


THE CALIFORNIA STATE UNIVERSITY
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Date: November 21, 2005
To: Denise Fox Needleman, Associate Vice President
Wanda Humphrey, Payroll Manager
San Francisco State University
From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration
Code: TECHNICAL LETTER
HR/Salary 2005-23
SFSU Only
Subject: General Salary Increase for Head Start Employees (Unit 12)

The following salary program is provided for SFSU Head Start employees (Unit 12).

❖ **General Salary Increase (GSI):**

- Effective June 1, 2005, a 1% GSI will be applied to individual salary rates of all Unit 12 employees. The campus may begin keying these increases beginning November 21, 2005.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs – General Salary Increase

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>.

CR/gc

Distribution:

President Corrigan
Vice Chancellor, Human Resources
Vice President, Administration

Budget Officer
Director, SOSS

**TECHNICAL LETTER
HR/Salary 2005-23
ATTACHMENT A**

PROCESSING INSTRUCTIONS

General Salary Increase

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:	Campus
Processing Date(s):	Beginning 11/21/05
Effective Date:	06/01/05
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-23
Pay Amount:	1%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	N/A
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
Action/Reason:	Must map to PIMS GEN Transaction