Date: April 8, 2015

Code: TECHNICAL LETTER
HR/Salary 2015-09

To: Human Resources Officers
Payroll Managers

From: Evelyn Nazario
Associate Vice Chancellor
Human Resources Management & CO HR Services

Theresa Hines
Director, HRPPDOS
Human Resources Management

Subject: FY 2014/15 Salary Program for the State University Police Association (SUPA – Unit 8) Employees

Colleagues:

We are pleased to provide you with salary processing information for the fiscal year 2014/15 salary program for the State University Police Association (SUPA – Unit 8) Employees, which is effective April 1, 2015.

Technical letter HR/Salary 2015-09 is attached for your reference.

Please contact us if you have any questions or concerns.

Warm regards,

Evelyn and Theresa
Date: April 8, 2015
Code: TECHNICAL LETTER
HR/Salary 2015-09

To: Human Resources Officers
Payroll Managers

From: Evelyn Nazario
Associate Vice Chancellor
Human Resources Management & CO HR Services

Theresa Hines
Director, HRPPDOS
Human Resources Management

Subject: FY 2014/15 Salary Program for the State University Police Association (SUPA – Unit 8) Employees

Summary:
This technical letter provides information regarding salary program provisions pursuant to the agreement reached between the California State University and the State University Police Association for fiscal year 2014/15.

Action Item(s):
Implement new salary provisions effective April 1, 2015.

Affected Employee Group(s)/Unit(s):
Eligible SUPA (Unit 8) employees

Details:
Pursuant to the Memorandum of Understanding (MOU) between the California State University (CSU) and the State University Police Association (SUPA), ratified by the CSU Board of Trustees on March 24, 2015, salary program provisions for FY 2014/15 are provided below:

➢ Salary Program effective April 1, 2015:
  • 2% General Salary Increase
  • One-Time Step Adjustment: A 4-step increase adjustment will be applied to employees paying the Employee’s portion of California Public Employees Retirement System’s (CalPERS) retirement contribution as of 4/1/2015. These employees are considered “Classic” CalPERS members.
  • A 1-step “Experience Step” increase will be applied to eligible Unit 8 employees with ten (10) or more years of continuous service pursuant to provision 21.29 of the agreement.
  • Salary (Step) Structure Changes:
    o Salary steps of all Unit 8 classifications will be increased by the 2% General Salary Increase.
    o Salary step maximums of each Unit 8 classification will be expanded by an additional five (5) salary steps, each with an approximate 2.3% increase differential per step.
    o Effective July 1, 2015, Salary Step 1 of each Unit 8 classification will be inactivated.
  ➢ Effective March 24, 2015, shift differential rates will be increased.

Detailed Information for Salary Provisions:

➢ General Salary Increase (GSI):
  • Bargaining unit members in active status or on leave as of April 1, 2015, are eligible for the 2% GSI. The increase shall be paid pro-rata to employees who are less than full-time.

Distribution:
CSU East Bay President
Cal Maritime Academy President
Vice Chancellor, Human Resources
All Campus Vice Presidents
Associate Vice Presidents/Deans of Faculty
Budget Officers
• Bargaining unit members appointed at the campus on or after April 2, 2015, shall be appointed under the new salary schedule at the appropriate salary step rate in effect April 1, 2015.

• GSI increases for bargaining unit members in an inactive payroll or separated status as of April 1, 2015, shall be incorporated in the new salary step rate effective upon their subsequent return to active payroll status or reappointment.

• Effective July 1, 2015, no individual shall be appointed at Step 1 of the salary schedule. Employees appointed at Step 1 that have not been otherwise moved (e.g., by the one-step adjustment pursuant to provision 21.28), shall be moved to Step 2 or above, as appropriate.

• Campuses can begin keying increases as early as April 13, 2015. Increases must be processed by no later than April 22, 2015, the State Controller’s Office (SCO’s) master payroll cutoff date for April 2015 pay period (May 1, 2015 issue date.) Base salary increases will be reflected in the April 2015 pay period warrant.

