

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

DATE: September 16, 2009

PERSONNEL LETTER #09-022
(CSU Only)

TO: To All Campuses in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **CSU 2009/2010 FURLOUGH – ACADEMIC YEAR APPOINTMENTS**

With the exception of the California Maritime Academy (CMA) and as outlined in Supplements #1, #2, #4 and #5 to CSU Technical Letter HR/Salary 2009-07, employees in academic year appointments begin their furloughs in those positions at the start of the September 2009 pay period. The State Controller's Office (SCO) established the furlough pay reduction amounts on the employment history (EH) records of affected employees via an automated mass update process. The update occurred the evening of September 15, 2009 (Tuesday) and resulted in a CRO transaction with Item 957 code 92 (9.23% pay reduction) and an effective date corresponding to the start of the employee's September 2009 pay period.

The non-CMA academic year paid positions that were included in the mass update process were active (i.e., not on full unpaid leave or not separated status) as of September 14, 2009 and did not meet one of the below exclusion conditions.

- Positions that are paid as hourly intermittent/per diem or via the special A54 transaction payment pay plan schedule. Employees in the positions may be subject to a reduction in their work schedule and the positions do not have the furlough pay reduction. See CSU Technical Letter HR/Salary 2009-07 for further information.
- Positions with an appointment expiration date prior to the start of the associated September 2009 pay period. Campuses need to determine if the employee in the expired position is to be reappointed or separated and process the appropriate EH transaction. If reappointing the employee, enter the appropriate Item 957 furlough code on the re-appointment transaction as well as the full-time furlough pay reduction amount in Item 815 if using the Item 957 code 89. A list of the employees and the positions with expired appointments can be accessed via CIRS Compendium Report S12, Cycle 0909 under the F1 Express Function and is now available on CIRS.
- Fractional/part-time positions for employees with a full-time furloughed position that is active as of September 14, 2009. Campuses must monitor the concurrent positions and process the appropriate EH actions to ensure the furlough pay reduction is applied to all furloughed positions that total the equivalent of one full-time position or less in a given pay period. The CIRS Compendium Report G35 is available to assist in identifying employees with concurrent positions over 1.0.

- Positions where the employees are on a sabbatical or difference in pay leave status as of September 14, 2009. PPSD will identify and manually update the positions to add the furlough pay reduction*. Also, the benchmark rates that are reduced to reflect the furlough program are in production as of September 16, 2009.
- Positions where the employees have a true plus salary/red circle rate as of September 14, 2009. PPSD will identify and manually update the positions to add the furlough pay reduction*.
- Positions where the most current transaction is effective after the start of the September 2009 pay period (i.e., out-of-sequence situation). PPSD will manually update the positions to add the furlough pay reduction*.
- Positions with a CRO transaction effective the start of the September 2009 pay period providing employees reinstating from an unpaid leave their post-performance increase (PPI) (CSU Technical Letter HR/Salary 2009-01, Supplement #1). PPSD will identify and manually update the positions to add the furlough pay reduction*.

* The records should be updated by the September 2009 master payroll cut-off date of September 22, 2009.

Campuses should review positions that were active as of the start of the September 2009 pay period and no longer active as of September 14, 2009 and take the appropriate action to add the furlough pay reduction as needed. For example, an employee employed by a campus that has a start date of August 26, 2009 for the September 2009 pay period is placed on a 565 industrial disability leave effective August 31, 2009. The employee did not use leave credits prior to the disability leave. The time between August 26, 2009 and August 31, 2009 would be subject to the furlough pay reduction. The campus would need to process a CRO transaction to add the furlough pay reduction effective August 26, 2009.

Campuses must review the positions that are updated through the automated process or manually by PPSD and take the following actions.

- Void the CRO transaction on a position where the employee is on a paid leave and not subject to the furlough pay reduction. In addition, process a 215 employment history remarks transaction effective the start of the September 2009 pay period and enter the appropriate remarks in Item 215. See Personnel Letter #09-021 for the remarks that should be used based on the type of paid leave that the employee is on.
- Void the CRO transaction on a position that is funded totally by grants or contracts not funded from the state general fund. In addition, process a 215 employment history remarks transaction effective the start of the September 2009 pay period and enter the remarks 'Grant Fund' in Item 215. See CSU Technical Letter HR/Salary 2009-07 and Supplement #5 for additional information.
- Correct the CRO transaction on a position that is funded partially by grants or contracts not funded from the state general fund as the furlough pay reduction needs to be pro-rated. See CSU Technical Letter HR/Salary 2009-07 and Supplement #5 for further information and instructions on adjusting the furlough pay reduction amount.

- Correct the employment history record of an employee with multiple concurrent positions that are subject to the furlough pay reduction and total more than one full-time CSU equivalent position. The position with the lowest time base needs to have the furlough pay reduction amount adjusted to equal one-full time equivalency or deleted if the employee has a full-time position that is subject to the furlough pay reduction.
- If the lowest time base position is one that was updated per the above SCO update, either correct the CRO transaction using Item 957 code 89 and enter the adjusted furlough pay reduction amount in Item 815; or void the CRO transaction if the employee has a full-time non-academic year paid position that is subject to the furlough pay reduction.
- If the lowest time base position is not one that was updated per the above SCO update, process a CRO transaction for that position with an effective date that is the start of the September 2009 pay period. On the CRO transaction, either enter code 89 in Item 957, the adjusted furlough pay reduction amount in Item 815 and the remarks 'HR/SAL 2009-07' in Item 215; or delete the Item 957 furlough code if the employee's full-time position is in an academic year class that was updated for the furlough pay reduction and enter the remarks 'HR/SAL 2009-07'.

See CSU Technical Letter HR/Salary 2009-07 for additional information and access the CIRS Compendium Report G35 for assistance in identifying employees with concurrent positions over 1.0. Campuses must monitor the concurrent positions and process the appropriate EH actions to ensure the furlough pay reduction is applied to all furloughed positions that total the equivalent of one full-time position or less in a given pay period.

The above actions need to be taken by September 22, 2009 to reflect the correct furlough pay reduction in the September 2009 master payrolls. In addition, campuses need to ensure that any appointment or reinstatement transaction that is key entered after September 14, 2009 includes the appropriate Item 957 furlough code and pay reduction amount if the appointment is subject to the furlough pay reduction. See Personnel Letter #09-021 for employment history and payroll processing information/instructions.

For campuses using the California Leave Accounting System (CLAS), the employees with the September 2009 furlough start date will be included in the furlough program mass update posting for the September 2009 leave period. See the Leave Accounting Letter #09-013 for further details.

Questions regarding the CSU furlough program or the employment history update can be directed to the following contacts:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
Furlough Program (e.g., rules, regulations benefits/pay impacts)	CSU Human Resources Management	(562) 951-4411
Employment History Update	CSU Audits' Representative	

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