Colleagues:

We are pleased to provide you with salary processing information for the fiscal year 2015/16 salary program for International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, AFL-CIO and its Local Union 4123 (UAW – Unit 11) employees. We encourage you to review the attached information below.

Technical Letter HR/Salary 2015-17 is attached for your reference.

Please contact us if you have any questions or concerns.

Warm regards,

Evelyn and Margy
Date: June 24, 2015

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

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

Margaret Merryfield
Assistant Vice Chancellor
Academic Human Resources

Subject: FY 2015/16 Salary Program for Academic Student Employees (Unit 11)

Summary:
We are pleased to provide information regarding salary program provisions for academic student employees, agreed between the California State University (CSU) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, AFL-CIO and its Local Union 4123 (UAW – Unit 11) for fiscal year 2015/16.

Action Item:
Implement salary provisions effective July 1, 2015.

Affected Employee Groups/Units:
Eligible academic student (Unit 11) employees

Details:
The agreement reached between the California State University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, AFL-CIO and Its Local Union 4123 (UAW – Unit 11), ratified by the CSU Board of Trustees on November 6, 2013, provides salary program provisions for FY 2015/16 as follows:

- Salary Program effective July 1, 2015:
  - 2% General Salary Increase to the individual salary rates of Teaching Associates (TA’s) and Graduate Assistants (GA’s);
  - 5% increase to the salary range minimums and maximums of all TA and GA classifications;
  - $0.50 cent increase to the minimum and maximum hourly salary rates of all Instructional Student Assistant (ISA) classifications.

Detailed Salary Program Provisions:

- General Salary Increase (GSI):
  - Effective July 1, 2015, the State Controller’s Office (SCO) will post a 2% GSI via mass update to the individual salary rates of Teaching Associate and Graduate Assistant bargaining unit members (appointed in class codes 2309, 2324, 2325, 2326, 2353, 2354, and 2355) who are in active pay status as of July 1, 2015.
  - The SCO will post the GSI increases via GEN transaction during the mass update process scheduled to occur during the week of July 6th, 2015.
  - Base salary increases will be reflected in the July 2015 pay period warrant (July 31, 2015, issue date.)
  - Due to salary schedule (payscale) updates that will occur for the mass update process, and to preclude employment history transactions from adversely affecting this process, we are asking campuses to refrain from keying transactions into the PIMS database that are applicable to Unit 11 employees, beginning the close of

Distribution:
CSU East Bay President
Cal Maritime Academy President
Executive Vice Chancellor& CAO
Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs

Vice Presidents, Administration
Associate Vice Presidents/Deans of Faculty
Budget Officers
HR Professionals
State Controller’s Office/PPSD
business, July 2, 2015, through the close of business July 10, 2015. Campuses will be able to resume keying transactions in the PIMS database that are applicable to Unit 11 employees at the beginning of business on July 13, 2015.

- Manual processing by the campuses will occur in the following situations:
  - To enter the hourly rates of reappointments effective July 1, 2015 or later, at or above the new hourly rate minimum of $12.00 per hour, for Instructional Student Assistants (appointed in class codes 1150, 1151, 1152 and 1153) with appointment expiration dates of June 30, 2015 or earlier. CIRS Compendium Report F95, Cycle 1506 (available June 15, 2015, before the mass update is run), and Cycle 1507 (available July 13, 2015, after the mass update is run), lists employees with expired appointment expiration dates that are not eligible to receive the GSI.
  - For continuing Teaching Associates and Graduate Assistants, reappointed in the same classification at the same campus in 2015/16. These individuals shall receive the GSI upon reappointment at that campus. The 2015/16 reappointment salary should incorporate the 2% GSI amount. Increases are effective as of the reappointment date in 2015/16.
  - GSI increases needed for employees in non-pay status as of July 1, 2015 (e.g., on leave), effective the date the employee returns to active pay status.
  - For retroactive salary adjustments. Note that such adjustments may typically issue within five or more business days from the date the salary transaction is keyed.
  - For processing final settlement payments that require recalculation of final settlement as a result of the GSI.
  - For employees on Military Leave, receiving a Military Difference in Pay CSU salary supplement, who need to have the difference between the CSU salary and military pay recalculated based on the employee’s new salary rate. Please refer to HR 2014-06 for information on employees on Military Leave receiving a Military Difference in Pay.
  - To accurately reflect temporary appointment statuses in the employment history database on or before July 2, 2015.

- The SCO will manually key the individual hourly salary rates of Instructional Student Assistants (appointed in class codes 1150, 1151, 1152 and 1153) with appointment expiration dates of July 1, 2015 or later, whose hourly pay rates are currently less than $12.00 per hour, to $12.00/hour, effective July 1, 2015, via GEN transaction, as part of the mass update activities.

