The California State University
SYSTEMWIDE HUMAN RESOURCES

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Date: October 22, 2009

Code: TECHNICAL LETTER
HR/Salary 2009-11

To: Human Resources Directors
Payroll Managers

Processing Deadline: November 2, 2009

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management

Subject: 2008/09 Budget Shortfall Mitigation Bonus for Academic Support (Unit 4) Employees

Overview

Audience:	Human Resources Directors, Campus Payroll Managers and/or campus designees responsible for Unit 4 employee payroll processing
Action Item:	Process payments for Budget Shortfall Mitigation Bonuses
Affected Employee Groups/Units:	Eligible Unit 4 Employees

Summary

Unit 4 employees who meet eligibility criteria for FY 2008/09 are eligible to receive a Budget Shortfall Mitigation (BSM) Bonus. This payment must be issued no later than November 2, 2009.

Campus Human Resources Directors, 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 2008/09, the BSM Bonus amount is $295.55 (gross) for full-time employees, prorated for part-time employees. The SCO, with the assistance of HR-ISA, will process these payments by November 2, 2009.

The following processing instructions are provided in Attachment A:

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

Distribution:

CSU Presidents
Executive Vice Chancellor and CAO
Vice Chancellor, Human Resources
Vice Presidents, Administration
Vice Presidents, Academic Affairs
Vice Presidents, Student Administration
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 I I
– Budget Shortfall Mitigation Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	SCO
Processing Date(s):	2008/09 – payments will be processed by November 2, 2009.
Earnings ID:	GY
Amount:	2008/09 = $295.55 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:	• Bonus payments will be captured in CIRS via a tab-delimited Compendium Report under code H69. The cycle will reflect the corresponding fiscal year. • Payments will be issued using the May 2009 pay period. Any additional 2008/09 BSM bonuses keyed by campuses should be processed using the May 2009 pay period.

CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	• Earnings ID: o GY – Process via Additional Pay o Effective Date: 5/01/09 o Amount: as indicated above
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Note: This transaction will automatically be processed by the SCO. As such, campuses will only need to insert a row in PeopleSoft to "reflect" the transaction. However, any additional 2008/09 BSM bonuses keyed by campuses should be "processed" using the GY Earnings ID as referenced above.