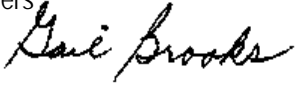


Date: May 15, 2007 Code: TECHNICAL LETTER  
HR/Salary 2007-07

To: Human Resources Directors  
Payroll Managers

From: Gail Brooks   
Associate Vice Chancellor  
Human Resources

Subject: Salary Augmentation for CSUEU (Units 2, 5, 7, 9), APC (Unit 4) and SETC (Unit 6)

The CSU has secured agreements with the respective Unions to extend an additional one-percent (1.0%) general salary increase (GSI) to employees represented by Academic Professionals of California (APC), CSU Employees' Union (CSUEU) and the State Employees Trades Council (SETC-United). As a result, employees in these units will be receiving an across-the-board GSI of one percent (1.0%), retroactive to January 1, 2007. The minimum and maximum salary ranges of all classifications, and the applicable service maximums, will also be increased by one-percent (1.0%).

❖ **Salary Programs:**

- 1.0% General Salary Increase, effective January 2007 pay period

Detailed Program Information for Salary Provisions:

❖ **General Salary Increase (GSI):**

- Effective January 1, 2007, the State Controller's Office (SCO) will post a 1.0% GSI to individual salary rates of all bargaining unit members.
- The SCO will post these increases by mass update on the night of May 15, 2007. All employees who were active on January 1, 2007, will receive a GSI retroactive to January 1, 2007. *Employees appointed after January 1, 2007, and before the GSI is processed will receive the GSI retroactive to their hire date.*
- The SCO mass update program will process GSIs for active employees whose appointment expiration date has passed. Campus processing instructions to void invalid GEN transactions posted on expired appointments are provided in the SCO's Personnel Letter.
- Campuses may access **CIRS Compendium Report H50, Cycle 9999**, to identify employees who may have received the GSI in error because their appointment expiration date was prior to January 1, 2007 but they were not separated. A tab-delimited file is also available by accessing report code H80, Cycle 9999. **Both Compendium Reports** will be available May 16, 2007.
- The salary range minimums, maximums and applicable SSI maximums of all bargaining unit classes, will be increased by 1.0% effective January 1, 2007.

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**Distribution:**

Chancellor Reed  
CSU Presidents  
Executive Vice Chancellor and CFO  
Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Vice Presidents, Academic Affairs  
Vice Presidents, University Advancement

Vice Presidents, Student Administration  
Associate Vice Presidents/Deans of Faculty  
Employee Relations Designees  
Student Health Center Directors  
Budget Officers  
Plant Directors  
HR Professionals

- The updated salary schedule for all units will be available on the CSU Web site (<http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>) after the mass update has been completed.

**The following processing instructions are provided in Attachment A:**

⇒ Salary Increase Program I – General Salary Increase (GSI)

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>.

GB/cc  
Attachment

**PROCESSING INSTRUCTIONS**

**SALARY INCREASE PROGRAM**

**I – General Salary Increase (GSI)**

PAY SCALES IMPACT:	
Change Summary:	Increase salary range minimums, maximums and SSI maximums by 1.0%
Class Code(s):	All classes within the units
CBID:	R02, R04, R05, R06, R07, R09
Pay Scales Effective Date:	01/01/07
Date in Production:	05/16/07
Pay Letter:	2007-06

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	The SCO will post increases into PIMS database via mass update.
Processing Date(s):	Beginning 05/15/07
Effective Date:	01/01/07
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-07
Pay Amount:	1.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• Increases are effective 01/01/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/01/07.</li> <li>• Increases for other employees on leave (non-pay status) prior to 01/01/07 are to be keyed by the campus via GEN Transaction, effective the date the employee returns to pay status.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• All employees who are active as of 01/01/07 will receive the GSI via GEN Transaction, including those employees whose appointment expiration date is prior to 01/01/07 who have not been separated.</li> <li>• Employees hired after 01/01/07, and before the GSI is processed will receive the GSI retroactive to their hire date.</li> </ul>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</a>

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR-ISA to SOSS on 5/14/2007. This file is <i>targeted</i> to be posted on the CMS website on 5/18/2007. The <i>target</i> date to push this update to campus production environments is 5/23/07.</li> <li>• Campus L15 file will be available for download on 5/21/2007. For CMS instructions on processing, refer to the Business Process Guide - "SSI – GSI Prob to Perm Load" posted on the CMS website @ <a href="http://cms.calstate.edu/T2hr89bp.asp">http://cms.calstate.edu/T2hr89bp.asp</a> <ul style="list-style-type: none"> <li>• Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to manually update all subsequent salary rows.</li> </ul> </li> <li>• Action Reason: PAY/GSI (GEN)</li> </ul>

	<ul style="list-style-type: none"><li>• Effective Date: 01/01/07 (as appropriate, per instructions above)</li><li>• Empl History Remarks: HR/SA 2007-07</li></ul>
<b>Temporary Faculty:</b>	N/A
<b>Benefits:</b>	N/A
<b>Time and Labor:</b>	N/A
<b>Leave Accounting:</b>	N/A
<b>Absence Management:</b>	N/A
<b>Labor Cost Distribution:</b>	N/A
<b>Additional Instructions:</b>	Additional information to be provided in a future CMS bulletin.