

Date: August 30, 2007 Code: TECHNICAL LETTER  
HR/Salary 2007-16

To: Human Resources Directors  
Payroll Managers

From: Bruce J. Gibson   
Interim Senior Director  
Human Resources Administration

Subject: 2007/08 Salary Program for Academic Professionals of California (APC - Unit 4)

The current collective bargaining agreement between the California State University (CSU) and the Academic Professionals of California (APC) covers the period November 8, 2005 through June 30, 2008. Salary program provisions for 2007/2008 fiscal year are provided below.

❖ **Salary Programs:**

- 4.0% General Salary Increase, effective July 2007 pay period
- Long Term Satisfactory Service Bonus is continued
- Budget Shortfall Mitigation Bonus is continued
- Educational Achievement Stipend is continued

Detailed Program Information for Salary Provisions:

❖ **General Salary Increase (GSI):**

- Effective July 1, 2007, the State Controller's Office (SCO) will post a 4.0% GSI to individual salary rates of all bargaining unit members.
- The SCO will post these increases by mass update on the night of September 4, 2007. All employees who were active on July 1, 2007, will receive a GSI retroactive to July 1, 2007. *Employees hired after July 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.
- The salary range minimums and maximums of all bargaining unit classes will be increased by 4.0% effective July 1, 2007.
- 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)

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**Distribution:**

CSU Presidents  
Interim Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Vice Presidents, Academic Affairs  
Vice Presidents, Student Affairs

Vice Presidents, University Advancement  
Associate Vice Presidents/Deans of Faculty  
Budget Directors  
HR Professionals

❖ **Long Term Satisfactory Service (LTSS) Bonus:**

The LTSS bonus continues to be available to employees who meet established service and performance criteria.

Additional program information is available on the Human Resources Web site at:

[http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog\\_ltssbonus.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog_ltssbonus.shtml)

Processing instructions are available on the Human Resources Web site at:

[http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/procinst\\_ltssbonus.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/procinst_ltssbonus.shtml)

❖ **Budget Shortfall Mitigation (BSM) Bonus:**

Details regarding the 2006/07 BSM Bonus payment will be communicated in a future technical letter.

Program information is available on the Human Resources Web site at:

[http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog\\_bsmbonus.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog_bsmbonus.shtml)

❖ **Educational Achievement Stipend:**

Information regarding this program was communicated in HR/Salary 2007-14, which may be accessed at:

<http://www.calstate.edu/HRAdm/2007pages/2007samemo.shtml>

Program information is available on the Human Resources Web site at:

[http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog\\_edachstpd.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog_edachstpd.shtml)

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.

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Web site at <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

Additional instructions are provided in the SCO's Personnel Letter.

Please direct questions regarding this technical letter as follows:

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| ➤ PIMS processing instructions         | CSU Audits representative at the SCO             |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (562) 951-4418  |
| ➤ Collective bargaining aspects        | Labor Relations at (562) 951-4400                |
| ➤ All other questions                  | 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>.

BG/gs  
Attachment

**PROCESSING INSTRUCTIONS**

**SALARY INCREASE PROGRAM**  
 I – General Salary Increase (GSI)

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Increase the salary range minimums and maximums by 4.0%
Class Code(s):	All R04 classifications
CBID:	R04
Pay Scales Effective Date:	07/01/2007
Date in Production:	09/05/2007
Pay Letter:	2007-10

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	The SCO will post increases into PIMS database via mass update
Processing Date(s):	Beginning the evening of 09/04/2007
Effective Date:	07/01/2007
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-16
Pay Amount:	4.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>Increases are effective 07/01/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/07.</li> <li>Increases for other employees on leave (non-pay status) 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 07/01/07 will receive the GSI via GEN Transaction.</li> <li>Employees hired after 07/01/07, and before the mass update is run will have the GSI applied to their salary by processing a correct to the appointment and any subsequent transactions.</li> <li>The SCO mass update program will process GSIs for active employees whose appointment expiration date is prior to 07/01/07. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 0709 and tab delimited file H80, Cycle 0709 will be available September 5, 2007 for campus reference.</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:	
<b>Workforce Administration:</b>	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR-ISA to SOSS on 08/29/07.</li> <li>• Campus L15 file will be available for download on 09/05/07, Cycle 2222. 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></li> <li>• Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to manually update all subsequent salary rows.</li> <li>• Action Reason: PAY/GSI (GEN)</li> <li>• Effective Date: 07/01/07</li> <li>• Union Code: R04</li> <li>• Empl History Remarks: HR/SA 2007-16</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>	<ul style="list-style-type: none"> <li>• Additional communication to be provided in a CMS bulletin.</li> </ul>