- Employees appointed in TA and GA classifications whose salary rate is still below the new minimum after the application of the 2% GSI via mass update will have their salary rate brought to the new salary range minimum via “GENC” transaction by the SCO. CIRS Compendium Report L16, Cycle 1507 lists employees in TA and GA classifications that fall below the new salary range minimum.

- Employees appointed in TA and GA classifications, with temporary appointments with expiration dates of June 30, 2015 or earlier will receive the GSI if the appointment is not separated before the mass update is run. CIRS Compendium Report F95, Cycle 1506 (available June 15, 2015, before the mass update is run) and Cycle 1507 (available July 13, 2015, after the mass update is run), lists employees with expired appointment expiration dates that will receive the GSI unless otherwise separated by the campus on or before July 2, 2015. Should an employee have additional active positions that are eligible for the GSI, the mass update will apply the GSI in all positions, including temporary appointments with a June 30, 2015 or earlier expiration date if the temporary appointment has not been separated. CIRS Compendium Reports H50, Cycle 1507, and tab delimited file H80, Cycle 1507, lists employees that will receive the GSI in expired temporary appointments for campus reference and verification. It is important that temporary appointment statuses are accurately reflected in the employment history database on or before July 2, 2015.

- As a reminder, employees appointed effective on or after July 1, 2015, are to be appointed under the new salary schedules.
Detail on Classification Salary Range and Rate Changes:

<table>
<thead>
<tr>
<th>Classification Code Detail:</th>
<th>Effective July 1, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Increase to Salary Range Minimum</td>
</tr>
<tr>
<td>Graduate Assistant (GA) class code: 2325, 2326, 2355</td>
<td>5%</td>
</tr>
<tr>
<td>Teaching Associate (TA) class codes: 2309 = TA, Extended Education – For Credit 2324 = TA, Summer Term 2353 = TA, 12 Month 2354 = TA, Academic Year (AY)</td>
<td>5%</td>
</tr>
<tr>
<td>All GA and TA class codes</td>
<td>Increase to Salary Rate Minimum</td>
</tr>
<tr>
<td>Instructional Student Assistant (ISA) class codes: 1150 = Instructional Student Assistant 1151 = ISA, On Campus Work Study 1152 = ISA, Off Campus 1153 = ISA, Off Campus Work Study</td>
<td>+ $0.50/hr. to $12.00/hr.</td>
</tr>
</tbody>
</table>

Salary Ranges:
- The salary range minimum and maximums of TA and GA classifications will be increased by 5% effective July 1, 2015.
- The hourly rate salary range minimum and maximum of ISA classifications will be increased by $0.50 cents/hour effective July 1, 2015.
- The updated Unit 11 salary schedule will be available on the CSU web site (http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx) after the mass update has been completed on July 10, 2015.

Mass Update Considerations:
- When mass updates are run, all subsequent salary transactions are increased accordingly by the GSI.
- When mass updates are run, a small number of payments may suspend from the automated process (e.g., “out of service” records), resulting in further analysis: such payments may require additional time for manual processing by the SCO.

Salary Increase Rounding Considerations:
- The 2% GSI increase is subject to SCO rounding as a result of the mass update process. The SCO’s GSI mass update program rounds individual monthly based-on salary rates to the nearest whole dollar. The program adds fifty cents to the existing dollar amount and then truncates the cents in order to create a new whole dollar amount. Campuses are responsible for ensuring that manually processed GSI’s are applied uniformly and consistently by using the same rounding logic. Actual salary rates are derived by the payroll system by multiplying the based-on salary rate * time base fraction, which (based upon the timebase fraction), could cause individual actual monthly salary rates to result in amounts with dollars and cents. Examples for processing the 2% GSI are provided as follows:

<table>
<thead>
<tr>
<th>Example #1:</th>
<th>Example #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,776 x 1.02 = $3,851.52</td>
<td>$2,750 x 1.02 = $2,805.00</td>
</tr>
<tr>
<td>+ .50</td>
<td>+ .50</td>
</tr>
<tr>
<td>= $3,852.02</td>
<td>= $2,805.50</td>
</tr>
<tr>
<td>New monthly based-on rate = $3,852.00*</td>
<td>New monthly based-on rate = $2,805.00*</td>
</tr>
<tr>
<td>(*cents are truncated to create whole dollar amount)</td>
<td>(*cents are truncated to create whole dollar amount)</td>
</tr>
</tbody>
</table>
The following processing instructions are provided in Attachment A:

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

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  Academic Human Resources at (562) 951-4503

