

Date: June 27, 2017

Code: TECHNICAL LETTER  
HR/Salary 2017-09

To: Human Resources Officers  
Payroll Managers

From: Evelyn Nazario   
Associate Vice Chancellor  
Human Resources Management

Subject: FY 2017/18 Salary Program for the State University Police Association (SUPA – Unit 8) Employees

**Summary:**

We are pleased to provide information regarding salary program provisions reached between the California State University and the State University Police Association for FY 2017/18.

**Action Item(s):**

Implement salary provisions effective July 1, 2017.

**Affected Employee Group(s)/Unit(s):**

Eligible SUPA (Unit 8) employees

**Details:**

The Memorandum of Understanding (MOU) reached between the California State University (CSU) and the State University Police Association (SUPA – Unit 8), ratified by the CSU Board of Trustees on March 24, 2015, provides salary program provisions for FY 2017/18 as follows:

- Salary Program effective July 1, 2017:
  - 2% General Salary Increase
  - Salary (Step) Structure Changes:
    - Salary steps of Unit 8 classifications will be increased by the 2% General Salary Increase.
    - Effective July 1, 2017, Salary Step 3 of each Unit 8 classification will be inactivated.

**Detailed Information for Salary Provisions:**

- ❖ General Salary Increase (GSI):
  - Effective July 1, 2017, the State Controller's Office (SCO) will post a 2% GSI via mass update to the individual salary rates of bargaining unit members who are:
    - In active pay status, or on leave, as of July 1, 2017.
    - The increase shall be paid pro-rata to employees who are less than full-time.
  - The SCO will post the GSI increases via GEN transaction during the mass update process scheduled to occur the week of July 17, 2017.
  - Base salary increases will be reflected in the July 2017 pay period warrant (August 1, 2017, issue date).
  - *Due to salary schedule (payscale) updates that will occur for the mass update process, and to preclude employment history transactions from adversely affecting this process, we are asking campuses to refrain from keying transactions into the PIMS database that are applicable to Unit 8 employees, beginning the close of business, July 14, 2017, through the date of the mass update occurring the week of July 17, 2017. Campuses*

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**Distribution:**

All Campus Vice Presidents  
Associate Vice Presidents/Deans of Faculty  
Vice Chancellor, Human Resources

Associate Vice Presidents/Deans of Faculty  
Budget Officers

will be able to resume keying transactions in the PIMS database that are applicable to Unit 8 employees the day after the mass update occurs.

- Manual processing by the campuses may occur in the following situations:
  - GSI increases needed for employees in non-pay status as of July 1, 2017 (e.g., on unpaid leave), effective the date the employee returns to active pay status.
  - For retroactive salary adjustments. Note that such adjustments may typically issue within five or more business days from the date the salary transaction is keyed.
  - To move employees appointed at Step 3, to Step 4 or above, as appropriate, prior to the close of business on July 14, 2017. Effective July 1, 2017, no individual should be appointed at Step 1, Step 2 or Step 3 on the salary schedule. (Note: Step 1 of each Unit 8 classification was inactivated effective July 1, 2015 and Step 2 was inactivated effective July 1, 2016).
  - For employees on Military Leave, receiving a Military Difference in Pay CSU salary supplement, who need to have the difference between the CSU salary and military pay recalculated based on the employee's new salary rate. Please refer to [HR 2017-05](#) for information on employees on Military Leave receiving a Military Difference in Pay.
  - To accurately reflect temporary appointment statuses in the employment history database prior to the close of business on July 14, 2017.
- GSI increases for bargaining unit members in an inactive payroll or separated status as of July 1, 2017, shall be incorporated in the new salary step rate effective upon their subsequent return to active payroll status or reappointment.
- Employees appointed on or after July 1, 2017, are to be appointed under the new salary schedule.
- Employees with only temporary appointments with expiration dates of June 30, 2017, or earlier are not eligible to receive the GSI. CIRS tab delimited file G06, Cycle 1706 (available June 16, 2017, before the mass update is run), and Cycle 1707 (available July 24, 2017, after the mass update is run), lists employees with expired appointment expiration dates that will not receive the GSI.
- Separated temporary appointments with expiration dates of June 30, 2017, or earlier are not eligible to receive the GSI. Note however, that should an employee have additional active positions that are eligible for the GSI, the mass update will apply the GSI on all positions, including temporary appointment(s) with a June 30, 2017, or earlier expiration date if the temporary appointment has not been separated. CIRS Compendium Reports H50, Cycle 1707, and tab delimited file H80, Cycle 1707, (available July 18, 2017, after 9 a.m.), lists employees that received the GSI in expired temporary appointments for campus reference and verification. It is important that temporary appointment statuses are accurately reflected in the employment history database prior to the close of business on July 14, 2017.

