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**Date:** October 15, 2004 **Code:** TECHNICAL LETTER  
HR/Salary 2004-21

**To:** Human Resources Directors  
Payroll Officers

**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources

**Subject:** Special Assignment Stipends – Processing Instructions Update

The purpose of this technical letter is to update the processing instructions for Special Assignment Stipends as they relate to the calculation of Non-Industrial Disability Insurance (NDI) and Industrial Disability Insurance (IDL) payments. Due to the temporary nature of these stipends, they are not included in these calculations.

For clarification, the enclosed attachments provide revised processing instructions for the following stipends:

- Medical Chief of Staff/Supervisory Physician Function Stipend (Unit 1)
- P.O.S.T. Special Assignment (Unit 8)
- Temporary Lead or Project Coordination Stipend (Units 2, 5, 7, 9)

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at:  
<http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources' Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Director, SOSS

Vice Presidents, Administration  
Budget Officers

<b>PROCESSING INSTRUCTIONS</b>
<b>Bonus/Additional Pay Programs</b>

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| <b>GENERAL BONUS INSTRUCTIONS:</b>   |
| <ul style="list-style-type: none"> <li>• For non-exempt employees, all bonus awards must be based on a percentage of the annual gross salary (earnings). As this amount may include miscellaneous payments from shift, overtime and stipends, the FLSA requirement to factor the bonus into the “regular rate” for overtime calculations will be satisfied.</li> <li>• For exempt employees, bonuses can be expressed as a flat dollar amount or a percentage of income.</li> <li>• Bonuses 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 appropriate Earnings ID and the gross amount of the bonus must be denoted on the form to request payment (refer to PPM section G904 for instructions).</li> </ul> |

**I. Medical Chief of Staff/Supervisory Physician Function Stipend (Unit 1)**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Monthly stipend authorized at the discretion of the President.
Earnings ID:	“S5”
Amount:	3 – 10% of the employee’s base pay.
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	<ul style="list-style-type: none"> <li>• Refer to Article 12 of the collective bargaining agreement.</li> </ul>

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**ATTACHMENT A**

**II. P.O.S.T Special Assignment (Unit 8)**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	The stipend is paid on a month-to-month basis, for the duration of the special assignment.
Earnings ID:	<b>8ST9</b>
Amount:	\$100 per month
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Medicare: Yes Social Security: N/A
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL/EIDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 21 of the collective bargaining agreement

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**III. Temporary Lead or Project Coordination Stipend (Units 2, 5, 7, 9)**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Monthly basis for the duration of the work assignment (see Article 20.27)
Earnings ID:	“S5”
Amount:	Not to exceed 10% of the employee’s monthly salary rate, inclusive of miscellaneous payments such as shift differential, overtime or other authorized payments. Campuses are required to monitor the monthly rate paid to employees receiving the stipend to ensure that the appropriate amount is being paid.
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	<ul style="list-style-type: none"> <li>• Yes for the calculation of overtime.</li> <li>• No for the calculation of lump sum payouts (e.g., excess CTO).</li> </ul>
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	<ul style="list-style-type: none"> <li>• For both exempt and non-exempt employees.</li> <li>• Must be paid via PIP using the serial number of the employee’s position or other serial number as designated by the campus.</li> <li>• Refer to Article 20.27 of the collective bargaining agreement.</li> </ul>