

Date: June 27, 2017

Code: TECHNICAL LETTER  
HR/Salary 2017-11

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

From: Evelyn Nazario  
Associate Vice Chancellor  
Human Resources Management



Margaret Merryfield  
Assistant Vice Chancellor  
Academic Human Resources



Subject: FY 2017/18 Salary Program for Academic Student Employees (Unit 11)

**Summary:**

We are pleased to provide information regarding salary program provisions for fiscal year 2017/18 for academic student employees (Unit 11). These provisions are pursuant to the current Collective Bargaining Agreement (CBA) between the California State University and United Auto Workers. Academic personnel managers and staff, campus payroll managers, and campus designees responsible for payroll processing should review the remainder of this technical letter.

**Action Item(s):**

Implement salary provisions effective July 1, 2017.

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

Eligible academic student employees (Unit 11)

**Details:**

On November 16, 2016, the California State University (CSU) Board of Trustees ratified the successor collective bargaining agreement with the United Auto Workers Local 4123 (UAW). The agreement is in effect from November 16, 2016, through September 30, 2018. The UAW represents three groups of academic student employees: Teaching Associates (TA), Graduate Assistants (GA), and Instructional Student Assistants (ISA).

For FY 2017/18, the agreement calls for a 2% General Salary Increase, applicable to appointees in TA and GA classifications; an increase of 3% to the salary range minimums and maximums of all TA and GA classifications; an increase of \$0.25 (twenty-five cents) per hour to the individual salary rate of ISA appointees, and an increase of \$0.50 (fifty cents) per hour to the minimum and maximum hourly salary rates of all ISA classifications. All salary increases and changes to salary schedules are effective July 1, 2017. Detailed information on salary increases and changes to salary schedules for Unit 11 classifications is provided below.

**Detailed Salary Program Information**

❖ General Salary Increase (GSI):

- All salary increases and salary schedule changes are effective July 1, 2017.
- The State Controller's Office (SCO) will post the 2% increase as a General Salary Increase (GSI) to the individual salary rates of all bargaining unit members in TA (class codes 2309, 2324, 2353, 2354, and

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**Distribution:**

CSU Presidents  
Executive Vice Chancellor & CAO  
Vice Chancellor, Human Resources  
All Campus Vice Presidents

Associate Vice Presidents/Deans of Faculty  
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2453) and GA (class codes 2325, 2326, and 2355) classifications via mass update scheduled to occur the week of July 17, 2017.

- Employees will receive the GSI via GEN transaction. The SCO will apply the GSI to employees who received an appointment in one of the above-referenced classifications effective July 1, 2017, by fixing the original Axx record (e.g., SCO will process via A52F), and keying the appointment with the new salary, including corrections to any subsequent salary transactions.
  - The monthly base salary increase will be included in employees' July 2017 master payroll warrant (August 1, 2017, issue date).
- The SCO will post a twenty-five cent (\$0.25) increase via GEN transaction to the hourly salary rate of bargaining unit members in ISA classifications (class codes 1150, 1151, 1152, and 1153) via mass update scheduled to occur the week of July 17, 2017. The twenty-five cent per hour (\$0.25) increase applies to ISA employees active on July 1, 2017.
    - ISAs whose hourly salary rate remains below the new hourly salary rate minimum of \$13.00, after the \$0.25 GSI increase is applied, will be brought up to \$13.00. The SCO will manually incorporate the additional individual hourly salary rate increase to the new salary rate minimum via GEN transaction.
- 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 11 employees, beginning the close of business, July 14, 2017, through the date of the mass update occurring the week of July 17, 2017. Campuses will be able to resume keying transactions in the PIMS database that are applicable to Unit 11 employees the day after the mass update occurs.
- Employees appointed on July 1, 2017, whose salary rate is below the new salary rate minimum after the application of the 2% GSI for TA's and GA's, or the \$0.25 per hour increase to the hourly salary rate for ISAs, will have their salary rate increased to the new salary range/rate minimum, as applicable, by fixing the original Axx record (e.g., SCO will process via A52F), and keying the appointment to the new minimum salary. CIRS report L16, Cycle 1707, lists employees whose salary rate falls below the new salary range/rate minimum. The report will be available for campus reference by July 24, 2017.
- Employees appointed in TA and GA classifications, with temporary appointments with expiration dates of June 30, 2017 or earlier will receive the GSI if the appointment is not separated before the mass update is run. CIRS Compendium Report 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 receive the GSI unless otherwise separated by the campus prior to the close of business on July 14, 2017. Should an employee have additional active positions that are eligible for the GSI, the mass update will apply the GSI in all positions, including temporary appointments 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, lists employees that will receive 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.
- All Unit 11 employees appointed on or after July 1, 2017 must be appointed under the new salary schedule.
- Increases for employees on leave (non-pay) status should be keyed by the campus effective as of the date the employee returns to pay status.

