited to those tenured and probationary faculty unit employees hired in specific years whose salaries after the application of the GSI and the Salary Recovery Adjustment are still below the SSI maximum.
- **Campuses are responsible for processing system-wide equity increases after salary recovery adjustments are accomplished.**
- Detailed information on implementation of this salary program will be provided in a forthcoming technical letter.

Campus-based Equity Increases:

- Campuses may make additional awards to address campus equity issues including, but not limited to, inversion and compression.
- Detailed information on implementation of this salary program will be provided in a forthcoming technical letter.
Salary Ranges:
- The salary range minimums, SSI maximums, and salary range maximums for all faculty classifications except classifications 2322 and 2323 will be increased by the General Salary Increase amount effective July 1, 2014.
- The salary rates, including the low enrollment Special Schedule rates, for classifications 2322 (Instructional Faculty, Special Programs – For Credit) and 2323 (Instructional Faculty – Extension - For Credit) will be increased by 3% effective July 1, 2014.
- Lecturer Range L and Range 1 (Assistant) for classifications 2322 and 2323 will be abolished effective July 1, 2014.
- The updated salary schedule will be available on the CSU web site (https://www.calstate.edu/HRAdm/SalarySchedule/salary.aspx) after the mass update has been completed on February 12, 2015.

Mass Update Considerations:
- When mass updates are run, all subsequent salary transactions are increased by the GSI percentage.
- When mass updates are run, payments may suspend from the automated process (e.g., out of service" records), requiring further analysis; such payments may require additional time for manual processing by the SCO.

Salary Increase Rounding Considerations:
- The 1.6% GSI increase is subject to SCO rounding as a result of the mass update process. The SCO’s GSI mass update program rounds individual monthly based-on (full time equivalent) salary rates to the nearest whole dollar. The program adds fifty cents to the existing dollar amount and then truncates the cents in order to create a new whole dollar amount. Campuses are responsible for ensuring that manually processed Lecturer Salary Corrections, General Salary Increases, Salary Recovery Adjustments and Equity Increases are applied uniformly and consistently by using the same rounding logic. Actual salary rates are derived by the payroll system by multiplying the based-on salary rate by the time base fraction, which (depending on the timebase fraction), could cause individual actual monthly salary rates to result in amounts with dollars and cents. Examples for processing the 1.6% GSI are provided as follows:

<table>
<thead>
<tr>
<th>Example #1:</th>
<th>Example #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,291 \times 1.016 = $4,359.65 + $0.50 = $4,360.15</td>
<td>$5,025 \times 1.016 = $5,105.40 + $0.50 = $5,105.90</td>
</tr>
<tr>
<td>New monthly based-on rate = $4,360.00*</td>
<td>New monthly based-on rate = $5,105.00*</td>
</tr>
<tr>
<td>(*cents are truncated to create whole dollar amount)</td>
<td>(*cents are truncated to create whole dollar amount)</td>
</tr>
</tbody>
</table>

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program I - Lecturer Salary Corrections
⇒ Salary Increase Program II – General Salary Increase (GSI)

Please direct questions regarding this technical letter as follows:
- PIMS processing instructions
- CMS Baseline processing instructions
- Collective bargaining aspects
- All other questions

CSU Audits representative at the SCO
CMS liaison for Systemwide HR at (562)951-4418
Labor Relations at (562)951-4400
Academic Human Resources at (562)951-4424

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

SALARY INCREASE PROGRAM
I – Lecturer Salary Corrections

PAY SCALES IMPACT:

<table>
<thead>
<tr>
<th>Change Summary:</th>
<th>Lecturer L (Range 1) will be abolished from the salary schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Code(s):</td>
<td>0357, 0557, 2158, 2308, 2358, 2359, 2458</td>
</tr>
<tr>
<td>CBID:</td>
<td>R03</td>
</tr>
<tr>
<td>Pay Scales Effective Date:</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>Date in Production:</td>
<td>02/11/15</td>
</tr>
<tr>
<td>Pay Letter:</td>
<td>2015-01</td>
</tr>
</tbody>
</table>

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:

