


Date: January 17, 2007 Code: TECHNICAL LETTER
HR/Salary 2007-02
SFSU Only

To: Associate Vice President, Human Resources, Safety & Risk Management
Wanda Humphrey, Payroll Manager
San Francisco State University

From: Gail Brooks 
Associate Vice Chancellor
Human Resources

Subject: 2006/07 Salary Program for Excluded (E99) Classification

The 2006/07 salary program for the San Francisco State University (SFSU) Head Start Program Specialist classification (Class Code 1237) has been approved. A summary of this program for this Excluded Classification follows:

❖ **Salary Program for 2006/07:**

- The campus may adjust employee pay rates within the salary ranges of class code 1237, however, these individual rates cannot exceed the salary range maximum.
- Adjustments to individual rates will be effective December 1, 2006.

The following processing instruction is provided in Attachment A:

⇒ Salary Increase Program: I - Salary Increase

Please note that employees on Military Leave receiving Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and the military pay recalculated based on the employee's new salary rate, pursuant to CSU policy.

If you have any questions regarding this excluded classification, please contact Human Resources Administration at (562) 951-4411. This technical letter is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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Attachment

Distribution:

President Corrigan
Vice Chancellor, Human Resources
Vice President, Administration

Budget Officer

SALARY INCREASE PROGRAM
 I – 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) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	12/01/06
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	50
EH Remarks (Item 215)	N/A
Pay Amount:	At the discretion of the President.
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:	None
GSI/SSI Load Impact:	None
Action/Reason:	Must map to PIMS Transaction SCR, Item 719=50