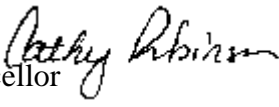


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: November 7, 2005 **Code:** **TECHNICAL LETTER**
HR/Salary 2005-21

To: Human Resources Directors
Payroll Managers **Supersedes:** HR/Benefits 1998-12
HR/Salary 2004-24 and
Supplement #1
HR 2000-03

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources

Subject: **2005/06 Executive Compensation**

At the October 2005 Board of Trustees' meeting, the Trustees passed Resolution RUFP 10-05-03, which provides for salary increases, in addition to automobile and housing allowance increases for executives. This technical letter provides implementation instructions for these increases. The relevant documents can be found on the Web as follows:

- Agenda Item: <http://www.calstate.edu/BOT/Agendas/oct05/UFP.pdf>
- Resolution: <http://www.calstate.edu/BOT/Resolutions/oct2005.pdf>

❖ **Salary Increase:**

Salary increases have been approved effective July 1, 2005. Campuses are responsible for keying the increases provided in the Board agenda item identified above. CSU pay scales will be updated on November 10, 2005; therefore, campuses may begin keying the increases effective November 11, 2005.

The following processing instruction is provided in Attachment A:

⇒ Merit Salary Increase

❖ **Automobile Allowance Increase:**

Presidents and designated Chancellor's Office executives have the option of electing an automobile allowance in lieu of a university vehicle. Effective November 1, 2005, the auto allowance is increased to \$1000 per month (from \$750 per month). Campuses are responsible for keying auto allowances.

If a president elects the optional automobile allowance in lieu of a university vehicle, it does not preclude the president from being reimbursed for mileage in accordance with CSU Policy and Procedures Governing Travel and Relocation Expense Reimbursement, Section 114.

The following processing instruction is provided in Attachment A:

⇒ Automobile Allowance

Distribution:

CSU Presidents	Benefit Officers
Vice Chancellor, Human Resources	Budget Directors
Vice Presidents, Administration	SOSS Director

❖ **Housing Allowance Increase:**

Campus presidents are provided either a house or a housing allowance to aid them in performing official university-related business functions. Effective July 1, 2005, housing allowances have been increased pursuant to Resolution RUFPP 10-05-03. Campuses are responsible for calculating and processing the housing allowances, including any retroactive portion due as a result of the July 1, 2005, increase.

Change in Processing Instructions: To ensure uniformity and consistency in reporting, effective January 2006, campuses will be required to process housing allowance payments via the SCO payroll system only. Historically, housing allowance payments were permitted either through the SCO payroll system or through the accounting/accounts payable process; however, effective January 2006, campuses are asked to discontinue housing allowance payments via the accounting/accounts payable process and use the SCO payroll system only.

The following processing instruction is provided in Attachment A:

⇒ Exec Allowance (Housing)

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

CR/gc

Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
Merit Salary Increase

PAY SCALES IMPACT:	
Change Summary:	Increase rates pursuant to Trustee Resolution RUF10-05-03
Class Code(s):	2976, 2962, 2966, 2977, 2973
CBID:	M98
Pay Scales Effective Date:	07/01/05
Date in Production:	11/10/05
Pay Letter:	2005-07

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 11/11/05
Effective Date:	07/01/05
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	50
EH Remarks (Item 215)	HR/SA 2005-21
Pay Amount:	Rate approved by Board of Trustees resolution
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	
SCO Personnel Letter:	<u>N/A</u>

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 11/07/05.
GSI/SSI Load Impact:	No
Action/Reason:	Must map to PIMS SCR Transaction, Item 719 = 50.

**ADDITIONAL PROGRAMS
Automobile Allowance**

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	8CAR
Amount:	\$1000
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	If applicable, blanket serial number 935, sub-code 3488 remains available for campuses. Processing instructions can be found in the Payroll Procedures Manual Section G 800 (Miscellaneous Payments) and Section K (PIP System Instructions).

Exec Allowance (Housing)

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	GP
Amount:	Rate approved by Board of Trustees resolution
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	