

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

DATE: November 10, 2005

PERSONNEL LETTER # 05-011  
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 04 JULY 1, 2005 GENERAL SALARY INCREASE**

The agreement reached between the California State University (CSU) and Bargaining Unit (BU) 04 employees provides for a 3% General Salary Increase (GSI) effective July 1, 2005. In addition, the Unit 04 classes' salary range maximum rates are to be increased by 6%. Refer to Technical Letter HR/Salary 2005-22 for further information.

A GSI Employment History (EH) mass update is scheduled to begin Thursday evening November 10, 2005, to post a July 1, 2005 effective date GEN transaction. The EH Online System will be available for inquiry and update at its normal time on Friday, November 11, 2005 (i.e., 7:00 am – 6:00 pm).

#### PPSD EH UPDATE PROCESS

All employees in BU 04 are entitled to receive a 3% General Salary Increase effective date July 1, 2005.

Employees with an appointment expiration date that is prior to July 1, 2005 will be included in the EH mass update. Campuses can access a list of the employees via the CIRS Compendium Report H50, Cycle 0512 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 with a separation effective date prior to July 1, 2005 may need an adjustment to their lump sum payments, if those payments extended beyond June 30, 2005. A GEN transaction will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments.

Employees with a red circle rate are not included in the EH mass update. PPSD will identify the affected employees and manually process the GSI via the GEN transaction.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI. If an employee was on NDI effective July 1, 2005 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 July 1, 2005. PPSD will identify the affected employees and manually process the GEN transaction as well as correct any subsequent transactions.

Employees with an anniversary date of "MAX" will no longer be at the maximum salary rate due to the above salary increase provision. The employees' anniversary date must be changed to "NONE". PPSD will manually correct the anniversary date of the affected employees via a GENF transaction after the GSI EH mass update process is completed.

### PAYROLL ADJUSTMENT

The majority of the regular pay adjustments resulting from the GSI EH mass update for July 2005 through October 2005 pay periods will be made in the daily payroll cycle issued dated 11/15/2005. Any payments not generated from the EH update will be identified and manually processed. Please allow ten working days from the date an employee's EH record was update before inquiring on the employee's missing adjustment payments.

### RETROACTIVITY CHARGES

All transactions as a result of the GSI are considered to be non-controllable personnel and payroll transactions. The EH transactions and adjustment payments from the GSI mass update and PPSD manual updates will not be reflected on the Monthly Retroactivity Report. All other transactions will appear on the monthly report (see PPM Section A011 for further information). A campus may return the report identifying the items associated with the GSI along with the appropriate explanation.

### CAMPUS EH PROCESSING INSTRUCTIONS

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 06/30/05 or prior:

- a. GENV effective 07/01/05.
- b. SXX.

If an S70 or S71 transaction for an academic employee was keyed reflecting the old salary rate, correct the separation transactions as follows:

SXXC – enter the total amount due in Item 810, Final Settlement Pay. (Listings identifying the affected employees will be sent to the campuses.)

2. Separations effective 07/01/05 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. Also, do not void the GEN transaction.

If a separation transaction for an academic employee, 10/12 or 11/12 employee was keyed prior to the GEN transaction with Item 810, Final Settlement Pay reflecting the old salary rate, correct the separation as follows:

SXXC – enter the new total amount due in Item 810, Final Settlement Pay. (Listings identifying the affected employees will be sent out to the campuses.)

3. Employees on NDI/Leave of Absence Without Pay as of 07/01/05 and are to separate 07/01/05 or later with lump sum vacation/extra hours (Item 621) or final settlement pay (Item 810) requested on the separation transaction:
  - a. A57 or A58 effective same date as SXX and effective date hours = COB (reinstate at the old salary rate). Also, enter 'Lump Sum Only' or 'Settle Only' in Item 215, EH Remarks.
  - b. GEN effective the same date as the A57 or A58 transaction and effective date hours = COB (enter the GSI salary rate in Item 820, Assigned Salary Rate and change Item 330, Anniversary Date to NONE if applicable).
  - c. SXX.
  
4. Leave of Absence effective 06/30/05 or prior, including 565 transactions with Job Injury Code = 7:
  - a. GENV effective date 07/01/05.
  - b. SXX or 565.
  
5. Appointments effective 06/30/05 or prior and Item 450, Prior State Service = 1, 3, or 4:
  - a. AXX.
  - b. GEN effective 07/01/05 (enter GSI rate in Item 820, Assigned Salary Rate and change Item 330, Anniversary Date to NONE, if applicable).
  
6. Appointments effective 07/01/05 or later and Item 450, Prior State Service = 1, 3, or 4:  
  
 No GEN transaction is required. However, enter the new GSI rate in Item 820, Assigned Salary Rate.
  
7. Reinstatements effective 06/30/05 or prior, including A57, A58, A68, and 565 with Job Inquiry Code = 4 (if prior status was Job Injury Code 7) transactions:
  - a. AXX or 565.
  - b. 715 effective same date as the A68 or 565 transaction, if applicable to change Item 330, Anniversary Date and/or Item 430, Probationary Period due to non-qualifying pay periods.
  - c. GEN effective 07/01/05 (enter GSI rate in Item 820, Assigned Salary Rate and change Item 330, Anniversary Date to NONE, if applicable).
  
8. Reinstatements via the A57 or A58 transaction effective 07/01/05 or later:
  - a. A57 or A58 (reinstate at old salary rate).
  - b. GEN effective the same date as A57 or A58 (if applicable, enter the GSI salary rate in Item 820, Assigned Salary Rate and change Item 330, Anniversary Date to NONE, if applicable).
  
9. Reinstatements via the A68 or 565 transactions with Job Injury Code = 4 (if prior status was Job Injury Code 7) effective 07/01/05 or later:
  - a. A68 or 565.

- b. 715 effective the same date as A68 or 565 transaction, if applicable to change Item 330, Anniversary Date and/or Item 430, Probationary Period due to non-qualifying pay periods.
  - c. GEN effective same the date as A57 or A58 transaction (enter the new GSI rate in Item 820, Assigned Salary Rate and HR/SA 2005-XX in Item 215, EH Remarks, and change Item 330, Anniversary Date to NONE if applicable).
10. When processing the transaction per condition #3, #7, #8, or #9 above, audit message 9320-02 or 330-02 will be received if the employee's salary rate is below the new minimum rate or was the old maximum rate. Attach the audit message to the PPT input document package and submit to PPSD for processing.
11. If a correction to a previous keyed 07/01/05 effective date transaction (i.e., keyed prior to the 07/01/05 effective date GEN transaction) is processed, audit message 9320-02 or 330-02 may be received. The transactions with the audit message attached to the PPT input document need to be submitted to PPSD for processing. Refer to the PIMS Manual for out-of-sequence processing. If other audit messages are received, please contact your CSU Audit's Representative.
12. Transactions not identified above, process as usual.

If you have any questions regarding the update process or above guidelines, please contact your CSU Audits' Representative.

PMAB:JB:JH