• For increases keyed after April 22, 2015 (after master payroll cutoff), base salary increases will be reflected in the subsequent pay period warrant. It is anticipated that retroactive salary adjustments will typically issue within five or more business days from the date the salary transaction is keyed.

• Employees on Military Leave receiving a Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and military pay recalculated based on the employee’s new salary rate, pursuant to the CSU policy. Campuses are responsible for completing this manual process.

• Employees with only temporary appointments with expiration dates of April 1, 2015 or earlier should not receive the GSI. CIRS tab delimited file X69, Cycle 1504, available via the F1 express function, lists employees with expired appointment expiration dates. Separated temporary appointments with expiration dates of April 1, 2015, or earlier should not receive the GSI. Campuses are responsible for ensuring that temporary appointment statuses are accurately reflected in the employment history database.

- One Time Step Adjustment For Employees Paying the Employee’s CalPERS Retirement Contribution as of 4/01/2015:
  - As of April 1, 2015, all employees who become responsible for paying the employee’s eight percent (8%) contribution to CalPERS shall receive a 4-step increase. The one-time step adjustment (with each step being an approximate 2.3% increase differential per step), will be applied to “Classic” CalPERS members appointed in one of the following retirement account codes (PIMS Item 505): “51”, “52”, “3N”, and “3P.”
  - CIRS tab delimited file X70, Cycle 1504, available via the F1 express function, lists employees in the above-referenced PIMS Item 505 retirement account code. Campuses are responsible for validating this data to ensure that the employee is appointed in the appropriate retirement account code.
  - Campuses are responsible for keying PIMS transaction 505 for affected employees between April 13 – 22, 2015. The effective date for transaction 505 is April 1, 2015. The SCO completed their payroll system table updates effective April 1, 2015. The system will apply the new CalPERS retirement contribution if the employee separates in early April. The table update initiates the change from employer to employee paid for the employee’s portion of CalPERS retirement contribution. This change will not impact earnings and payments subject to retirement withholdings that were previously paid by the CSU prior to April 1, 2015 (e.g., wages, P.O.S.T., special assignment stipends, shift differentials.)

- Experience Step Increase:
  - Effective April 1, 2015, all employees with ten (10) or more years of continuous service in the bargaining unit, and who have received a satisfactory performance evaluation, shall receive a step increase of approximately 2.3%.
  - Continuous service includes time served as a temporary, probationary or permanent employee and is counted from the date of appointment to the current class held, plus any service in classes of equal or higher rank on the campus which has not been interrupted by a break in service.
  - An employee who has separated and returned to a campus pursuant to Articles 12.12 – 12.13 of the collective bargaining agreement shall be considered to have been in continuous service for the purposes of eligibility for an Experience Step Increase.
  - CIRS tab delimited file X76, Cycle 1504, available via the F1 express function, is provided for campuses to validate Experience Step Increase eligibility.
The Experience Step increase shall be awarded to eligible employees on the first day of the pay period following completion of ten (10) years of continuous service, provided that the employee has received a satisfactory performance evaluation. (Example, an employee appointed in April 2005 is eligible for an Experience Step increase effective May 2015 pay period, provided that all conditions pursuant to the Experience Step Increase provisions are met.)

