

STATE OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
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Date: July 15, 1999

PERSONNEL LETTER # 99-024  
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 ADMINISTRATIVE CLASSIFICATIONS

Per Technical Letters HR/SA 99-02 and 99-02, Supplements 1 and 2, certain employees who were moved to one of the new Administrative classifications are entitled to a 1.02% salary increase effective July 1, 1999. Implementation of the salary increase for the majority of the employees was achieved by an EH mass update process. The EH mass update began the night of 07/09/99 and was completed by 07/10/99.

Additionally, the State Controller's Office, Personnel/Payroll Services Division (PPSD), will manually process EH changes for employees who could not be included in the mass update (employees with a red circle rate or with multiple positions in the Administrative classifications and at least one position is not entitled to the increase).

The following provides detailed information and EH processing instructions. If you have any questions regarding the update or the following document processing information, please contact your CSU Audits' Representative. Questions regarding employee eligibility should be directed to Pam Chapin at (562) 951-4414 or Theresa Hines at (562) 951-4412.

RZ:MM/PMAB

## ATTACHMENT

### EMPLOYMENT HISTORY UPDATE

Only those employees who were moved to one of the new Administrative classifications effective April 1, 1999, via the CRO transaction, and who remained in one of the classifications as of COB June 30, 1999, were entitled to the 1.02% salary increase effective July 1, 1999.

A CRO transaction effective 07/01/99 was posted to the employees' EH records to implement the salary increase via the mass update and will be posted via the manual EH update process. Any subsequent transactions will be corrected, if appropriate.

Employees with appointment expiration dates prior to 06/30/99 were included in the EH mass update. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transaction(s).

Employees on NDI, Supplementing with Catastrophic Leave Donations, were eligible for the salary increase. If an employee is on NDI effective after 07/01/99, the employee was included in the EH mass update. However, employees who were on NDI prior to 07/01/99 were excluded from the mass update. PPSD will manually process a CRO transaction for those affected employees.

Employees whose new 1.02% salary increase rate is equal to or above the Service-Based Salary Increase (SSI) maximum rate will need to have their anniversary date changed to '99/99'. PPSD will manually correct the affected employees' anniversary date after the initial CRO transaction updates are completed. A CROF transaction will be processed at a later date.

Employees whose new 1.02% salary is above the performance maximum rate were excluded from the EH mass update. PPSD will manually process a CRO transaction for those affected employees. The difference between the 1.02% salary increase rate and the performance maximum rate will be reflected as a red circle rate in Item 815. Also, the employees' anniversary date will be changed on the CRO transaction to reflect 'MAX'.

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

1. Separations effective 06/30/99 or prior:
  - a. CROV effective 07/01/99.
  - b. SXX.
2. Separations effective 07/01/99 or later, including Leave Without Pay, S49 and 565 with Job Injury Code = 7, should be processed as usual with the exception identified in #3 below.

**DO NOT VOID THE CRO TRANSACTION.**

3. Separations effective 07/01/99 or later for employees on NDI/Leave of Absence Without Pay as of 07/01/99 and lump sum vacation/extra hours are requested on the separation transaction:
  - a. A57 or A58 effective same date of SXX and effective date hours equal COB to provide the CRO increase. In Item 215, enter 'L/S Only'. (See \* Note below)

- b. SXX.
- 4. Leave of Absence effective 06/30/99 or prior, including 565 with Job Injury Code = 7:
  - a. CROV effective 07/01/99.
  - b. SXX or 565.
- 5. Appointments effective 06/30/99 or prior to other than one of the Administrative classifications:
  - a. CROV effective 07/01/99.
  - b. AXX.
- 6. Reinstatements (A68/565 with Job Injury Code = 4) effective 06/30/99 or prior:
  - a. A68 or 565.
  - b. 715 effective same date as A68/565 to change Item 330 and/or Item 430 due to non-qualifying pay period(s).
  - c. CRO effective 07/01/99. (See \* Note below)
- 7. Reinstatements (A57/A58) effective 07/01/99 or later:

A CRO transaction is not required. However, enter the new 1.02% salary increase rate in Item 820 on the A57 or A58 transaction. (See \* Note below)
- 8. Reinstatements (A58/565 with Job Injury Code = 4) effective 07/01/99:
  - a. A68 or 565 effective 07/01/99.
  - b. 715 transaction effective 07/01/99 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
  - c. CRO effective 07/01/99. (See \* Note below)
- 9. Reinstatements (A68/565 with Job Injury Code = 4) effective 07/02/99 or later:
  - a. A68 or 565.
  - b. 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay period(s) (if eligible).
  - c. CRO effective same date of A68 or 565 to change salary rate to the 1.02% increase rate.
- 10. Transactions not identified above, process as usual.

\* NOTE:

When the employee's Based-On Salary is at the performance maximum rate for the class/range and does not have an existing red circle rate (Item 815), enter the following:

- a. '72' in Item 719 (Detail Transaction Code).
- b. the 1.02% increase in Item 815 (Red Circle Rate).

When the employee's Based-On Salary is at the performance maximum rate and a red circle rate (Item 815) is present, compute the following to reflect the 1.02% increase within Item 815:

Total Salary (Red Circle Rate + Base Salary) x 1.02% = Plus Salary Rate. Add the Plus Salary Rate to the already existing Red Circle Rate.