



THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: June 9, 2004 **Code:** **TECHNICAL LETTER**
HR/Salary 2004-08

To: Associate Vice Presidents/Deans of Faculty **Reference:**
HR/Salary 2004-01
HR/Salary 2004-04
Human Resources Directors
Payroll Managers

From: Cathy Robinson  Assistant Vice Chancellor Cordelia Ontiveros 
Senior Director
Academic Human Resources
Human Resources Administration

Subject: **Fiscal Year 2003/04 Service Salary Increases for Faculty (Unit 3)**

The current collective bargaining agreement between the California State University (CSU) and the California Faculty Association (CFA - Unit 3) includes a Service Salary Increase (SSI) for fiscal year 2003/04.

Please note that pursuant to Article 31.3, bargaining unit employees must receive written notification of all salary increases that occur during an academic year. The notification must include the reason for the salary increase, the new pay rate and the increase effective date.

A summary of SSI processing was provided in HR/Salary 2004-04, along with an audit reminder. Campuses should have made any needed corrections to faculty salary records, including SSI Counter and Anniversary Dates.

Detailed Program Information for Salary Provisions:

For complete information and processing instructions for all faculty salary programs, including detailed guidelines for the SSI program, refer to Human Resources' Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/Unit3/index.shtml>.

❖ **Service Salary Increase (SSI):**

- Effective July 1, 2004¹, a 2.65% SSI will be provided to eligible employees, subject to SSI review procedures and the SSI Maximum, as appropriate. Employees with Anniversary Dates between July 2003 and June 2004 whose SSI Counters are greater than zero will receive the SSI.

¹ Close of business June 30, 2004

Distribution:

Chancellor Reed
Vice Chancellor, Human Resources
CSU Presidents
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- The State Controller's Office (SCO) will manually process SSIs for eligible permanent/probationary positions based upon worksheets provided by HR Information Support and Analysis (HR-ISA). Keying will begin on June 28, 2004 and will conclude by July 1, 2004. Campuses may access CIRS Compendium Report D05 (under Campus Detail, Service Salary Increase), Cycle 0406, to identify employees who will receive the SCO-processed SSIs. This report will be available on June 28, 2004.
- Campuses are responsible for processing SSIs for eligible Department Chair, Temporary Faculty and FERP employees. Keying can begin on June 23, 2004 and must be completed prior to July 21, 2004.
- Campuses are responsible for processing SSIs for employees promoted in fiscal year 2003/04 who were SSI-eligible in the lower rank but did not receive the SSI prior to the promotion effective date. Keying can begin on June 23, 2004 and must be completed prior to July 21, 2004. As a reminder, the SSI should be calculated based upon the employee's salary rate in effect prior to the promotion and the SSI Maximum in the rank prior to promotion. For additional procedures and information, refer to the Faculty Salary Programs Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/Unit3/index.shtml>.
- If an SSI-eligible employee is denied the SSI, the campus should post the denial transaction by June 18, 2004.
- Employees denied a SSI may request a review with an appropriate administrator. If the decision to deny an SSI is reversed and the employee is later granted the SSI, the campus must void the denial and post the SSI, as appropriate.

The following processing instruction is provided in Attachment A.

- Salary Increase Programs: I – Service Salary Increase

Questions regarding processing instructions should be directed to your campus CSU Audits representative at the SCO. Questions regarding administrative and collective bargaining aspects of this technical letter should be directed to Academic Human Resources at (562) 951-4503. This technical letter is available via Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/CO/aj

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| <p>PROCESSING INSTRUCTIONS</p> <p>Salary Increase Programs</p> <p>I. SERVICE SALARY INCREASE (SSI):</p> |
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| PAY SCALES IMPACT: | |
|----------------------------|-----|
| Change Summary: | N/A |
| Class Code(s): | N/A |
| CBID: | N/A |
| Pay Scales Effective Date: | N/A |
| Date in Production: | N/A |
| Pay Letter: | N/A |

| EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT: | |
|--|--|
| Processing Responsibility: | <ul style="list-style-type: none"> • Permanent/Probationary = State Controller's Officer • Temporary Faculty = Campuses • Department Chairs = Campuses • Promoted employees due an SSI in the prior rank = Campuses • SSI Denials = Campuses |
| Processing Date(s): | <ul style="list-style-type: none"> • State Controller's Office = 06/28/04 - 07/01/04 • Campuses = 06/23/04 - 07/21/04 |
| Effective Date: | <ul style="list-style-type: none"> • SSI = 07/01/04 • SSI Denial = Beginning of pay period of Anniversary Date (Item 330) |
| PIMS Transaction: | <ul style="list-style-type: none"> • SSI = MSA Transaction • SSI Denial = 330 Transaction |
| Detailed Transaction Code (Item 719) | N/A |
| EH Remarks (Item 215) | N/A |
| Pay Amount: | 2.65% (or up to the SSI Maximum, as appropriate) |
| Pay Form: | Base salary increase |
| Lump Sum Earnings ID: | N/A |
| Employees on Leave: Temporary Appointees: | <ul style="list-style-type: none"> • Increases are effective 07/01/04 for employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957= 40). • Increases for other employees on leave or other non-pay status are to be keyed by the campuses effective the date the employee returns to pay status using the MSA Transaction. |
| Additional Information: | <ul style="list-style-type: none"> • For complete program information, refer to: http://www.calstate.edu/HRAdm/SalaryProgram/Unit3/index.shtml • If an eligible employee is denied the SSI, only the denial transaction should be posted. • For probationary/permanent faculty, Anniversary Date (Item 330) and SSI Counter/Final Anniversary Date (Item 958) must be set as appropriate for granted or denied SSIs. • For temporary faculty, Anniversary Date (Item 330) may be entered with a date or "NONE" as appropriate, considering the date that salary increase eligibility is scheduled for completion, and whether or not that date is prior to the Appointment Expiration Date (Item 416) of the assignment. • For temporary faculty appointments, Item 958 Final Salary Anniversary Date = "NONE" and SSI Counter = "0". |
| SCO Personnel Letter: | N/A |

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ATTACHMENT A**

| COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS: | |
|--|---|
| Pay Scales Impact: | N/A |
| GSI/SSI Load Impact: | Yes (for only those keyed by the SCO). |
| CMS Action/Reason: | Pay Rate Change/Service Salary Increase (Pay Rt Chg/SSI) |