Shift Differential:
- Effective March 24, 2015, the shift differential rate will increase from twenty-eight cents ($0.28) per hour, to two dollars and twenty cents ($2.20) per hour for eligible employees who work four (4) or more hours between midnight and 6 a.m., (exclusive of overtime.) The rate shall be paid for the employee’s entire shift. The SCO’s (shift differential) table will be updated with an effective date of April 1, 2015, reflecting the hourly rate of $2.20. For shift differential hours worked effective March 24-31, 2015, campuses must key the shift differential rate increases as indicated below.
  - Key the shift differential via the PIP system (shift differential payment will issue with the old rate), and
  - Submit a 674 to SCO: Attention: Linda Rasmussen.
  - Completion of Form STD 674:
    - Social Security Number
    - Employee Name
    - Position Number
    - Remarks – “Unit 8 mid-month shift differential rate change”
- Payment Per SCO section:
  - Issue date
  - 03/15 pay period
  - Salary rate – enter old shift differential rate ($0.28 cents)
  - Time worked – enter total hours between March 24-31, 2015 (e.g., 100 hours)
  - Earnings ID – enter shift differential earnings ID (e.g., SRN)
  - Gross, net, and warrant number
- Payment Should Be section:
  - 03/15 pay period
  - Salary rate and time worked – enter total of hours due @ $0.28 cents (e.g., 70), and total hours due at $2.20 (e.g., 30)
- The shift differential rate remains at twenty-three (23 cents) per hour for eligible employees who work four (4) or more hours between 6:00 p.m. and midnight (exclusive of overtime). The rate shall be paid for the employee’s entire shift.

Salary (Step) Structure Changes:
- Salary steps of all Unit 8 classifications will be increased by the 2% GSI effective April 1, 2015.
- Salary step maximums of each Unit 8 classification will be expanded by an additional five (5) salary steps, each with an approximate 2.3% increase differential per step.
- Effective July 1, 2015, Salary Step 1 of each Unit 8 classification will be inactivated. Campuses will not be able to appoint individuals on Step 1 of the salary schedule effective on or after 7/1/2015.
- The updated salary schedule will be available on the CSU web site (https://www.calstate.edu/HRAdm/SalarySchedule/salary.aspx) on April 8, 2015.
- CIRS tab delimited file L14, Cycle 1504, available via the F1 express function, will be available April 13, 2015, for campus reference and validation for processing employees from the old to the new salary step rate after the GSI has been applied to the CSU pay scales effective April 1, 2015.
The following processing instructions are provided in **Attachment A:**

⇒ Salary Increase Program I – General Salary Increase  
⇒ Salary Increase Program II – One-Time Step Adjustment for Employees Paying the Employee’s CalPERS Retirement Contribution as of April 1, 2015, and Experience Step Increase, if Applicable  
⇒ Salary Increase Program III – Unit 8 Retirement Contribution Change

**Campuses are responsible for manually processing all changes noted above.**

Please direct questions regarding this technical letter as follows:

- 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 Management at (562)951-4411

This document is available on the Human Resources Management’s Web site at:  
[https://www.calstate.edu/HRAdm/memos.shtml](https://www.calstate.edu/HRAdm/memos.shtml)

EN/DTH/vk

Attachment
## PROCESSING INSTRUCTIONS

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

#### PAY SCALES IMPACT:

| Change Summary: | • Increase salary step rates by an approximate 2%  
• Expand salary step maximums of Unit 8 classifications by an additional five (5) salary steps, each with an approximate 2.3% increase differential per step. |
| Class Code(s):  | All Unit 8 classifications (8350, 8354, 8365) |
| CBID: | R08 |
| Pay Scales Effective Date: | 4/1/2015 |
| Date in Production: | 4/07/2015 |
| Pay Letter: | 2015-04 |

#### EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:

| Processing Responsibility: | Campus |
| Processing Date(s): | Beginning April 13, 2015. Campus keying must be completed by no later than April 22, 2015 (April 2015 pay period master payroll cut-off date, May 1, 2015 issue date). |
| Effective Date: | 4/1/2015 |
| PIMS Transaction: | GEN |
| Detailed Transaction Code (Item 719): | N/A |
| EH Remarks (Item 215): | HR/SA 2015-09 |
| Pay Amount: | 2% |
| Pay Form: | Base salary increase (same step at new GSI rate) |
| Lump Sum Earnings ID: | N/A |
| Employees on Leave/Inactive Payroll Status: | • Increases are effective 4/01/2015 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 4/01/2015.  
• Increases to the new step rate for employees on leave (non-pay status) will automatically receive the GEN increase on the return from leave transaction on or after April 1, 2015.  
• Key GEN transaction subsequent reinstatement transaction (e.g., reinstatement transaction, then GEN.)  
• Refer to HR 2014-06 for information on employees on Military Leave receiving a Military Difference in Pay. |
| Additional Information: | • All employees who are active as of 4/1/15 will receive the GSI via GEN transaction.  
• Increase will be applied pro-rata for employees who are less than full-time  
• In order to assist campuses in identifying employees whose appointment expiration date is prior to 4/1/15, CIRS tab delimited file X69, Cycle1504, will be available April 10, 2015 for campus reference and verification. |
### CMS PROCESSING INFORMATION:

