


Date: August 18, 2009 Code: TECHNICAL LETTER
HR/Salary 2009-08

To: Human Resources Directors
Payroll Managers

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management Processing Deadline: September 1, 2009

Subject: 2008/09 Educational Achievement Stipends and Long-Term Satisfactory Service Bonuses for Academic Support (Unit 4) Employees

Overview

Audience: Human Resources Directors, Campus Payroll Managers and/or campus designees responsible for Unit 4 employee payroll processing

Action Item: Process payments for Educational Achievement Stipends and Long-Term Satisfactory Service Bonuses

Affected Employee Group(s)/Unit(s): Eligible Unit 4 Employees

Summary

Unit 4 employees who meet eligibility criteria for FY 2008/09 are eligible to receive an Educational Achievement Stipend and/or a Long-Term Satisfactory Service Bonus. The Education Achievement Stipend varies by the level of degree earned. The Long-Term Satisfactory Service Bonus is a 5.0% one-time lump sum bonus. These payments must be issued no later than September 1, 2009.

Campus Human Resources Directors, Payroll Managers, and designee(s) responsible for processing Unit 4 employee stipends and bonus programs should review this Technical Letter in its entirety.

❖ **Educational Achievement Stipend Payout:**

Unit 4 employees who received a master's or doctoral degree from an accredited institution between July 1, 2008, and June 30, 2009, and were employed at the CSU in a Unit 4 classification when they received the degree, are eligible for the Educational Achievement stipend. Employees with doctoral degrees receive a stipend 25% above the amount paid to employees who hold a master's degree. Employees who received more than one degree are to receive a stipend for each degree received in accordance with the eligibility requirements.

Distribution:

CSU Presidents
Executive Vice Chancellor and CAO
Vice Chancellor, Human Resources
Vice Presidents, Administration

Vice Presidents, Academic Affairs
Vice Presidents, Student Administration
Budget Officers

Stipend amounts are not subject to furlough reduction and are as follows:

Master's Bonus Amount: \$2272.37

Doctoral Bonus Amount: \$2840.46

Separated (including deceased and retired) Unit 4 employees or employees who are no longer in Unit 4 may be on the list of stipend recipients for a campus. Campuses are responsible for sending the warrant to these employees.

Stipends for separated employees must be processed by the State Controller's Office Personnel/Payroll Services Division (PPSD). The processing instructions in Attachment A incorporates separated employees as well.

As a reminder, campuses received funding for these stipends in the 2000/01 compensation pool.

The following processing instructions are provided in Attachment A:

⇒ Bonus Programs I – Educational Achievement Stipend

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

At the request of campuses, this serves to confirm that the Long-Term Satisfactory Service (LTSS) Bonus continues to be available to employees who meet established service and performance criteria. LTSS Bonus amounts are based upon 2008 calendar year earnings and are, therefore, not subject to the furlough reduction.

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

❖ ***PPSD must receive the required paperwork no later than August 25, 2009.*** Educational Achievement Stipends and LTSS Bonuses must be issued to eligible employees by **September 1, 2009**.

After the checks are issued, each campus is required to return the list of eligible employees to the Chancellor's Office, along with a cover memorandum confirming payment to each person listed. This documentation should be sent no later than **October 2, 2009** to:

Ms. Sharyn Abernatha
CSU Office of the Chancellor
401 Golden Shore, Human Resources
Long Beach, CA 90802
(or may fax to Ms. Abernatha at: 562-951-4890)

The Chancellor's Office must have this information in order to calculate the Budget Shortfall Mitigation Bonus (BSM), which must be issued by November 1, 2009. The BSM Bonus will be addressed in a future Technical Letter.

Please direct questions regarding this technical letter as follows:

PIP processing instructions	CSU Payroll Liaison (916) 322-7980
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 Management at (562) 951-4411

This document is available on Human Resources Management's Web site at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

EN/aj

Attachment

PROCESSING INSTRUCTIONS

STIPEND PROGRAMS

I. Educational Achievement Stipend

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none"> Active/On Leave Employees: Campus Separated Employees: Campuses must send 674 documents to Holly White in PPSD for keying.
Processing Date(s):	<ul style="list-style-type: none"> Campus keying: No later than 08/27/09 (last payroll cycle) Pay Period: August 2009 Documents to Holly White in PPSD no later than 08/25/09
Earnings ID:	G5
Amount:	<ul style="list-style-type: none"> Master's Bonus Amount: \$2272.37 Doctoral Bonus Amount: \$2840.46
Subject to Retirement Withholding:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in FLSA Overtime Calculation	No
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	After the checks are issued, a list of eligible employees must be submitted to the Chancellor's Office with a cover memorandum confirming payment to each person listed.

CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	Earnings ID: <ul style="list-style-type: none"> G5 - Process via Additional Pay Use processing amounts/dates referenced above
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	Because a new Earnings ID has been added, there is impact to LCD setup. Please refer to the Configuration document posted on the CMS website (LCD Setup for New PIMS Earning IDs).
Additional Instructions:	Additional communication to be provided via a CMS bulletin.