

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: July 19, 2002

REVISED PERSONNEL LETTER # 02-016
(CSU ONLY)

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division

RE: **CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 08 JULY 1, 2002 SALARY INCREASE**

THIS LETTER REPLACES THE PREVIOUS VERSION WITH THE SAME TITLE SENT JULY 17, 2002. A CORRECTION WAS MADE TO THE ATTACHMENT UNDER GUIDELINE 8A.

The agreement reached between the California State University (CSU) and Bargaining Unit (BU) 08 employees provides for a General Salary Increase (GSI) effective July 1, 2002. In addition, BU 08 employees will be eligible for Service-based Salary Increases (SSI's) during fiscal year 2002/03.

A GSI Employment History (EH) mass update is scheduled to begin Friday evening July 19, 2002, to post a 07/01/02 effective date GEN transaction. As a result, the EH Online System will not be available on Saturday for inquiry or update until approximately 12:00 noon. If any problems are encountered with the update, the system may not be available until later or not at all.

During the first week in July CRO transactions, effective date 5/31/02, were manually processed for BU 08 employees to change the anniversary date from 07/2001 through 06/2002 to 07/2002 through 06/2003. Prior to the GSI mass update, MSA transactions will be processed for employees with a July 2002 anniversary date. Employees with an August 2002 through June 2003 anniversary date will be updated by PPSD at the appropriate time.

Refer to Technical Letter HR/SA 2002-12 for further information on the GSI and SSI. 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:CAH:PMAB

Employment History Update

- All employees in BU 08 are entitled to receive a .68% GSI effective 07/01/02.
- Employees with an appointment expiration date of 06/30/02 or prior will be included in the EH mass update. Campuses can access a list of the employees via the CIRS Compendium Report X66, Cycle 0207, under Campus Detail, General Salary Increase. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions.
- Employees who separated prior to 07/01/02 may need an adjustment to their lump sum payments, if those payments extended beyond 06/30/02. A GEN transaction will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments.
- Employees with red circle rates are not included in the EH mass update. PPSD will identify the affected employees and manually process the GSI salary rate via the GEN transaction.
- Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI. If an employee was on NDI 07/01/02 or later, 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 07/01/02. Therefore, PPSD will identify the affected employees and manually process the GEN transaction as well as correct any subsequent transactions.

Campus EH Processing Information

Based on the 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 06/30/02 or prior:
 - a) MSAV effective 07/01/02 (if applicable).
 - b) GENV effective 07/01/02.
 - c) SXX.
2. Separations effective 07/01/02 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.

3. Employees on NDI/Leave of Absence Without Pay as of 07/01/02 and are to separate 07/01/02 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 the salary to the GSI rate. Also, enter 'Lump Sum Only' in Item 215, EH Remarks.
 - b) SXX.
4. Leave of Absences effective 06/30/02 or prior, including 565 transaction (with Job Injury Code = 7):
 - a) MSAV effective 07/01/02 (if applicable).
 - b) GENV effective 07/01/02.
 - b) SXX or 565.
5. Appointments effective 06/30/02 or prior and Item 450 = 1, 3 or 4:
 - a) AXX.
 - b) GEN effective 07/01/02 (enter GSI rate in Item 820, Assigned Salary Rate).

6. Appointments effective 07/01/02 or later and Item 450 = 1, 3 or 4:

No GEN transaction is required. However, enter the new GSI rate in Item 820, Assigned Salary Rate on the appointment transaction.
7. Reinstatements effective 06/30/02 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) MSA effective 07/01/02 (if applicable).
 - d) GEN effective 07/01/02 (enter GSI rate in Item 820, Assigned Salary Rate).
8. Reinstatements via the A57 or A58 transaction effective 07/01/02 or later:
 - a) A57 or A58 (reinstates at old salary rate and change the anniversary date of 07/01 through 06/02 to the appropriate month/year if applicable).
 - b) GEN effective same date as A57 or A58. Enter the new GSI rate in Item 820, Assigned Salary Rate, and HR/SA 2002-12 in Item 215, EH Remarks.
9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code 7) effective 07/01/02 or later:
 - a) A68 or 565.
 - b) 715 effective same date as A68 or 565 to change anniversary date/probationary period (if applicable).
 - c) GEN effective same date as A68 or 565. Enter the new GSI rate in Item 820, Assigned Salary Rate, and HR/SA 2002-12 in Item 215, EH Remarks.
10. For #7 through #9 above, Automated Audit (AA) message 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES or AA 330-02, ANNIVERSARY DATE IS INVALID, EMPLOYEE AT MAXIMUM may be received. Attach the AA message to the PPT document and submit the transaction to PPSD for processing.
11. Transactions not identified above, process as usual.
12. If a correction to a previously keyed 07/01/02 effective date transaction (i.e., prior to the 07/01/02 effective date GEN transaction) is processed, AA 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES may be received. Attach the AA message to the PPT document and submit the transaction to PPSD for processing. Refer to the Personnel Information Management System website address (www.calstate.edu/hrpims/pims) for out-of-sequence processing. If other AA messages are received, please contact your CSU Audits' Representative.