

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

DATE: November 15, 2006

PERSONNEL LETTER #06-017
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 06 JULY 1, 2006 GENERAL SALARY INCREASE**

The agreement reached between the California State University (CSU) and Bargaining Unit (BU) 06 employees provides for a 3% General Salary Increase (GSI) effective July 1, 2006. Refer to Technical Letter HR/Salary 2006-20 for further information.

PPSD EH MASS UPDATE PROCESS

A GSI Employment History (EH) mass update is scheduled to begin Wednesday evening November 15, 2006, to post a July 1, 2006 effective date GEN transaction. The EH Online System will be available for inquiry and update at its normal time on Thursday, November 16, 2006 (i.e., 7:00 am – 6:00 pm).

PPSD EH MANUAL UPDATE PROCESS

Employees with red circle rates and employees on NDI, supplementing with catastrophic leave donations will not be included in the above mass update. PPSD will manually post the GEN transaction for the employees.

Employees with an appointment expiration date that is prior to July 1, 2006 will be included in the EH mass update. Beginning November 20, 2006 campuses can access a list of the employees via the CIRS Compendium Report H50, Cycle 0611 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 the 07/01/06 and have lump sum payments that have extended beyond 07/01/06 will be identified and the lump sum payments will be manually adjusted by PPSD. A GEN transaction will not be posted. PPSD will begin manually updating records on November 16, 2006.

PAYROLL ADJUSTMENTS

Adjustments for the 07/2006, 08/2006, 09/2006 and 10/2006 pay period regular pay payments and regular overtime payments (i.e., non-FLSA overtime pay) that have already been issued will be automatically generated. For employees updated via the mass update, the adjustments will be issued in

the November 16, 2006 payroll cycle (issue date 11/17/06). For employees manually updated, the adjustments will issue in the payroll cycle following the date the EH record is updated.

Campuses will need to request GSI adjustments to FLSA overtime pay (payment type 1, payment suffix F) via the PIP System. See PPM G020-024 and K for further information. Likewise, campuses will need to submit Form STD. 674/674D to request adjustments for the following payments that have issued for the 07/2006, 08/2006, 09/2006 and 10/2006 pay period.

- Regular pay with dock applied for employees with a mid-month change.
- Industrial Disability (IDL).
- Temporary Disability (TD).
- Non-industrial Disability Leave (NDI) if benefits begin in the 07/2006 pay period.
- Supplemental premium/pay differential pay if they pay rate is based on a percentage of the employee's based on salary rate and the employee is receiving a GSI.

RETROACTIVITY CHARGES

The transactions as a result of the July 1, 2006 salary changes are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH manual update that are processed between November 15, 2006 and November 30, 2006 will not appear on the campuses' retroactivity report. EH transactions and payroll adjustments resulting from the July 1, 2006 salary changes that are processed after November 30, 2006 will appear on the campuses' retroactivity reports. The campus can return the report identifying the items associated with the July 1, 2006 salary changes along with the appropriate explanation.

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

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

SXXC – enter the new total amount due in Item 810, Settlement Pay.

Note: If audit message 9564-01B and/or 9320-02 are received, submit the transaction to PPSD with the audit message attached or the message number entered on Line H.

3. Employees on NDI/Leave of Absence Without Pay as of 07/01/06 and are to separate 07/01/06 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 rate. Also, enter 'Lump Sum Only' in Item 215, EH Remarks.
 - b. SXX.

4. Leave of Absence effective 06/30/06 or prior, including 565 transactions with Job Injury Code = 7:
 - a. GENV effective 07/01/06.
 - b. SXX.

5. Appointments effective 06/30/06 or prior and Item 450, Prior State Service = 1, 3, or 4; or reappointments for employees with an appointment expiration date prior to 06/30/06:
 - a. AXX.
 - b. GEN effective 07/01/06 (if applicable, enter the GSI salary rate in Item 820, Assigned Salary Rate).

6. Appointments effective 07/01/06 or later and Item 450, Prior State Service = 1, 3, or 4; or reappointments for employees with an appointment expiration date equal to 06/30/06:

No GEN transaction is required. However, if applicable, enter the GSI salary rate in Item 820, Assigned Salary Rate on the appointment transaction. (See technical Letters HR/Salary 2006-20.)

7. Reinstatements effective 06/30/06 or prior, including A57, A58, A68, and 565 with Job Injury Code = 4 (if prior status was Job Injury Code = 7) transactions:
 - a. AXX or 565.
 - b. 715 effective same date of the A68 or 565 transaction to change Item 330, Anniversary Date, and/or Item 430, Probationary Period, due to non-qualifying pay periods, if applicable.
 - c. GEN effective 07/01/06 (if applicable, enter the GSI salary rate in Item 820, Assigned Salary Rate).

8. Reinstatements via the A57 or A58 transactions effective 07/01/06 or later for employees in the apprenticeships step rate classes:

Do not post the GEN transaction. The GSI salary rate will automatically generate on the appropriate transaction.

9. Reinstatements via the A57 or A58 transaction effective 07/01/06 or later for employees in the non-apprenticeship step rate classes:
 - a. A57 or A58 with the old salary rate.

- b. GEN effective the same date as A57 or A58 (enter the GSI salary rate in Item 820, Assigned Salary Rate).
10. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code = 7) effective 07/01/06 or later:
- a. A68 or 565.
 - b. 715 effective same date as A68 or 565 to change Item 330, Anniversary Date, and/or Item 430 Probationary Period, due to non-qualifying pay periods, if applicable.
 - c. GEN effective same date as A68 or 565 (enter the GSI salary rate in Item 820, Assigned Salary Rate).
11. When processing the transactions per condition #9 or #10 above, audit message 9320-02, 330-02, or 330-19 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.
12. If a correction to a previously keyed 07/01/06 effective date transaction (i.e., keyed prior to the 07/01/06 effective date GEN transaction) is processed, audit message 9320-02, 330-02 or 330-19 may be received. The transactions with the audit message attached to the PPT input document needs 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.
13. Transactions not identified above, process as usual.

If you have any questions regarding this Personnel Letter, please contact your CSU Audits' Representative.

PMAB:JB:DS