❖ Salary (Step) Structure Changes:

- Salary steps of all Unit 8 classifications will be increased by the 2% GSI effective July 1, 2017.
- Effective July 1, 2017, Salary Step 3 of each Unit 8 classification will be inactivated. Campuses will not be able to appoint individuals on Step 3 of the salary schedule effective on or after July 1, 2017.
- The updated salary schedule will be available on the CSU web site (<http://www.calstate.edu/hr/compensation/SalarySchedule/salary.aspx>) after the mass update has been completed the week of July 17, 2017.

❖ Mass Update Considerations:

- When mass updates are run, all subsequent salary transactions are increased accordingly by the GSI.
- When mass updates are run, payments may suspend from the automated process (e.g., "out of service" records), resulting in further analysis: such payments may require additional time for manual processing by the SCO.

The following processing instructions are provided in **Attachment A**:

- ⇒ **Salary Increase Program I – General Salary Increase**
- ⇒ **Salary Increase Program II – Step Adjustment for Employees at Step 3**

Please direct questions regarding this technical letter as follows:

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| ➤ PIMS processing instructions         | CSU Audits representative at the SCO           |
| ➤ CMS Baseline processing instructions | CMS liaison for Systemwide HR at (562)951-4418 |
| ➤ Collective bargaining aspects        | Labor Relations at (562)951-4400               |
| ➤ All other questions                  | Human Resources Management at (562)951-4411    |

This document is available on the Human Resources Management's Web site at:

<https://csyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

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Attachment

**PROCESSING INSTRUCTIONS**

**SALARY INCREASE PROGRAM I – General Salary Increase (GSI)**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	<ul style="list-style-type: none"> <li>• Increase salary step rates by an approximate 2%</li> <li>• Increase the individual salary rates of employees by an approximate 2%</li> <li>• Increase will be applied pro-rata for employees who are less than full-time</li> </ul>
Class Code(s):	All Unit 8 classifications (8350, 8354, 8365)
CBID:	R08
Pay Scales Effective Date:	07/01/17
Date in Production:	Week of July 17, 2017
Pay Letter:	2017-04

