

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: September 27, 2000

PERSONNEL LETTER # 00-015  
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 06 OCTOBER 1, 2000 SALARY  
INCREASE

The agreement reached between the CSU and Bargaining Unit 06 provides for a General Salary Increase (GSI) of 2% effective 10/01/00. Refer to Technical Letter HR/SA 2000-15 for further information on the GSI.

PPSD will manually process GEN transactions to post the increase to the eligible employees' EH records. It is anticipated that the update will begin on October 2, 2000 and be completed by October 6, 2000.

The manual update will include employees with red circle rates and employees on NDI, supplementing with catastrophic leave donations. Employees with expired appointments will not be included in the update. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions (see processing instructions below).

Employees who separated prior to 10/01/00 and have lump sum payments that extend beyond 10/01/00 will be identified and the lump sum payments will be manually adjusted by PPSD. A GEN transaction will not be posted.

Based on the update 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 09/30/00 or prior:
  - a. GENV effective 10/01/00.
  - b. SXX.
2. Separations effective 10/01/00 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:

- 1) SXXC - enter the new total amount due in Item 810, Settlement Pay.

Note: Submit the transaction to PPSD with the audit message attached or the audit message number entered on Line H.

3. Employees on NDI/Leave of Absence Without Pay as of 10/01/00 and are to separate 10/01/00 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
  - 1) 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.
  - 2) SXX.
4. Leave of Absences effective 09/30/00 or prior, including 565 transactions (with Job Injury Code = 7):
  - 1) GENV effective 10/01/00.
  - 2) SXX or 565.
5. Appointments effective 09/30/00 or prior and Item 450, Prior State Service, = 1, 3 or 4; or  
or  
Reappointments for employees with an appointment expiration date prior to 09/30/00:
  - 1) AXX.
  - 2) GEN effective 10/01/00.
6. Appointments effective 10/01/00 or later and Item 450, Prior State Service, = 1, 3 or 4; or  
or  
Reappointments for employees with an appointment expiration date equal to 09/30/00:  
No GEN transaction is required. However, enter the GSI salary rate in Item 820, Assigned Salary Rate, on the appointment transaction, if applicable.
7. Reinstatements effective 09/30/00 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, Anniversary Date, and/or Item 430, Probationary Period, due to non-qualifying pay periods (if applicable).
  - 3) GEN effective 10/01/00 (enter the GSI salary rate in Item 820, Assigned Salary Rate, if applicable).
8. Reinstatements via the A57 or A58 transaction effective 10/01/00 or later:  
No GEN transaction is required. However, enter the GSI salary rate in Item 820, Assigned Salary Rate, on the A57 or A58 transaction, if applicable.

9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code = 7) effective 10/01/00:
  - 1) A68 or 565 effective 10/01/00.
  - 2) 715 effective 10/01/00 to change Item 330, Anniversary Date, and/or Item 430, Probationary Period, due to non-qualifying pay periods (if applicable).
  - 3) GEN effective 10/01/00 (enter the GSI salary rate in Item 820, Assigned Salary Rate, if applicable).
10. Reinstatements (via the A68 or 565 transaction with Job Injury Code = 4) effective 10/02/00 or later, from an S46 or 565 with Job Injury Code = 7:
  - 1) A68 or 565.
  - 2) 715 effective same date of A68 or 565 to change Item 330, Anniversary Date, and/or Item 430, Probationary Period, due to non-qualifying pay periods (if applicable).
  - 3) CRO effective same date of A68 or 565 to change salary rate to the GSI salary rate. In Item 215, EH Remarks, enter 'GSI'.
11. Transactions not identified above, process as usual.
12. If a correction to a previously keyed 10/01/00 effective date transaction (i.e., keyed prior to the 10/01/00 effective date GEN transaction) is processed, Automated Audit (AA) 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES, may be received. The transactions with the audit message attached to the PPT need to be submitted to PPSD for processing. Refer to the 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.

If you have any questions regarding this Personnel Letter, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:JLD:PMAB