


Date: October 26, 2011

Code: TECHNICAL LETTER  
HR/Salary 2011-14

To: Human Resources Officers  
Payroll Managers

Reference: HR/Salary 2010-18

From: Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management

Processing Deadline: November 1, 2011

Subject: 2010/11 Budget Shortfall Mitigation Bonus for Academic Support (Unit 4) Employees

Overview

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

**Action Item:** Process payments for Budget Shortfall Mitigation (BSM) Bonuses

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

Summary

Unit 4 employees who meet eligibility criteria for FY 2010/11 are eligible to receive a Budget Shortfall Mitigation (BSM) Bonus. As communicated in Technical Letter [HR/Salary 2010-18](#), the parties agree that for FY 2009/10 and FY 2010/11 only, the Merit Bonus pool created in FY 2005/06 and FY 2006/07 (\$762,300) will be added to the monies available for the BSM Bonus. The BSM Bonus for FY 2010/11 must be issued by November 1, 2011.

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

❖ **Budget Shortfall Mitigation Bonus Payout**

For FY 2010/11, the BSM Bonus amount (including the Merit Bonus pool created in FY 2005/06 and FY 2006/07) is \$751.28 (gross) for full-time employees, prorated for part-time employees. The SCO, with the assistance of HR Data Support, will process these payments by November 1, 2011.

The following processing instructions are provided in Attachment A:

⇒ **Bonus/Additional Pay Program – Budget Shortfall Mitigation Bonus**

**Distribution:**

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

Associate Vice Presidents/Deans of Faculty  
Budget Officers

For processing instructions and general information on all salary programs, refer to Human Resources Salary Programs Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

Please direct questions regarding this technical letter as follows:

- PIP 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 Management at (562) 951-4411

This document is available on the Human Resources Management's Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>

EN/dm

Attachment

**PROCESSING INSTRUCTIONS**

**BONUS/ADDITIONAL PAY PROGRAM**

- **Budget Shortfall Mitigation Bonus**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	SCO
Processing Date(s):	2010/11 – payments will be processed by <u>November 1, 2011</u>
Earnings ID:	GY
Amount:	2010/11 = \$751.28 for full-time, prorated for part-time.
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, but only in the pay period in which the bonus is paid.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> <li>• Bonus payments will be captured in CIRS via a tab-delimited Compendium Report under code H69. The cycle will reflect the corresponding fiscal year.</li> <li>• Payments will be issued using the May 2011 pay period. Any additional 2010/11 BSM bonuses keyed by campuses should be processed using the May 2011 pay period.</li> </ul>
<b>CMS PROCESSING INFORMATION:</b>	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none"> <li>• Earnings ID:               <ul style="list-style-type: none"> <li>○ GY – Process via Additional Pay</li> <li>○ Effective Date: 05/01/11</li> <li>○ Amount: as indicated above</li> </ul> </li> </ul>
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Information:	Note: This transaction will automatically be processed by the SCO. As such, campuses will only need to insert a row in Oracle/PeopleSoft to “reflect” the transaction. However, any additional 2010/11 BSM bonuses keyed by campuses should be “processed” using the GY Earnings ID as referenced above.