


# SUPERCEDED BY HR/Salary 2005-21

THE CALIFORNIA STATE UNIVERSITY  
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**Date:** November 9, 2004  
**To:** Human Resources Directors  
Payroll Officers  
**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources Administration  
**Code:** TECHNICAL LETTER  
HR/Salary 2004-24  
**Reference:** HR 2000-03  
**Subject:** Executive Housing Allowance – Payment Processing Options

CSU Trustees provide campus presidents with either a house or a housing allowance so that the president has an appropriate residence to aid him/her in performing official university-related business functions. Housing allowance amounts are set by Board of Trustees' resolution and are considered reportable and taxable income. These payments historically have been generated through the campus accounts payable payment method. (Refer to the State Controller's Office (SCO) Payroll Procedures Manual, Section N.)

In response to campus requests to provide for a more expedient payment option, we are pleased to announce that executive housing allowance payments now may be generated via the SCO's Payroll Input Process (PIP) system, using Earning ID "GP." This Earnings ID may be used for this purpose effective the November 2004 pay period. Earnings ID information is provided in Attachment A. Refer to SCO Payroll Procedures Manual Section G105 for PIP processing instructions.

Campuses may use the payment method that best meets its operational needs. Generally, housing allowance payments are generated on a monthly basis. They may be generated less frequently, as long as the periodic payment amount does not exceed the annual housing allowance amount set by Board of Trustees' resolution.

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  
Vice Presidents, Administration

Accounting Officers  
Budget Officers  
State Controller's Office

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**TECHNICAL LETTER  
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ATTACHMENT A**

## **PROCESSING INSTRUCTIONS**

### **Bonus/Additional Pay Programs**

#### **I. Executive Housing Allowance**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Earnings ID:	GP
Amount:	Rate approved by Board of Trustees resolution.
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:	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 G105 for instructions).