The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, CA 90802-4275  
(562) 985-2674

Date: April 24, 1997  
To: Associate Vice Presidents/Deans of Faculty Personnel Officers Payroll Supervisors

From: Cathy Robinson, Senior Director Human Resources Administration

Subject: RETROACTIVE PROCESSING FEES FOR PSIs

As you may know, the State Controller’s Office (SCO) normally charges campuses for processing retroactive transactions. The current fee is $2.30 per out-of-sequence Employment History transaction caused by retroactivity, plus $3.34 per retroactive payment transaction. These fees have become burdensome since the advent of the Performance-based Salary Increase (PSI) program, administration of which is retroactive by nature and largely beyond the control of campus staff.

I am pleased to announce that the SCO is able to accommodate a request from the Payroll Review Committee to provide relief from charges related to retroactive PSIs as follows:

Beginning with the 1997/98 fiscal year, Employment History charges related to PSI processing that appear on the SCO Monthly Retroactivity Detail Report may be contested through January 31st of each year. For each lined entry that should be credited, indicate the letter “P” following the entry. PSIs keyed after January 31st may not be contested and will be charged accordingly.

All payroll transactions related to PSI processing will receive the normal retroactivity charge and may not be contested. (System generated pay adjustments are not charged; only required SCO manual intervention results in a payroll retroactivity fee.)

(Over)

Distribution: Presidents  
Interim Senior Director, Human Resources and Operations
In accordance with the above, the SCO has also indicated that campuses may submit requests to waive Employment History retroactivity charges associated with PSI processing that occurred through January 31, 1997. These requests must be submitted to the SCO by June 1, 1997, and must include a copy of the Monthly Retroactivity Detail Report(s) identifying which entries are to be credited. Approved credits will be applied to the last quarterly billing for fiscal year 1996/97. Submit your request to the attention of Greg Garrett, SCO Supervisor, Payroll Operations.

To take full advantage of the waiver of these fees, you may want to inform other appropriate campus staff of the processing deadline. If you have any questions regarding retroactivity charges, please contact Greg Garrett at the SCO, (916) 324-1300 or CALNET 454-1300. Thank you.

CR/pb