<table>
<thead>
<tr>
<th>Workforce Administration:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Salary Schedule Load provided by HR Data Operations to CMS on 4/07/15.</td>
<td></td>
</tr>
<tr>
<td>- Action Reason: PAY/GSI (GEN: Pay Rate Change/General Salary Increase)</td>
<td></td>
</tr>
<tr>
<td>- Effective Date: 4/1/2015 or date returned to active pay status</td>
<td></td>
</tr>
<tr>
<td>- Union Code: R08</td>
<td></td>
</tr>
<tr>
<td>- Empl History Remarks: HR/SA 2015-09</td>
<td></td>
</tr>
<tr>
<td>- Comp Rate: Update as noted above</td>
<td></td>
</tr>
</tbody>
</table>

| Temporary Faculty: | N/A |
| Time and Labor: | N/A |
| Benefits: | N/A |
| Absence Management: | N/A |
| Labor Cost Distribution: | N/A |

### Additional Instructions:

#### Employees on Leave:

- Increases are effective 4/1/2015 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40 (Action/Reasons: STD/ND3-Short Term Disability with PAY/NDI, Catastrophic Leave or STD/ND4-Short Term Disability with PAY/NDI, New NDI Period Cat Leave) on 4/1/2015.

- Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN (PAY/GSI) transaction, effective the date the employee returns to active pay status. Post the GEN (PAY/GSI) transaction subsequent to (e.g., on top of) the reinstatement from leave transaction.

- Refer to HR 2014-06 for information on employees on Military Leave receiving a Military Difference in Pay.

### Additional Information:

- All employees who are active as of 4/1/2015 will receive the GSI via GEN (PAY/GSI) transaction.
- The GSI will be applied pro-rata for employees who are less than full-time.
# PROCESSING INSTRUCTIONS

## SALARY INCREASE PROGRAM II – One-Time Step Adjustment for Employees Paying the Employee’s CalPERS Retirement Contribution as of April 1, 2015, and Experience Step Increase, if Applicable

### PAY SCALES IMPACT:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Summary</td>
<td>N/A</td>
</tr>
<tr>
<td>Class Code(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>CBID</td>
<td>N/A</td>
</tr>
<tr>
<td>Pay Scales Effective Date</td>
<td>N/A</td>
</tr>
<tr>
<td>Date in Production</td>
<td>N/A</td>
</tr>
<tr>
<td>Pay Letter</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing Responsibility</td>
<td>Campus</td>
</tr>
<tr>
<td>Processing Date(s)</td>
<td>Beginning April 13, 2015. Campus keying must be completed by no later than April 22, 2015 (April 2015 pay period master payroll cut-off date, May 1, 2015 issue date.)</td>
</tr>
<tr>
<td>Effective Date</td>
<td>4/1/2015</td>
</tr>
<tr>
<td>PIMS Transaction</td>
<td>CRO</td>
</tr>
<tr>
<td>Salary Step (PIMS Item 311)</td>
<td>Example: from step “14” to “18”</td>
</tr>
<tr>
<td>EH Remarks (Item 215)</td>
<td>HR/SA 2015-09</td>
</tr>
<tr>
<td>Pay Amount</td>
<td>4-step increase</td>
</tr>
<tr>
<td>Pay Form</td>
<td>Base salary increase</td>
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<tr>
<td>Lump Sum Earnings ID</td>
<td>N/A</td>
</tr>
<tr>
<td>Employees on Leave/Inactive/Payroll Status</td>
<td>Increases are effective 4/01/2015 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40 on 4/01/2015. Increases to the new step rate for eligible employees on leave (non-pay status) will automatically receive the increase in the new step rate on the return from leave transaction on or after April 1, 2015. Key CRO transaction subsequent to reinstatement and GEN transactions (e.g., reinstatement transaction, then GEN, then CRO.) Refer to HR 2014-06 for information on employees on Military Leave receiving a Military Difference in Pay.</td>
</tr>
</tbody>
</table>
Additional Information:

