

STATE OF CALIFORNIA

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Date: October 15, 1999

PERSONNEL LETTER # 99-037
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY (EH) MASS UPDATE

The agreement reached between the California State University (CSU) and Bargaining Unit (BU) 06 employees provides for a General Salary Increase (GSI) effective 07/01/99. Employees are not entitled to a Service-based Salary Increase (SSI) for Fiscal Year 1999/2000.

A GSI EH mass update is scheduled for Saturday, October 16, 1999 to post a 07/01/99 effective GEN transaction. As a result, the EH Online System will not be available on Saturday for inquiry or update until approximately 11:00 a.m. If any problems are encountered with the update, the system may not be available until later or not at all.

Refer to Technical Letter HR/ISA 99-17 for further information on the GSI and other salary related provisions. An attachment is provided detailing information and processing instructions for the GSI. If you have any questions with the attached information, please contact your CSU Audits' Representative at the State Controller's Office.

RZ: PMAB: cah

Attachment

ATTACHMENT
EMPLOYEES IN BU 06

General Salary Increase

All employees in BU 06 will receive a 2% GSI effective 07/01/99. A GEN transaction will be posted by the EH mass update to the affected employees' EH records. The BU 06 contract does not provide for a Fiscal Year 1999/2000 SSI.

The 2% increase may change the performance maximum for some classes. For employees that currently have an anniversary date (Item 330) of MAX, and the class has a new maximum salary, the Personnel/Payroll Services Division (PPSD) will manually correct the employees' EH records to reflect '99/99' in Item 330.

Employees with Red Circle Rates will not be included in the mass update. PPSD will identify the affected employees and manually process the GEN transactions.

Employees who separated prior to 07/01/99 may need an adjustment to their lump sum payments, if those payments extended beyond 06/30/99. A GEN transaction will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments.

Employees with appointment expiration dates of 06/30/99 or prior will be included in the EH mass update. Campuses can access a list of the employees via the CIRS Compendium Report H50, Cycle 9910, under Campus Detail, General Salary Increase. Campuses must determine if the employees are to be re-appointed or separated and key enter the appropriate transactions.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI. If an employee was on NDI after 07/01/99, the EH mass update will post the GEN transaction and generate the new GSI rate. The mass update will also correct any subsequent transactions with the new salary rate. However, the mass update cannot update EH records for those employees who were on NDI prior to 07/01/99. Therefore, PPSD will identify the affected employees and manually process the GEN transaction as well as correct any subsequent transactions.

For some employees, the GSI salary rate calculations may result in new assigned salary rates slightly below the minimum or above the maximum salary rate of the employees' class/range. This occurs due to the 10/12 or 11/12 conversion calculation. Since an employees' assigned salary rate CANNOT be below the minimum or above the maximum of the class/range, the affected employees' new assigned salary rate will be adjusted upward or downward accordingly per the EH mass update.

Payroll Adjustments

The majority of the adjustments resulting from the EH mass update for regular payments for the 07/99 - 09/99 pay periods, will be issued during the week of 10/18/99 through 10/22/99.

Retroactive Charges

All transactions as a result of the 07/01/99 salary increase 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, any EH transactions and payroll transactions that are either keyed by the campuses or processed by PPSD could appear on the campus' report (see Payroll Procedures Manual Section A 011 for

further information). The campus can return the report identifying the items associated with the salary increase along with the appropriate explanation.

Campus EH Processing Information

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

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

DO NOT VOID THE GEN TRANSACTION.

If the separation was keyed prior to the GEN transaction with the old salary rate, process as follows (for 10/12 or 11/12 employees only):

- a) SXXC - enter the new total amount due in Item 810. (Listings identifying the impacted employees will be sent to the campuses.)
3. Employees on NDI/Leave of Absence Without Pay as of 07/01/99 and are to separate 07/01/99 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
 - a) A57 or A58 effective same date as SXX and effective date hours = COB to change salary rate to the GSI salary rate. Also, enter 'Lump Sum Only' in Item 215 (EH Remarks).
 - b) SXX
4. Leave of Absences effective 06/30/99 or prior, including 565 transaction (with Job Injury Code = 7):
 - a) GENV effective 07/01/99
 - b) SXX or 565.
5. Appointments effective 06/30/99 or prior and Item 450 = 1, 3 or 4:
 - a) AXX
 - b) GEN effective 07/01/99 (enter GSI salary rate in tem 820, Assigned Salary Rate).
6. Appointments effective 07/01/99 or later and Item 450 = 1, 3 or 4:

No GEN transaction is required. However, enter the new GSI salary rate in Item 820, Assigned Salary Rate on the appointment transaction.
7. Reinstatements effective 06/30/99 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):
 - a) AXX or 565.

- b) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
 - c) GEN effective 07/01/99 (enter GSI salary rate in Item 820, Assigned Salary Rate).
8. Reinstatements via the A57 or A58 transaction effective 07/01/99 or later.
- No GEN transaction is required. However, enter the new GSI salary rate in Item 820, Assigned Salary Rate on the A57 or A58 transaction.
9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code 7) effective 07/01/99:
- a) A68 or 565 effective 07/01/99
 - b) 715 effective 07/01/99 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
 - c) GEN effective 07/01/99 (enter GSI salary rate in Item 820, Assigned Salary Rate).
10. Reinstatements (via the A68 or 565 transaction with Job Injury Code = 4) effective 07/02/99 or later, from an S46 or 565 with Job Injury Code = 7:
- 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 periods (if applicable).
 - c) CRO effective same date of A68 or 565 to change salary rate to the GSI rate. In Item 215 (EH Remarks), enter 'GSI'.
11. Transactions not identified above, process as usual.
12. If a correction to a previously keyed 07/01/99 effective date transaction (i.e., prior to the 07/01/99 effective date GEN transaction) is processed, Automated Audit (AA) 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES may be received. The transactions will need to be submitted to PPSD for processing. Refer to the Personnel Information Management System (PIMS) Manual for out-of-sequence processing (pages 11.4 through 11.8). If other AA messages are received, please contact your CSU Audits' Representative.