

THE CALIFORNIA STATE UNIVERSITY  
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**Date:** July 14, 1999  
**To:** Associate Vice Presidents/Deans of Faculty  
Human Resources Directors  
Payroll Managers  
**Code:** TECHNICAL LETTER  
HR/SA 99-08  
Supplement #1

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**Subject:** Faculty (Unit 3) Revised Salary Program for Fiscal Year 1998/99 – Additional Information

This supplement is intended to provide clarification and additional information on the fiscal year (FY) 1998/99 faculty salary program:

**1. Promotion Article:**

- Article 31.4 provides for a three-step promotional salary increase for faculty members whose salary is on-step. For faculty members whose salary is off-step, the promotional salary increase will be a minimum of 7.5%. The promotion effective date has been clarified to be effective "fiscal year 1998/99," e.g., as early as July 1, 1998.
- Campuses are responsible for reviewing promotional transactions effective in FY 1998/99 to ensure compliance with this article, and for correcting any transactions affected by this change. Campuses that previously processed two-step promotional transactions are required to correct employment history as appropriate. Campuses should refer to appropriate procedures for out-of-sequence processing.
- Promotional increase amounts greater than 3 steps or 7.5% may be funded from either the merit pay pool or campus funds.

**2. Service-based Salary Increases (SSIs):**

- Subject to the SSI maximum, the FY 1998/99 SSI amount is 2.4% and is not restricted to a one-step increase (except in cases where the one-step SSI is equivalent to a 2.4% salary increase). The 2.4% SSI increase should advance the employee to the highest step attainable, with any remaining "off-step" salary amount to be processed as a plus salary in Item 815 using detail transaction code 71 (Item 719).

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**Distribution:**

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If the 2.4% SSI increase is less than a one-step increment, then the full amount will be entered as a Plus Salary. Off-step salary amounts must be included in all calculations for which base salary amounts are included (e.g., reporting purposes).

- The FY 1998/99 SSI program effective date change (from October 1998 to September 1998) may have affected employees with September 1998 anniversary dates who were promoted the September 1998 pay period without receiving the SSI, if otherwise eligible. Campuses are responsible for reviewing and correcting employment history to ensure that employees eligible for a SSI in September 1998 received the SSI prior to posting the promotional transaction effective in the same pay period. Please see the attached processing instructions from the SCO.
- As a reminder, on any occasion, **on or after July 1, 1998**, when the campus enters an initial value into the SSI counter field (appointments and promotions) and the initial salary rate is less than the SSI maximum, the SSI counter will be determined as the number of 2.5% salary increases that would result in a salary equal to the SSI maximum, up to a maximum initial counter of 8. Campuses may already have initiated the counter at 8. These should be recalculated and corrected if necessary, remembering to keep the final anniversary date in agreement with the counter. The SSI counter will be decreased by 1 for every SSI granted, regardless of the amount of the SSI. This provision is not retroactive to transactions that occurred prior to July 1, 1998. Campuses are not to recalculate SSI counters that were established and/or adjusted prior to July 1, 1998.

**3. Range Elevation for Temporary Employees:**

- For temporary faculty who meet the range elevation eligibility criteria, range elevation is not automatic. Procedures, including criteria for each range and the review process, shall be established at each campus.
- For eligible faculty who are granted a range elevation, the minimum salary increase is two (2) steps for faculty whose salary is on-step or 5% for faculty whose salary is off-step.

**4. Salary Payment Above Top Step for Professors:**

- As a reminder, instructional faculty employees at the "full professor" rank may be paid at a salary rate that exceeds the top step in their respective classification. This provision applies **only** to faculty in range code 5 in the following classification codes: 0351, 0551, 0356, 0556, 2482, 2481, 7894, 2360, 2399, 2361, 2395, 1195, 2394, 2323, 2368, 2364, 2322, 2310, 2402, 2390, 2357, 2320, 2321, and 2356.

Questions regarding processing instructions should be directed to your campus CSU Audits representative at the State Controller's Office. Questions regarding other aspects of this technical letter supplement may be directed to Cordelia Ontiveros at (562) 951-4503. This technical letter is also available via Human Resources Administration's web page at: <http://www.calstate.edu/tier3/HR-Adm/99SAmemo.html>. Thank you.

CR/CO/dth

**Processing Instructions to correct September 1998  
 SSI and Promotion Transactions**

NOTE: Employment history must be corrected to ensure that affected faculty employees (that are SSI-eligible with an anniversary date in September) receive the SSI and promotion in the September 1998 pay period in accordance with the MOU. The information provided below shows what will be reflected in employment history when the employee receives the retroactive SSI, the promotion is changed from two to three steps, and the general salary increase amount is adjusted:

1. **Employment History Before Correction:**

<u>Eff. Date</u>	<u>Transaction</u>
10/1/98	GEN
10/1/98	GENF
8/18/98	GEN
8/18/98	A64

2. **Processing Instructions for Corrections:**

<u>Action</u>	<u>Transaction</u>	<u>Eff. Date</u>
VOID	A64	8/18/98
CORRECT	GEN	8/18/98
POST	MSA	8/18/98
POST	A64	8/18/98
CORRECT	GEN	10/1/98

3. **Employment History After Corrections:**

<u>Eff. Date</u>	<u>Transaction</u>
10/1/98	GENC
10/1/98	GEND
10/1/98	GENF
8/18/98	GENC
8/18/98	GEND
8/18/98	A64
8/18/98	A64V
8/18/98	MSA

**Note:** For any other transaction effective 9/98 pay period, a void (V) or correct (C) must be processed (depending on the transaction).

**LEGEND:**

GEN	General Salary Increase (GSI) transaction
GENC	Corrected GEN transaction
GEND	Deleted GEN transaction
GENF	Fixed GEN transaction
MSA	Service-based Salary Increase (SSI) transaction
A64	Promotion transaction
A64V	Voided Promotion transaction