- Individuals who held Unit 11 appointments in 2016/17, but were not active or on leave as of July 1, 2017, are eligible for the GSI at the time of reappointment, if reappointed into the same class and range at the same campus, in academic year 2017/18. Campuses are responsible for calculating the GSI in the same manner as the mass update process, and incorporating the GSI amount in the appointment salary.
- Employees on Military Leave receiving a Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and military pay recalculated based on the employee's new salary rate, pursuant to CSU policy. Campuses are responsible for completing this manual process.

❖ Detail on Classification Salary Range and Rate Changes:

Classification Code Detail:	Effective July 1, 2017	
	Increase to Salary Range Minimum	Increase to Salary Range Maximum
Graduate Assistant (GA) class codes: 2325, 2326, and 2355	3%	3%
Teaching Associate (TA) class codes: 2309 = TA, Extended Education – For Credit 2324 = TA, Summer Term 2353 = TA, 12 Month 2354 = TA, Academic Year (AY) 2453 = Substitute Teaching Associate	3%	3%
The salary of each GA and TA employee shall be increased effective July 1, 2017, by:	2% GSI	
	Increase to Salary Rate Minimum	Increase to Salary Rate Maximum
Instructional Student Assistant (ISA) class codes: 1150, 1151, 1152, and 1153	+ \$0.50/hr. to \$13.00/hr.	+ \$0.50/hr. to \$19.42/hr.
The salary rate of each ISA shall be increased, effective July 1, 2017, by:	\$0.25/hr.	

- The updated Unit 11 salary schedule will be available on the CSU web site (<http://www.calstate.edu/HRAdm/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.

❖ Salary Increase Rounding Considerations:

- Monthly based-on salary rates must be rounded to the nearest whole dollar. **Campuses are responsible for ensuring that the manually processed increases are applied uniformly and consistently by using the same rounding logic.** To assist campuses in this effort, the SCO's mass update program logic has been adopted for this purpose. The program adds fifty cents to the existing dollar amount and then truncates the cents in order to create a new whole dollar amount. Actual salary rates are derived by the payroll system by multiplying the based-on salary rate by the time base fraction, which (based upon the time base fraction), could cause individual actual monthly salary rates to result in amounts with dollars and cents. Examples for processing the 2% GSI are provided as follows:

Example #1:	Example #2:
$  \begin{array}{r}  \$4,040 \times 1.02 = \$4,120.80 \\  + \quad \underline{\quad .50} \\  = \$4,121.30 \\  \text{New monthly based-on rate} = \$4,121.00^* \\  \text{(*cents are truncated to create whole dollar amount)}  \end{array}  $	$  \begin{array}{r}  \$5,065 \times 1.02 = \$5,166.30 \\  + \quad \underline{\quad .50} \\  = \$5,166.80 \\  \text{New monthly based-on rate} = \$5,166.00^* \\  \text{(*cents are truncated to create whole dollar amount)}  \end{array}  $

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

⇒ **Salary Increase Program I – General Salary Increase**

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                  | Academic Human Resources at (562) 951-4424      |

