



THE CALIFORNIA STATE UNIVERSITY
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Date: October 9, 2006 **Code: TECHNICAL LETTER**
HR/Salary 2006-17

To: Human Resources Directors
Associate Vice Presidents/Deans of Faculty Affairs
Payroll Managers

From: Gail Brooks  Associate Vice Chancellor
Human Resources Administration Cordelia Ontiveros 
Senior Director
Academic Human Resources

Subject: **2006/07 Salary Program - Academic Student Employees (Unit 11)**

The current collective bargaining agreement between the California State University (CSU) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO and its Local Union 4123, covers the period June 24, 2005 through September 30, 2008. This technical letter addresses fiscal year 2006/07 salary program provisions and provides implementation instructions for the 3.0% General Salary Increase and additional salary range minimum changes for the Instructional Student Assistant (ISA) classes.

General Salary Increase (GSI) Effective October 1, 2006:

- The State Controller's Office (SCO) will post a 3.0% GSI to the individual salary rates of all bargaining unit members.
- The SCO will key ISA classes (1150 and 1151) beginning October 16, 2006. The SCO will not process GSIs for active employees in these classes whose appointment expiration date has passed. To assist campuses in identifying these employees, CIRS Compendium report F95, Cycle 0610, will be available October 16, 2006.
- For active employees in the remaining Unit 11 classes, the SCO will post the GSI via GEN transaction by mass update on the night of October 11, 2006. The GEN transaction will be posted for active employees regardless of their appointment expiration date. To assist campuses in identifying employees who received a GSI on an expired appointment, CIRS Compendium report H50, Cycle 0610, will be available October 16, 2006.
- All salary range maximums will be increased by 3.0%. Except as noted below for ISA classes, all salary range minimums will be increased by 3.0%.
- The salary range minimum for ISA classes (1150 and 1151) will be increased from \$8.00 to \$9.00 per hour. The 3.0% GSI will first be applied to the ISA's current hourly rate. If the ISA's hourly rate is below \$9.00 per hour after the GSI

Distribution:

CSU Presidents	Vice Presidents, Academic Affairs
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Vice Presidents, Administration	
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is processed, it will be raised to \$9.00 per hour. This adjustment will be incorporated into the GEN transaction.

- In order for the SCO to process the GSI, Unit 11 employees must be appointed and active in the employment history database (PIMS). Campuses are encouraged to key all Unit 11 appointments effective on or before October 1, 2006 into PIMS no later than October 11, 2006.
- To preclude GSIs from being applied twice, it is important that campuses not key new appointments to ISA classes (1150 and 1151) on October 12th and 13th, 2006.
- Campuses are responsible for keying GSIs for employees appointed on or before October 1, 2006, but who were not yet entered into the PIMS database at the time the GSI was processed by the SCO.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs – General Salary Increase

Please note that employees on Military Leave receiving Military Difference in Pay CSU Salary Supplement should have the difference between the CSU salary and the military pay recalculated based on the employee's new salary rate, pursuant to CSU policy.

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Additional instructions are provided in the SCO's Personnel Letter.

Questions regarding this technical letter should be directed to Academic Human Resources at (562) 951-4503. This technical letter is available on Human Resources' Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GB/CO/aj

Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
General Salary Increase

PAY SCALES IMPACT:	
Change Summary:	Increase all salary range minimums (except class codes 1150 & 1151) and maximums by 3.0%. Increase salary range minimum to \$9.00 per hour for Instructional Student Assistant classes (class codes 1150 and 1151)
Class Code(s):	All Unit 11 classifications
CBID:	R11
Pay Scales Effective Date:	10/01/06
Date in Production:	10/11/06
Pay Letter:	2006-09

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	<ul style="list-style-type: none"> • SCO will key increases into PIMS database for ISA classes (1150 and 1151). • SCO will post increases into PIMS database for all other Unit 11 classes via mass update. • Campuses are responsible for keying GSIs for employees who were appointed on or before October 1, 2006, but who were not yet entered into PIMS at the time the GSI was processed.
Processing Date(s):	Keying for ISA classes will begin 10/16/06. All other Unit 11 classes will be processed via mass update on 10/11/06.
Effective Date:	10/01/06
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2006-17
Pay Amount:	3.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective October 1, 2006, for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on October 1, 2006. • Increases for other employees on leave (non-pay status) prior to October 1, 2006, are to be keyed by the campus via GEN transaction, effective the date the employee returns to pay status.

**TECHNICAL LETTER
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ATTACHMENT A**

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT: (Continued)	
Additional Information:	<ul style="list-style-type: none"> • All employees who are active as of October 1, 2006, will receive the GSI via GEN transaction with the exception of those employees in ISA classes (1150 and 1151) whose appointment expiration date is prior to October 1, 2006. • New employees hired on or before October 1, 2006 that have not been processed will need to be keyed in by campuses no later than October 11, 2006. • Campuses should not key new ISA class (1150 and 1151) appointments on the 12th and 13th of October 2006. • <i>Increase to minimum of salary range:</i> The 3.0% GSI will be applied to the employee's current salary and not against the new salary range minimum. If the employee's salary is below \$9.00 per hour after the GSI is awarded, the employee's salary will be raised to \$9.00 per hour, which will be incorporated into the GEN transaction.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 10/05/06.
GSI/SSI Load Impact:	Yes
Action/Reason:	Must map to PIMS GEN Transaction