<table>
<thead>
<tr>
<th>Processing Responsibility:</th>
<th>Campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing Date(s):</td>
<td>Campuses can begin keying immediately.</td>
</tr>
<tr>
<td></td>
<td>Campuses must be completed by February 6, 2015, prior to the February 11, 2015 mass update.</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>PIMS Transaction:</td>
<td>CRO</td>
</tr>
<tr>
<td>Alternate Salary Range (Item 335):</td>
<td>Convert from Lecturer L (Range 1) to Lecturer A (Range 2) or Lecturer B (Range 3), as appropriate;</td>
</tr>
<tr>
<td></td>
<td>Convert from Lecturer A (Range 2) to Lecturer B (Range 3), as appropriate</td>
</tr>
<tr>
<td>EH Remarks (Item 215):</td>
<td>“LECTSALCORR”</td>
</tr>
<tr>
<td>Pay Amount:</td>
<td>Not less than 5% to convert to new range</td>
</tr>
<tr>
<td></td>
<td>Employees appointed after July 1, 2014 are not eligible for the base salary increase, and should be converted at their existing salary rate (e.g., L to A, or L or A to B.)</td>
</tr>
<tr>
<td></td>
<td>If the affected employee’s existing salary rate is below the salary range minimum of Lecturer A or B, placement must be at the salary range minimum of Lecturer A or B, respectively.</td>
</tr>
<tr>
<td>Pay Form:</td>
<td>Base salary increase</td>
</tr>
<tr>
<td>Employees on Leave:</td>
<td>Increases are effective 07/01/14 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/14.</td>
</tr>
<tr>
<td></td>
<td>Increases for other employees on leave (non-pay status) are to be keyed by the campus via CRO Transaction, effective the date the employee returns to active pay status. Post the CRO transaction subsequent to (e.g., on top of) the reinstatement from leave transaction.</td>
</tr>
<tr>
<td></td>
<td>Refer to HR 2013-08 for information on employees on Military Leave receiving a Military Difference in Pay.</td>
</tr>
</tbody>
</table>
| Additional Information:    | Campuses are responsible for processing a correction to the appointment transaction (A52C) for employees newly appointed to Lecturer L on or after July 2, 2014, who must be moved to Lecturer A as of the start date of the appointment, or lecturers newly appointed to Lecturer L or A on or after July 2, 2014, who meet the terminal degree criteria who must be moved to Lecturer B. These employees are not
entitled to a minimum 5% increase, but must be placed in the new range at the salary range minimum of the new range, or the lecturer’s current salary, whichever is higher.

- CIRS Compendium Data File X66, Cycle 1412 will be available December 19, 2014. The report is provided in social security number order by campus, and the campus can download and sort the report by range.
- Docks and salary overpayments may be impacted by this change.

Campuses are responsible for making appropriate adjustments.

### CMS PROCESSING INFORMATION:

<table>
<thead>
<tr>
<th>Workforce Administration:</th>
<th>Action Reason: PAY/MOU or DTA/MOU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effective Date: 07/01/14</td>
</tr>
<tr>
<td></td>
<td>Union Code: R03</td>
</tr>
<tr>
<td></td>
<td>Empl History Remarks: “LECTSALCORR”</td>
</tr>
<tr>
<td></td>
<td>Campuses should use PAY/MOU to convert to the new salary rate within the new grade (range), or use DTA/MOU to only change the grade (range) - no salary increase, then use “correction-mode” to manually update all subsequent rows.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temporary Faculty:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits:</td>
<td>N/A</td>
</tr>
<tr>
<td>Time and Labor:</td>
<td>N/A</td>
</tr>
<tr>
<td>Absence Management:</td>
<td>N/A</td>
</tr>
<tr>
<td>Labor Cost Distribution:</td>
<td>N/A</td>
</tr>
<tr>
<td>Additional Instructions:</td>
<td>Process leaves as noted above using Action/Reason STD/ND3 or STD/ND4 as appropriate.</td>
</tr>
</tbody>
</table>
## PROCESSING INSTRUCTIONS

### SALARY INCREASE PROGRAM
II – General Salary Increase (GSI)

#### PAY SCALES IMPACT:

| Change Summary: | • Increase the salary range minimums, SSI maximums, and salary range maximums by 1.6%
|                | • Increase the individual salary rates of employees by 1.6%
|                | • For class codes 2322 and 2323, increase the salary rates and special schedules by 3%.
| Class Code(s):  | All Unit 3 classifications
| CBID:           | R03
| Pay Scales Effective Date: | 07/01/2014
| Date in Production: | 02/11/15
| Pay Letter:     | 2015-01

#### EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:

| Processing Responsibility: | • The SCO will post increases into PIMS database via mass update.
|                            | • Campuses are responsible for manually processing increases for eligible employees after the mass update is run or upon return from leave, as appropriate.
| Processing Date(s):        | Beginning the evening of February 11, 2015
| Effective Date:            | 07/01/2014
| PIMS Transaction:          | GEN
| Detailed Transaction Code (Item 719): | N/A
| EH Remarks (Item 215):     | N/A
| Pay Amount:                | 1.6%, subject to SCO rounding as a result of the mass update process
| Pay Form:                  | Base salary increase
| Settlement Pay (Item 810):  | Campuses are responsible for processing settlement payment adjustments as a result of the GSI.
| Employees on Leave:        | • Increases are effective 07/01/14 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/14.
|                           | • Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN Transaction, effective the date the employee returns to active pay status. Post the GEN transaction subsequent to (e.g., on top of) the reinstatement from leave transaction.
|                           | • Refer to HR 2013-08 for information on employees on Military Leave receiving a Military Difference in Pay.
| Additional Information:    | • All employees who are active as of 07/01/14 will receive the GSI via GEN transaction.
|                           | • Increases will be applied pro-rata for employees who are less than full-time.
|                           | • Newly hired faculty unit employees appointed effective July 1, 2014, are eligible for the increase unless the offer of appointment includes contingency language that specifically excludes the application of any...
negotiated salary increase.

- Faculty unit employees newly appointed at a campus on or after **July 2, 2014**, or who are newly appointed to a tenured or probationary position at a campus after holding a temporary position at the same campus, are **not** eligible for the increase, unless the offer of appointment includes contingency language providing for the application of any negotiated salary increase.

- Individuals who held Unit 3 appointments in 2013/14, but were not active or on leave on July 1, 2014, are eligible for the GSI at the time of reappointment, if reappointed into the same class and range in academic year 2014/15. **Campuses are responsible for processing the GSI via GEN transaction on top of the appointment transaction.**

- If the appointment salary falls below the new salary range minimum, the salary will be increased to the minimum of the new salary range via **A52F** (SCO will process A52F). CIRS Compendium Report L16, Cycle 1502, will be available February 16, 2015.

- The GEN transaction shall be posted “on top of” the CRO transaction of affected faculty unit employees receiving a salary increase as a result of a Lecturer Salary Correction.

- The SCO mass update program applies the GSI to all positions if an employee has an active position. This includes employees with temporary appointments with expiration dates prior to 7/01/2014 if the appointment has not been separated. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 1502 and tab delimited file H80, Cycle 1502 will be available February 12, 2015 for campus reference and verification. **Campuses are responsible for ensuring that temporary appointment statuses are accurately reflected in the employment history database.**

- Docks and salary overpayments may be impacted by the mass update. **Campuses are responsible for making appropriate adjustments.**

- Payments issued on or after July 1, 2014, for employees appointed in classifications 2322 or 2323, must be corrected via A54C and recomputed to incorporate the 3% increase to salary rates for these classifications, including low enrollment schedules. If payments made for classification 2322 exceed the new rates, no correction is required.

- Faculty unit employees with summer 2014 appointments in classifications 2357 or 2457 will **not** receive an increase to their summer compensation for 2014.

- CIRS Compendium Report G06, Cycle 1412, will be available for campus reference on December 24, 2014.
## CMS PROCESSING INFORMATION:

| Workforce Administration | • Salary Schedule Load provided by HR Data Operations to CMS on 01/07/15.  
|                          | • Campus L15 file will be available for download on 02/12/15, Cycle 4444. (The file will load the GSI (PAY/GEN) transactions processed by the SCO as well as corrections.)  
|                          | • Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to manually update all subsequent salary rows.  
|                          | • Action Reason: PAY/GSI (GEN)  
|                          | • Effective Date: 07/01/14  
|                          | • Union Code: R03  
|                          | • Empl History Remarks: N/A  
| Temporary Faculty: | N/A  
| Benefits: | N/A  
| Time and Labor: | N/A  
| Absence Management: | N/A  
| Labor Cost Distribution: | N/A  
| Additional Instructions: | • Process leaves as noted above using Action/Reason STD/ND3 or STD/ND4 as appropriate. |