- Employees eligible for the Experience Step increase will receive the increase via CRO transaction.
- CIRS tab delimited file X76, Cycle 1504, available April 10, 2015, is provided for campuses to validate Experience Step Increase eligibility.
- If an employee is eligible for the one-time 4-step adjustment AND the Experience Step increase effective April 1, 2015, key the 5-step increase via CRO transaction, and indicate “4-STEP & EXP” in EH Remarks Item 215.
- Employees eligible for the Experience Step Increase after April 2015 pay period will be processed via CRO transaction as a separate transaction effective the beginning of the appropriate pay period. Indicate “EXPER STEP” in EH Remarks Item 215.
- Key CRO transaction subsequent to “GEN” transaction (e.g., key GEN, then CRO.)

CMS PROCESSING INFORMATION:

Workforce Administration:

- Action Reason: CRO (PAY/MOU: Pay Rate Change/Memorandum of Understanding)
- Effective Date: 04/1/15 or date returned to active pay status
- Effective Sequence: Increment as appropriate
- Union Code: R08
- Empl History Remarks (Item 215): HR/SA 2015-09 or as indicated above
- Step (Salary Plan Tab - Item 311): Update as referenced
- Comp Rate: Update as appropriate based on Salary Schedule

Temporary Faculty: N/A
Benefits: N/A
Time and Labor: N/A
Absence Management: N/A
Labor Cost Distribution: N/A

Additional Instructions: Employees on Leave:

- Increases are effective 4/01/2015 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40 (Action/ Reasons: STD/ND3-Short Term Disability with PAY/NDI, Catastrophic Leave or STD/ND4-Short Term Disability with PAY/NDI, New NDI Period Cat Leave) on 4/01/2015.
- Increases to the new step rate for eligible employees on leave (non-pay status) will automatically receive the increase in the new step rate on the return from leave transaction on or after April 1, 2015.
- Key CRO (PAY/MOU) transaction subsequent to reinstatement and GEN (PAY/GSI) transactions (e.g., reinstatement transaction, then GEN (PAY/GSI), then CRO (PAY/MOU)
- Refer to HR 2014-06 for information on employees on Military Leave receiving a Military Difference in Pay.

Additional Information:

- Employees eligible for the Experience Step increase will receive the increase via CRO (PAY/MOU) transaction.
- CIRS tab delimited file X76, Cycle 1504, available April 10, 2015, is...
- If an employee is eligible for the one-time 4-step adjustment **AND** the Experience Step increase effective April 1, 2015, key the 5-step increase via CRO (PAY/MOU) transaction, and indicate “4-STEP & EXP” in Empl History Remarks (Item 215).
- Employees eligible for the Experience Step Increase after April 2015 pay period will be processed via CRO (PAY/MOU) transaction as a separate transaction effective the beginning of the appropriate pay period. Indicate “EXPER STEP” in Empl History Remarks (Item 215).
- Key CRO PAY/MOU) transaction subsequent to “GEN” (PAY/GSI) transaction (e.g., key GEN, then CRO (PAY/MOU)).
## PROCESSING INSTRUCTIONS