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	<ul style="list-style-type: none"> <li>• The SCO will post increases into PIMS database via mass update.</li> <li>• Campuses are responsible for manually processing increases for eligible employees after the mass update is run or upon return from leave, as appropriate.</li> </ul>
Processing Date(s):	Week of July 17, 2017
Effective Date:	07/01/17
PIMS Transaction:	GEN
EH Remarks (Item 215):	N/A
Pay Amount:	2%, subject to SCO rounding as a result of the mass update.
Pay Form:	Base salary increase (same step at new GSI rate)
Lump Sum Earnings ID:	N/A
Employees on Leave/Inactive Payroll Status:	<ul style="list-style-type: none"> <li>• Increases are effective 07/01/17 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/17.</li> <li>• Increases to the new step rate for employees on leave (non-pay status) will automatically receive the GEN increase on the return from leave transaction on or after July 1, 2017.</li> <li>• Refer to <a href="#">HR 2017-05</a> for information on employees on Military Leave receiving a Military Difference in Pay.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• All employees who are active as of 07/01/17 will receive the GSI via GEN transaction.</li> <li>• The GSI will be applied pro-rata for employees who are less than full-time.</li> <li>• Campuses to key correction transactions to any subsequent salary increase transactions as appropriate.</li> <li>• The SCO mass update program applies the GSI to all positions if an employee has an active position. This includes employees with temporary appointments with an expiration date prior to July 1, 2017, <u>if the appointment has not been separated</u>. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 1707 and tab delimited file H80, Cycle 1707, will be available July 18, 2017, after 9 a.m. for campus reference and verification. <b>Campuses are responsible for ensuring that temporary appointment statuses are accurately reflected in the employment history database prior to the close of business on July 14, 2017.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• In order to assist campuses in identifying employees whose appointment expiration date is prior to 07/01/17, CIRS Compendium Report G06, Cycle 1706 (available June 16, 2017) and Cycle 1707 (available July 24, 2017) is provided for campus reference and verification.</li> <li>• Docks, salary overpayments, and/or overtime payments may be impacted by the mass update. <b>Campuses are responsible for making appropriate adjustments.</b></li> </ul>
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CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR Data Operations to CMS on June 30, 2017.</li> <li>• Campus L15 file will be available for download on July 18, 2017, after 9:00 a.m., Cycle 2222. (The file will load the GEN (PAY/GSI) transactions processed by the SCO as well as corrections).</li> <li>• Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to validate and manually correct all subsequent salary rows as needed.</li> <li>• Action Reason: PAY/GSI (GEN: Pay Rate Change/General Salary Increase)</li> <li>• Effective Date: 07/01/17 or date returned to active pay status</li> <li>• Union Code: R08</li> <li>• Empl History Remarks (Item 215): HR/SA 2017-09               <ul style="list-style-type: none"> <li>○ Add Empl History Remarks to the inserted increase row only. This can be added via the run control for the L15 file review.</li> </ul> </li> <li>• Comp Rate: Update as noted above</li> </ul>
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<p>Employees on Leave:</p> <ul style="list-style-type: none"> <li>• Increases are effective 07/01/17 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40 (Action/Reasons: STD/ND3-Short Term Disability with Pay, NDI, Catastrophic Leave or STD/ND4-Short Term Disability with Pay, New NDI Period, Cat Leave) on 07/01/17.</li> <li>• Refer to <a href="#">HR 2017-05</a> for information on employees on Military Leave receiving a Military Difference in Pay.</li> </ul> <p>Additional Information:</p> <ul style="list-style-type: none"> <li>• All employees who are active as of 07/01/17 will receive the GSI via GEN (PAY/GSI) transaction.</li> <li>• The GSI will be applied pro-rata for employees who are less than full-time.</li> </ul>

**PROCESSING INSTRUCTIONS**

**SALARY INCREASE PROGRAM II – Step Adjustment for Employees at Step 3**

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Campus keying must be completed prior to the close of business on July 14, 2017 (for active employees)
Effective Date:	07/01/17
PIMS Transaction:	CRO
Salary Step (PIMS Item 311)	From step "3" to "4"
EH Remarks (Item 215):	"PER 21.31"
Pay Amount:	1-step increase
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave/Inactive/Payroll Status:	<ul style="list-style-type: none"> <li>Increases are effective 07/01/17 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40 on 07/01/17.</li> <li>Employees in Step 3 while on leave must move into Step 4 (or other step, as appropriate), upon reinstatement from leave.</li> <li>Increases to the new step rate for eligible employees on leave (non-pay status) will occur automatically in the new step rate on the return from leave transaction on or after July 1, 2017.</li> <li>Refer to <a href="#">HR 2017-05</a> for information on employees on Military Leave receiving a Military Difference in Pay.</li> </ul>
Additional Information:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> <li>Action Reason: CRO (PAY/MOU: Pay Rate Change/Memorandum of Understanding)</li> <li>Effective Date: 07/01/17 or date returned to active pay status</li> <li>Effective Sequence: Increment as appropriate</li> <li>Union Code: R08</li> <li>Empl History Remarks (Item 215): "PER 21.31" as indicated above</li> <li>Step (Salary Plan Tab - Item 311): Update as referenced above</li> <li>Comp Rate: Update as appropriate based on Salary Schedule</li> </ul>
Temporary Faculty:	N/A
Benefits:	N/A

Time and Labor:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<p>Employees on Leave:</p> <ul style="list-style-type: none"><li>• Increases are effective 07/01/17 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40 (Action/ Reasons: STD/ND3-Short Term Disability with Pay, NDI, Catastrophic Leave or STD/ND4-Short Term Disability with Pay, New NDI Period, Cat Leave) on 07/01/17.</li><li>• Increases to the new step rate for eligible employees on leave (non-pay status) will occur automatically in the new step rate on the return from leave transaction on or after July 1, 2017.</li><li>• Refer to <a href="#">HR 2017-05</a> for information on employees on Military Leave receiving a Military Difference in Pay.</li></ul>