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**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	<ul style="list-style-type: none"> <li>• Increase of 3% to the minimum and maximum salary rate of all TA and GA classifications (class codes 2325, 2326, 2355, 2309, 2324, 2353, 2354, 2453)</li> <li>• Increase of 2% to the individual salary rates of all bargaining unit members in TA and GA classifications.</li> <li>• Increase of \$0.50 per hour to the minimum and maximum hourly salary rates of all ISA classifications (class codes 1150, 1151, 1152 and 1153)</li> <li>• Increase of twenty-five cents (\$0.25) per hour to the individual hourly salary rates of all bargaining unit members in ISA classifications.</li> </ul>
Class Code(s):	All Unit 11 classifications
CBID:	R11
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>• SCO will post increases into PIMS database for all Unit 11 classes 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
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	N/A
Pay Amount:	<ul style="list-style-type: none"> <li>• TAs and GAs: 2%</li> <li>• ISAs: Twenty-five cents (\$0.25), however, if the employee's individual hourly rate is still below the new hourly rate minimum (\$13.00 per hour) after the application of the twenty-five cents increase, the individual hourly rate must be further increased to the new hourly rate minimum.</li> </ul>
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>• Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN transaction, effective the date the employee returns to active pay status. Post the GEN transaction subsequent to (e.g., on top of) the reinstatement from leave transaction.</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 TAs and GAs who are active as of 07/01/17 will receive the 2% GSI via GEN transaction.</li><li>• TAs, GAs and ISAs appointed on and after 07/01/17, will have the GSI applied to their salary by processing a correction to the appointment (the SCO will process a “fix”, e.g., A52F transaction).</li><li>• Employees appointed on July 1, 2017, whose salary rate is below the new salary rate minimum after the application of the 2% GSI for TA's and GA's, or the \$0.25 cent per hour increase to the hourly salary rate for ISAs, will have their salary rate increased to the new salary range/rate minimum, as applicable, by fixing the original Axx record (e.g., SCO will process via A52F), and keying the appointment to the new minimum salary. CIRS report L16, Cycle 1707, lists employees whose salary rate falls below the new salary range/rate minimum. The report will be available for campus reference July 24, 2017.</li><li>• All ISAs who are active as of 07/01/17, will receive a twenty-five cents (\$0.25) per hour increase to their individual hourly salary rate via GEN transaction. If, after the application of the \$0.25 cents increase, the employee's rate is below \$13.00 per hour, the employee's rate will be raised to \$13.00 per hour, which will be posted as a GEN transaction. The SCO will manually incorporate the additional individual hourly salary rate increase to the new salary rate minimum via GEN transaction.</li><li>• Individuals who held Unit 11 appointments in 2016/17, but were not active or on leave on July 1, 2017, are eligible for the GSI at the time of reappointment, if reappointed into the same class and range in academic year 2017/18. Campuses are responsible for calculating the GSI increases in the same manner as the mass update process, and incorporating the GSI amount into the appointment salary. In Employment History Remarks (PIMS Item 215), indicate “GSI INCLUDED”.</li><li>• The GSI will be applied pro-rata for employees who are less than full-time.</li><li>• Post the GEN transaction subsequent to (e.g., on top of) the return from inactive payroll status or reappointment transaction, as appropriate.</li><li>• Campuses to key correction transactions to any subsequent salary increase transactions as appropriate.</li><li>• The SCO mass update program applies the GSIs 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, if the appointment has not been separated. 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. 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.</li><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,</li></ul>
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	<p>2017) and Cycle 1707 (available July 24, 2017) is provided for campus reference and verification.</p> <ul style="list-style-type: none"> <li>Appointees to GA and TA Academic Year classifications (codes 2355 and 2354, respectively) whose Final Settlement (Item 810) was paid out prior to July 1, 2017, will not receive the increase. <b>Campuses are responsible for manually processing final settlement payments that require recalculation of final settlement as a result of the GSI.</b></li> <li>All Unit 11 employees appointed on or after July 1, 2017, must be appointed under the new salary schedule.</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>
<b>CMS PROCESSING INFORMATION:</b>	
<b>Workforce Administration:</b>	<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: R11</li> <li>Empl History Remarks (Item 215): HR/SA 2017-11           <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>
<b>Temporary Faculty:</b>	N/A
<b>Benefits:</b>	N/A
<b>Time and Labor:</b>	N/A
<b>Leave Accounting:</b>	N/A
<b>Absence Management:</b>	N/A
<b>Labor Cost Distribution:</b>	N/A
<b>Additional Instructions:</b>	<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 for other employees on leave (non-pay status) are to be keyed by the campus via GEN (PAY/GSI) transaction, effective the date the employee returns to active pay status. Post the GEN (PAY/GSI) transaction subsequent to (e.g., on top of) the reinstatement from leave transaction.</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:

- All employees who are active as of 07/01/17 will receive the GSI via GEN (PAY/GSI) transaction.
- The GSI will be applied pro-rata for employees who are less than full-time.
- Post the GEN (PAY/GSI) transaction subsequent (e.g., on top of) the return from inactive payroll status or reappointment transaction, as appropriate.
- All Unit 11 employees appointed on or after July 1, 2017, must be appointed under the new salary schedule.