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

EN/MM/dth

Attachment
## PROCESSING INSTRUCTIONS

### SALARY INCREASE PROGRAM I - General Salary Increase

#### PAY SCALES IMPACT:

| Change Summary | • Increase of 2% to the individual salary rates of all bargaining unit members in Teaching Associate (TA) and Graduate Assistant (GA) classifications (class codes 2309, 2324, 2325, 2326, 2353, 2354, 2355).  
• 5% increase to the minimum and maximum salary rate of all TA and GA classifications  
• $0.50 cent increase to the hourly rate salary range minimum and maximums of all Instructional Student Assistant (ISA) classifications (class codes 1150, 1151, 1152 and 1153) |
| Class Code(s) | All Unit 11 classifications |
| CBID | R11 |
| Pay Scales Effective Date | 07/01/2015 |
| Date in Production | July 10, 2015 |
| Pay Letter | 2015-06 |

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

| Processing Responsibility | • The SCO will post increases into PIMS database via mass update.  
• Campuses are responsible for manually processing increases for eligible employees after the mass update is run or upon return from leave, as appropriate. |
| Processing Date(s) | During the week of July 6th, 2015 |
| Effective Date | 07/01/15 |
| PIMS Transaction | GEN |
| Detailed Transaction Code (Item 719) | N/A |
| EH Remarks (Item 215) | N/A |
| Pay Amount | • TAs and GAs: 2% |
| Pay Form | Base salary increase |
| Lump Sum Earnings ID | N/A |
| Employees on Leave | • Increases are effective 7/01/15, for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 7/01/15.  
• Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN transaction, effective the date the employee returns to pay status. Post the GEN 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 7/01/15 will receive the 2% GSI via GEN transaction with the exception of those employees in ISA classes (codes 1150, 1151, 1152 and 1153).  
• *Increase to minimum of salary ranges for TAs and GAs Classes (codes 2309, 2324, 2325, 2326, 2353, 2354 and 2355):* If the employee’s salary is below the new salary range minimum after the application of the 2% GSI, the employee’s salary will be raised to the new salary range minimum, which will be keyed by the SCO as a “GENC” transaction. |
- CIRS Compendium Report L16, Cycle 1507 (available July 13, 2015), provides a list of employees below the new salary range minimum for their respective class and range.
- Continuing TAs and GAs who are reappointed in the same classification at the same campus in 2015/16 shall receive the 2% GSI upon reappointment. The 2015/16 reappointment salary should incorporate the 2% GSI amount. On the reappointment transaction, enter “2% GSI” in Item 215, Employment History Remarks.
- Appointees to GA and TA Academic Year classifications (codes 2355 and 2354, respectively) whose Final Settlement (Item 810) is paid out prior to July 1, 2015 will not receive the increase. Campuses are responsible for manually processing final settlement payments that require recalculation of final settlement as a result of the GSI.
- Employees appointed in TA and GA classifications with temporary appointments with expiration dates of June 30, 2015 or earlier will receive the GSI if the appointment is not separated before the mass update is run. CIRS Compendium Report F95, Cycle 1507 (available June 15, 2015, before the mass update is run) and Cycle 1507 (available July 13, 2015, after the mass update is run), lists employees with expired appointment expiration dates that will receive the GSI unless otherwise separated by the campus on or before July 2, 2015.
- CIRS Compendium Reports H50, Cycle 1507, and tab delimited file H80, Cycle 1507, lists employees that will receive the GSI in expired temporary TA and GA appointments for campus reference and verification. **Campuses are responsible for ensuring that temporary appointment statuses are accurately reflected in the employment history database on or before July 2, 2015.**
- **Increase to minimum and maximum of hourly salary rates for ISA Classes (codes 1150, 1151, 1152 and 1153):** The new minimum rate is $12.00 per hour. Appointments or reappointments effective on or after 7/01/2015, must be appointed at or above the new minimum rate.
- Campuses are responsible for entering the hourly rates of reappointments effective July 1, 2015 or later, at or above the new hourly rate minimum of $12.00/hour, for ISA’s with appointment expiration dates of June 30, 2015 or earlier. CIRS Compendium Report F95, Cycle 1506 (available June 15, 2015, before the mass update is run), and Cycle 1507 (available July 13, 2015, after the mass update is run), lists employees with expired appointment expiration dates that are not eligible to receive the GSI.
- All Unit 11 employees appointed on or after July 1, 2015 must be appointed under the new salary schedule.
- Docks, salary overpayments, and/or overtime payments may be impacted by the mass update. **Campuses are responsible for making appropriate adjustments.**
### CMS PROCESSING INFORMATION:

| Workforce Administration: | • Salary Schedule Load provided by HR Data Operations to CMS on June 11, 2015.  
|                          | • Campus L15 file will be available for download on July 10, 2015, Cycle 1111. (The file will load the GSI (PAY/GEN) transactions processed by the SCO as well as corrections.)  
|                          | • Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to manually update all subsequent salary rows.  
|                          | • Action Reason: PAY/GSI (GEN: Pay Rate Change/General Salary Increase)  
|                          | • Effective Date: 07/01/15  
|                          | • Union Code: R11  
|                          | • Empl History Remarks: N/A  
| 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: | • Process leaves as noted above using 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 as appropriate.  