

Date: September 26, 2007

Code: TECHNICAL LETTER
HR/Salary 2007-23

To: Associate Vice Presidents/Deans of Faculty Affairs
Human Resources Directors
Payroll Managers

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

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Senior Director
Academic Human Resources

Subject: 2007/08 Salary Program for Academic Student Employees (Unit 11)

The current collective bargaining agreement between the California State University (CSU) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO and its Local Union 4123, covers the period June 24, 2005 through September 30, 2008. Salary program provisions for fiscal year 2007/2008 year are provided below.

❖ **Salary Program:**

- 4.0% General Salary Increase, effective October 2007 pay period

Detailed Program Information for Salary Provisions:

❖ **General Salary Increase (GSI):**

- Effective October 1, 2007, the State Controller's Office (SCO) will post a 4.0% GSI to the individual salary rates of all bargaining unit members.
- The SCO will key Instructional Student Assistant (ISA) classes (1150 and 1151) beginning October 1, 2007. The SCO will not process GSIs for active employees in these classes whose appointment expiration date has passed.
- For active employees in the remaining Unit 11 classes, the SCO will post this increase by mass update on the night of October 2, 2007. All employees who were active on October 1, 2007, and before the GSI is processed will receive the GSI effective October 1, 2007.
- 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 were provided in the SCO's Personnel Letter No. 005-008.
- All salary range maximums will be increased by 4.0% effective October 1, 2007. Except as noted below for ISA classes, all salary range minimums will be increased by 4.0% effective October 1, 2007.
- The salary range minimum for ISA classes (1150 and 1151) will be increased from \$9.00 to \$10.00 per hour. The 4.0% GSI will first be applied to the ISA's current hourly rate. If the resulting hourly rate is below \$10.00 per hour after the GSI is processed, it will be raised to \$10.00 per hour. This adjustment will be incorporated in the GEN transaction.

Distribution:

CSU Presidents
Executive Vice Chancellor and CFO
Vice Chancellor, Human Resources
Vice Presidents, Administration
Vice Presidents, Student Affairs

Vice Presidents, Academic Affairs
Budget Officers
Payroll Managers

- In order for the SCO to process the GSI, Unit 11 employees must be appointed and active in the PIMS employment history database. Campuses are encouraged to key all Unit 11 appointments effective on or before October 1, 2007, into PIMS no later than September 28, 2007. SCO worksheets generated specifically to key ISA classes (1150 and 1151) will be based on the employee's status in PIMS as of September 28, 2007.
- Pay scales changes for Unit 11 will be put into production on September 29th to enable early keying of ISA classes (1150 and 1151). The SCO will begin keying the ISA classes beginning October 1st and are expected to be completed by close of business October 4, 2007. Campuses are requested to not key any transactions for ISA classes after the close of business September 28th until the beginning of business on October 5, 2007.
- Campuses are requested to not key any transactions for all other Unit 11 classes after the close of business September 28th until the beginning of business on October 3, 2007.
- Campuses are responsible for keying GSIs for employees appointed on or before October 1, 2007, but who were not yet entered into the PIMS database at the time the GSI was processed via mass update by the SCO.

The following processing instructions are provided in Attachment A:

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

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>.

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 questions | Labor Relations at (562) 951-4400 |
| ➤ All other questions | Human Resources Administration at (562) 951-4411 |

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

BG/MM/aj

Attachments

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
 I - General Salary Increase

PAY SCALES IMPACT:	
Change Summary:	Increase all salary range minimums (except class codes 1150 & 1151) and maximums by 4.0%. Increase salary range minimum to \$10.00 per hour for Instructional Student Assistant classes (class codes 1150 and 1151)
Class Code(s):	All Unit 11 classifications
CBID:	R11
Pay Scales Effective Date:	10/01/07
Date in Production:	09/29/07
Pay Letter:	2007-13

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	<ul style="list-style-type: none"> • SCO will key increases into PIMS database for ISA classes (1150 and 1151). • SCO will post increases into PIMS database for all other Unit 11 classes via mass update. • Campuses are responsible for keying GSIs for employees who were appointed on or before 10/01/07, but who were not yet entered into PIMS at the time the GSI mass update was processed.
Processing Date(s):	Keying for ISA classes will begin 10/01/07. All other Unit 11 classes will be processed via mass update on 10/02/07.
Effective Date:	10/01/07
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-23
Pay Amount:	4.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 10/01/07, for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 10/01/07. • Increases for other employees on leave (non-pay status) prior to 10/01/07, are to be keyed by the campus via GEN transaction, effective the date the employee returns to pay status.

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Additional Information:	<ul style="list-style-type: none"> • All employees who are active as of 10/01/07 will receive the GSI via GEN transaction with the exception of those employees in ISA classes (1150 and 1151) whose appointment expiration date is prior to 10/01/07. • Employees hired after 10/01/07, and before the mass update is run will have the GSI applied to their salary by processing a correct to the appointment. • New employees hired on or before 10/01/07 that have not been processed will need to be keyed in by campuses no later than 09/28/07. • For ISA classes (1150 and 1151) campuses are requested to not key any transactions after the close of business 09/28/07 until the beginning of business on 10/05/07. • For all other Unit 11 classes, campuses are requested to not key any transactions after the close of business 09/28/07 until the beginning of business on 10/03/07. • <u>Increase to minimum of salary range for ISA Classes (1150 and 1151):</u> The 4.0% GSI will be applied to the employee's current salary and not against the new salary range minimum. If the employee's salary is below \$10.00 per hour after the GSI is awarded, the employee's salary will be raised to \$10.00 per hour, which will be incorporated in the GEN transaction. • The SCO will not key GSIs to active employees in ISA classes (1150 and 1151) whose appointment expiration date is prior to 10/01/07. In order to assist campuses in identifying these employees, CIRS Compendium Report F95, Cycle 0710 will be available 10/08/07 for campus reference. • The SCO mass update program will process GSIs for active employees whose appointment expiration date is prior to 10/01/07. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 0710 and tab-delimited file H80, Cycle 0710 will be available 10/08/07 for campus reference.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Salary Schedule Load provided by HR-ISA to SOSS on 9/25/07. • Campus L15 file will be available for download on 10/08/07. For CMS instructions on processing, refer to the Business Process Guide - SSI - GSI Prob to Perm Load posted on the CMS website. • Action Reason: PAY/GSI (GEN) • Effective Date: 10/01/07 • Union Code: R11 • Comp Rate: Update as instructed above • Empl History Remarks: HR/SA 2007-23
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A

Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<ul style="list-style-type: none">• Additional information to be provided in a future CMS bulletin.