

STATE OF CALIFORNIA

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Date: April 15, 1999

PERSONNEL LETTER # 99-012
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY (EH) UPDATE FOR BARGAINING UNIT 03 SERVICE-BASED
SALARY INCREASE (SSI)

As outlined in Personnel Letter #99-007 (Bargaining Unit 03 General Salary Increase), the resolution passed by the Board of Trustees of the California State University (CSU) provides various salary changes for Bargaining Unit 03 employees. This Personnel Letter addresses the 1.5% SSI effective 10/01/98. Personnel Letter #99-010 addressed the Department Chair changes and a separate Personnel Letter will be issued on the Faculty Merit Increase.

Implementation of the retroactive SSI will be achieved by manual processing. Processing of the SSI began April 9, 1999 and will be completed by April 19, 1999.

An attachment is provided detailing information and processing instructions for the Bargaining Unit 03 SSI.

Refer to Technical Letter HR/SA 99-03 for further information related to the SSI and the other salary changes.

If you have any questions regarding the following document processing information, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:PMAB:cah

Attachment

ATTACHMENT

EMPLOYEES IN BARGAINING UNIT 03

Employment History Update

Eligible employees in Bargaining Unit 03 are entitled to a Fiscal Year 1998/99 1.5% SSI (subject to the SSI maximum) effective 10/01/98. Employees with an anniversary date of 07/98 through 10/98 and on active payroll status as of 09/30/98 close of business (COB) are to receive their SSI effective 10/01/98. All other employees with an 11/98 through 06/99 anniversary date are to receive their SSI effective with their anniversary month.

The SSI is documented on the PPT and EH Data Base as an MSA transaction. The SSI amount will place the eligible faculty unit employees in an 'off-step' condition (i.e., a salary amount in between two salary steps). Therefore, the SSI amount will be processed as a Plus Salary (Item 815) with Detail Transaction Code (Item 719) '71'. Further, the SSI/MSA transaction will not result in a change to the employee's salary step. The Plus Salary item will be used until the open range salary structure is implemented. (Refer to Technical Letter HR/SA 99-03 for further details.)

The Personnel/Payroll Services Division (PPSD) will manually post a 10/01/98 effective date SSI/MSA transaction to the EH records of eligible employees with an anniversary date of 07/98 through 10/98. Employees with an SSI counter of one (1) shall have their anniversary date and their Final Salary Anniversary Date/MSA/SSI Counter (Item 958) changed to '99/99'. All other employees shall retain their respective anniversary month and year and Item 958 adjusted as appropriate.

Additionally, PPSD will manually post the MSA transaction to the EH records of eligible employees with an anniversary date of 11/98 through 04/99.

The posting of the above MSA transactions began April 9, 1999. In addition, PPSD will post MSA transactions for employees with May and June, 1999 anniversary dates at the appropriate time.

If the employee is denied the SSI, follow the instructions in the Personnel Information Management System Manual, Section VII, Page 7.18 for MSA denials and void the 10/01/98 effective date MSA if appropriate.

Employees with an anniversary date of 07/98 through 10/98, who separated 09/30/98 COB, may need an adjustment to their lump sum payments if those payments extended beyond 10/01/98. PPSD will identify the affected employees and manually adjust the lump sum payments.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the SSI. Campuses must determine if the employees are entitled to the SSI. Listings identifying the employees will be sent to the campuses to process the MSA transaction for the eligible employees.

Temporary R03 employees may be eligible for the SSI. The CSU's Human Resources/Information Support and Analysis staff have generated two listings of potential eligible employees via CIRS. The reports are now available and identified as Compendium Report Code X77 and X78, Cycle 9999, under Campus Detail, Special Reports. Report Code X77 lists temporary R03 employees who have worked at the same campus for each of the past six (6) years. Report Code X78 lists temporary R03 employees who have not worked consecutively for the last six (6) years at the same campus but who might potentially still be eligible for the SSI. After verifying eligibility, the campuses must post the SSI with an A52 transaction. Refer to Technical Letter HR/SA 99-03 for further information.

As a result of the resolution providing Fiscal Year 1998/99 SSI's, the MSA transactions are considered to be non-controllable personnel and payroll transactions. However, the manual processing by PPSD of the SSI/MSA transactions and resulting payroll adjustments will be reflected on the Monthly Retroactivity Report. Additionally, any retroactive SSI/MSA transactions and resulting payroll transactions that are key entered/initiated by a campus will appear on the campus' report. The campus can return the report identifying the items associated with the retroactive SSI process along with the appropriate explanation.

Campus EH Processing Information

Based on the GSI and SSI updates processed by PPSD, following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 09/30/98 or prior:
 - 1) MSAV effective 10/01/98 through 04/01/99 (if posted).
 - 2) GENV effective 10/01/98.
 - 3) SXX.
2. Separations effective 10/01/98 or later, including Leaves Without Pay, S49 and 565 with Job Injury Code = 7, should be processed as usual.

DO NOT VOID THE GEN OR MSA TRANSACTION.

NOTE: If the separation was keyed prior to the GEN/MSA transactions with the old salary rate, process as follows:

SXXC - enter the total amount due in Item 810. (Campuses will be notified of the impacted employees.)

3. NDI/Leave of Absence effective 09/30/98 or prior, including 565 with Job Injury Code = 7:
 - 1) MSAV effective 10/01/98 through 04/01/99 (if posted).
 - 2) GENV effective 10/01/98.
 - 2) SXX or 565.
4. Reinstatements effective 09/30/98 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):
 - 1) AXX or 565.
 - 2) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
 - 3) GEN effective 10/01/98. (Enter assigned salary rate if applicable.)
 - 4) MSA with the appropriate effective date (if eligible for the SSI). NOTE: Enter SSI amount in Item 815 or Item 820 as applicable, and enter '71' in Item 719.
5. Transactions not identified above, process as usual.

