

STATE OF CALIFORNIA

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PERSONNEL LETTER # 99-028
CSU ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: GENERAL SALARY INCREASE AND SERVICE-BASED SALARY INCREASE FOR
CALIFORNIA STATE UNIVERSITY BARGAINING UNIT (BU) 04 EMPLOYEES

Technical Letter HR/SA 99-11 outlines the successor agreement for BU04 employees and identifies the following salary changes:

- General Salary Increase (GSI)
- Service-Based Salary Increase (SSI)
- Performance-Based Salary Increase (PBSI)
- One-time Bonus Payment

This Personnel Letter addresses the GSI and SSI. Please refer to Technical Letter HR/SA 99-11 for information and processing instructions related to the PBSI and one-time bonus payment.

Implementation of the GSI and SSI salary changes was achieved by both mass update and manual processing. The Employment History (EH) mass update began on the evening of 08/13/99 and was completed on 08/14/99. The manual processing is currently underway and should be completed by mid-September 1999.

Attached are detailed information and processing instructions for the GSI and SSI. If you have any questions regarding the update processes or the following information, please contact your CSU Audits Representative at the State Controller's Office.

RZ:PMAB:jbk

Attachment

ATTACHMENT

BARGAINING UNIT 04

Employment History Update

BU04 employees are eligible to receive a 2.77% GSI effective 10/01/98 and a 2.4% GSI effective 07/01/99. Additionally, eligible employees are entitled to a fiscal year 1998-99 SSI and a fiscal year 1999-2000 SSI on their anniversary date (subject to the SSI maximum). The SSI is either a one-step increase or a 2.4% increase if the employee is in an off-step salary condition (i.e., receiving a salary amount that is in between two salary steps). Refer to Technical Letter HR/SA 99-11 for further details on the SSI provisions.

A revised CSU paycales for fiscal year 1998-99 and fiscal year 1999-2000 is available via CIRS. Access Report Code G20 listed under Systemwide Summary, Salary Schedule, Cycle 9999 for the new paycales.

Employees not eligible for the fiscal year 1998-99 SSI were included in the EH mass update process. The EH mass update posted a 10/01/98 GEN transaction and a 07/01/99 GEN transaction as well as corrected any subsequent transactions with the new salary rate as needed.

PPSD is manually updating the EH records of employees with an anniversary date from 07/98 through 06/99 to reflect the fiscal year 1998-99 SSI (via the MSA transaction) and the two GSI's. The update process should be completed by the end of August 1999.

PPSD will also manually process the fiscal year 1999-2000 SSI. For employee's with a 07/99 through 09/99 anniversary date, the update will begin early September 1999 and should be completed by mid-September 1999. Employees with a 10/99 through 06/2000 anniversary date will be updated by PPSD at the appropriate time in the future.

Employees who are denied the fiscal year 1998-99 and fiscal year 1999-2000 SSI will require a 330 transaction to change the anniversary date to the proper date (refer to the Personnel Information Management System (PIMS) Manual, Section VII, Pages 7.18 and 7.62 for MSA denials).

Employees with an appointment expiration date on/prior to 09/30/98 (for the 10/01/98 GSI) or on/prior to 06/30/99 (for the 07/01/99 GSI) were included in the EH mass update. The EH mass update corrected the salary rate on all subsequent transactions (if applicable). Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transaction(s).

Employees who separated prior to 10/01/98 (for the 10/01/98 GSI) or separated prior to 07/01/99 (for the 07/01/99 GSI) may need an adjustment to their lump sum payments, if those payments extended beyond either of the GSI effective dates. An MSA or GEN transaction was not posted. PPSD will identify the impacted employees and manually adjust the lump sum payments.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI. If an employee is on NDI after 10/01/98 (for the 10/01/98 GSI) or after 07/01/99 (for the 07/01/99 GSI), the EH mass update posted the 10/01/98 and/or 07/01/99 GEN transactions and generated the new GSI rate. The mass update also corrected any subsequent transactions with the new salary rate. However, the mass update could not update EH records of employees who were on NDI prior to either of the GSI effective dates. PPSD will manually process the GEN transactions for the affected employees. Campuses must determine if the

employees are entitled to the SSI. PPSD will identify the employees and notify campuses to process the MSA transaction accordingly.

For employees whose EH records are updated per the above, campuses should process EH transactions as usual following the instructions outlined in the PIMS Manual pages 11.4 - 11.8. In addition, the following guidelines are provided:

Transactions (e.g., PBSI) resulting in an off-step salary condition (i.e., a salary amount in between two salary steps) must reflect the difference between the off-step salary rate and the employee's step rate as a plus salary rate In Item 815. Also, enter code 50 in Item 719.

Transactions effective the same day as the GEN and/or MSA transaction(s) do not require the GEN and/or MSA transaction(s) to be voided.

For employees on NDI or a leave without pay prior to either of the GSI effective dates and are to be separated on or after either of the GSI effective dates with lump sum vacation pay, process an A57 or A58 transaction effective the same date as the separation and with an effective date hour of 'COB'. Also, enter in Item 215 'L/S Only'.

Payroll Adjustments

The majority of the adjustments for the employees included in the EH mass update were issued in the daily payroll cycle issue dated 08/17/99. An employee may have received two adjustment warrants. One adjustment warrant covered the 10/98 thru 06/99 pay periods and the other covered the 07/99 pay period. Employees on direct deposit had their adjustment payments posted to their accounts on 08/19/99.

The adjustments for employees included in the manual update processes will be issued once the employee's EH records are updated. See above for EH processing timeframes.

Retroactive Charges

All transactions as a result of the fiscal year 1998-99 and fiscal year 1999-2000 salary programs are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update should not be reflected on the Monthly Retroactivity Report. However, the manual EH processing by PPSD and resulting payroll adjustments (except for the GEN transaction) will be reflected on the Monthly Retroactivity Report. Further, any EH transactions and resulting payroll transactions (except for the GEN transactions) that are key entered/initiated by a campus will appear on the campus' report. The campus can return the report identifying the items associate with the salary increases along with the appropriate explanation.