**SALARY INCREASE PROGRAM III – Unit 8 Retirement Contribution Change**

### PAY SCALES IMPACT:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Change Summary:</td>
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<tr>
<td>Class Code(s):</td>
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<tr>
<td>CBID:</td>
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<tr>
<td>Pay Scales Effective Date:</td>
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<td>Date in Production:</td>
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<td>Pay Letter:</td>
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### EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Processing Responsibility:</td>
<td>Campus</td>
</tr>
<tr>
<td>Processing Date(s):</td>
<td>Beginning April 13, 2015. Campus keying must be completed by no later than April 22, 2015 (April 2015 pay period master payroll cut-off date, May 1, 2015 issue date).</td>
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<tr>
<td>Effective Date:</td>
<td>4/1/2015</td>
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<tr>
<td>PIMS Transaction:</td>
<td>505</td>
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<td>Affected Retirement Account Codes:</td>
<td>“51”, “52”, “3N”, or “3P.”</td>
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<tr>
<td>EH Remarks (Item 215):</td>
<td>HR/SA 2015-09</td>
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<tr>
<td>Pay Amount:</td>
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<tr>
<td>Pay Form:</td>
<td>N/A</td>
</tr>
<tr>
<td>Lump Sum Earnings ID:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Employees on Leave/Inactive Payroll Status:

- Increases are effective 4/01/2015 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 4/01/2015.
- Key Transaction 505 subsequent reinstatement transaction, “CRO” and “GEN” transactions (e.g., reinstatement transaction, then GEN, then CRO, then 505.)

#### Additional Information:

- CIRS tab delimited file X70, Cycle 1504, available April 10, 2015, lists employees in the above-referenced PIMS Item 505 retirement account code. Campuses are responsible for validating this data to ensure that the employee is appointed in the appropriate retirement account code.
- Key Transaction 505 subsequent to “CRO” and “GEN” transactions (e.g., key GEN, then CRO, then 505.)

### CMS PROCESSING INFORMATION:

<p>| | |</p>
<table>
<thead>
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<tr>
<td>Workforce Administration:</td>
<td>Action Reason: 505 (DTA/RCC-Data Change/Retirement Code Change)</td>
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<td></td>
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<td>Union Code:</td>
<td>R08</td>
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<tr>
<td>Empl History Remarks (Item 215):</td>
<td>HR/SA 2015-09</td>
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<tr>
<td>Retirement Code:</td>
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<td>Temporary Faculty:</td>
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<td>Time and Labor:</td>
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<td>Absence Management:</td>
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<tr>
<td>Labor Cost Distribution</td>
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</tr>
<tr>
<td>-------------------------</td>
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</tr>
<tr>
<td>Additional Instructions</td>
<td>Note: The SCO’s payroll system updates are effective April 1, 2015 for the retirement codes referenced above. Employees on Leave:</td>
</tr>
</tbody>
</table>
|                         | • Increases are effective 4/01/2015 for employees on NDI supplementing with Catastrophic Leave (Action/Reasons: STD/ND3-Short Term Disability with PAY/NDI, Catastrophic Leave or STD/ND4-Short Term Disability with PAY/NDI, New NDI Period Cat Leave) on 4/01/2015.  
• Key Transaction 505 (DTA/RCC) subsequent reinstatement transaction, “CRO” (PAY/MOU) and “GEN” (PAY/GSI), transactions (e.g., reinstatement transaction, then GEN (PAY/GSI), then CRO (PAY/MOU), then 505 (DTA/RCC.). |
| Additional Information  | • CIRS tab delimited file X70, Cycle 1504, available April 10, 2015, lists employees in the above-referenced PIMS Item 505 retirement account code. Campuses are responsible for validating this data to ensure that the employee is appointed in the appropriate retirement account code.  
• Key Transaction 5005 (DTA/RCC) subsequent to “CRO” (PAY/MOU) and “GEN” (PAY/GSI) transactions (e.g., key GEN (PAY/GSI), then CRO PAY/MOU), then 505.) |