


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: October 30, 2002 **Code: TECHNICAL LETTER**
HR/Salary 2002-19

To: Human Resources Directors
Payroll Officers

From: Cathy Robinson, Senior Director 
Human Resources Administration

Subject: **MPP Supplemental Compensation – Processing Instructions**

Pursuant to HR 2002-20, supplemental compensation may be provided to designated Management Personnel Plan (MPP) employees if requested by a campus president and approved by the Vice Chancellor of Human Resources. In cases where supplemental compensation is authorized (e.g., auto or housing allowances), earnings ID “**GF**” will be available for use to process the payment through the payroll system. “MPP COMP” will display on earnings statements and direct deposit notices when earnings ID “GF” is processed.

The payment will be paid via the PIP system using the serial number of the employee’s position or other serial number as designated by the campus. The payment may be requested using the Miscellaneous Payroll/Leave Action Form (Std.671) or the Time and Attendance Report Form 672. The earnings ID and the gross amount of the payment must be denoted on the form to request payment. Processing instructions are provided in Attachment A.

Earnings ID “GF” should not be used for payments resulting from the MPP Equity Increase Program or the MPP Merit Bonus Program.

Questions regarding this technical letter may be directed to systemwide Human Resources at (562) 951-4411. This technical letter is available on Human Resources Administration’s web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/dth

Distribution:

Vice Chancellor, Human Resources
Vice Presidents, Administration
Budget Officers
Director, SOSS

**TECHNICAL LETTER
HR/SA 2002-19
ATTACHMENT A**

PROCESSING INSTRUCTIONS

BONUS/ADDITIONAL PAY PROGRAMS

I - MPP Lump Sum Supplemental Compensation

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the campus President.
Earnings ID:	“GF” (displayed as “MPP COMP”)
Amount:	Subject to approval by Vice Chancellor of HR
Subject to PERS Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	Refer to PPM Section G904