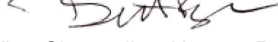


Date: July 31, 2024

Code: TECHNICAL LETTER
HR/Salary 2024-16
HR/Benefits 2024-16

To: Associate Vice Presidents, Human Resources
Payroll Managers
Benefits Officers

From: Beth Ryan 
Associate Vice Chancellor, Human Resources

Suzanne Pfeiffer 
Sr. Director, Benefits and Payroll Data Operations

Subject: FY 2024/2025 Salary and Benefits Programs for California State University Employees Union (CSUEU – Units 2, 5, 7 and 9) Employees

Summary:

We are pleased to provide information regarding salary and benefits program provisions agreed to by the California State University (CSU) and the California State University Employees Union (CSUEU) for fiscal year (FY) 2024/2025.

Action Item(s):

- Ensure that temporary appointment statuses are accurately reflected in the employment history database prior to the close of business on **August 9, 2024**.
- Review/audit the implementation of FY 2024/2025 General Salary Increase (GSI) provisions, effective July 1, 2024. Manual processing or updates may be needed in certain situations, see detailed information below.

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

Eligible CSUEU (Units 2, 5, 7 and 9) employees

Details:

The agreement reached between the California State University and the California State University Employees Union (CSUEU – Units 2, 5, 7, and 9), ratified by the CSU Board of Trustees on November 7, 2023, provides salary and benefits program provisions for FY 2024/2025 as follows:

- Salary Program effective July 1, 2024:
 - 5% General Salary Increase
 - Salary range minimums and maximums will be increased by 5%.
- Benefits-related Program Information:
 - FY 2024/2025 Parking Fees

Detailed Information for Salary Provisions:

- ❖ General Salary Increase (GSI):
 - Effective July 1, 2024, the State Controller's Office (SCO) will post a 5% 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, 2024.
 - The increase shall be paid pro-rata to employees who are less than full-time.

Distribution:

Vice Chancellor, Human Resources
All Campus Vice Presidents

Budget Officers
State Controller's Office/PPSD

- The SCO will post the GSI increases via GEN transaction during the mass update process scheduled to occur the week of August 12, 2024.
 - Base salary increases will be reflected in the August 2024 pay period warrant (August 30, 2024, 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 Units 2, 5, 7 and 9 employees, beginning the close of business, August 9, 2024, through the date of the mass update occurring the week of August 12, 2024. Campuses will be able to resume keying transactions in the PIMS database that are applicable to Units 2, 5, 7 and 9 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, 2024 (e.g., on unpaid leave) will need to be manually processed effective the date the employee returns to active pay status.
 - If retroactive salary adjustments are needed for employees. Note that such adjustments may typically issue within three to five business days from the date the salary transaction is keyed.
 - Employees on Military Leave, receiving a Military Difference in Pay CSU salary supplement, may need to have the difference between the CSU salary and military pay recalculated based on the employee's new salary rate, pursuant to CSU Policy. Please refer to [HR 2021-02](#) for information on employees on Military Leave receiving a Military Difference in Pay.
 - Note, temporary appointment statuses should be accurately reflected in the employment history database prior to the close of business on **August 9, 2024**.
 - Employees appointed between July 1, 2024, and the date of the mass update, whose salary rate is below the new minimum after the application of the GSI to the salary ranges, will have their salary rate increased to the new salary range minimum by fixing the original "AXX" record (e.g., SCO will process via A52E) and keying the appointment to the new minimum salary rate. CIRS Compendium report L16, Cycle 2408 (available August 19, 2024) will list employees whose salaries fall below the new salary range minimum.
 - Employees appointed after the mass update must be appointed under the new salary schedule.
 - Please note that all newly hired CSUEU employees, other than those specified above, appointed at the campus on or after July 2, 2024, are not eligible to receive the GSI unless the offer of appointment includes contingency language calling for the application of any negotiated salary increase. If the appointment salary is below the new salary range minimum for these employees, the salary must be increased to the minimum of the new salary range. **Campuses are responsible for processing these changes.**
 - Employees with only temporary appointments with expiration dates of June 30, 2024, or earlier are not eligible to receive the GSI. CIRS tab delimited file G06, Cycle 2408 (available August 13, 2024, before the mass update is run), and Cycle 2408 (available August 15, 2024, 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 prior to July 1, 2024, 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, if the temporary appointment has not been separated. CIRS Compendium Reports H50, Cycle 2408, and tab delimited file H80, Cycle 2408, (available August 15, 2024, 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 **August 9, 2024**.
- ❖ Salary Structure Changes:
- The salary range minimums and maximums for all CSUEU classifications will be increased by the 5% GSI effective July 1, 2024.
 - The updated salary schedule will be available on the CSU web site (<https://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx>) after the mass update has been completed the week of August 12, 2024.

❖ Mass Update Considerations:

- When mass updates are run:
 - All subsequent salary transactions are increased accordingly by the GSI.
 - 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 SCO may reach out to the campus if additional information is needed or if assistance is needed with processing.

❖ Salary Increase Rounding Considerations:

- The 5% GSI is subject to SCO rounding as a result of the mass update process. The SCO’s GSI mass update program rounds individual monthly based-on (full-time equivalent) salary rates to the nearest whole dollar. Monthly based-on salary rates must be rounded to the nearest whole dollar. The program adds fifty cents to the existing dollar amount and then truncates the cents in order to create a new whole dollar amount. **Campuses are responsible for ensuring that any manually processed GSI’s are applied uniformly and consistently by using the same rounding logic.** 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 5% GSI are provided as follows:

Example #1: $\$4,215 \times 1.05 = \$4,425.75$ $+ \quad \underline{\quad .50}$ $= \quad \underline{\quad \$4,426.25}$ New monthly based-on rate = \$4,426.00* (*cents are truncated to create whole dollar amount)	Example #2: $\$7,005 \times 1.05 = \$7,355.25$ $+ \quad \underline{\quad .50}$ $= \quad \underline{\quad \$7,355.75}$ New monthly based-on rate = \$7,355.00* (*cents are truncated to create whole dollar amount)
--	--

- The SCO’s GSI mass update program rounds individual hourly rates to two decimal places from the whole dollar amount. **Campuses are responsible for ensuring that any manually processed GSI’s are applied uniformly and consistently by using the same rounding logic.** Examples for processing the 5% GSI for hourly rates are provided as follows:

Example #1: $\$25.50 \times 1.05 = \26.775 $= \quad \underline{\quad \$26.78}$	Example #2: $\$40.26 \times 1.05 = \42.273 $= \quad \underline{\quad \$42.27}$
---	---

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

⇒ **Salary Increase Program I – General Salary Increase (GSI)**

Benefits-related Program Information for FY 2024/2025:

- ❖ Benefits (Article 21)
 - Parking Fees (Article 21.15)
 - For FY 2024/2025, parking fees may be raised by one dollar (\$1) per month but cannot be greater than the amount paid by the student as of July 1, 2024. The increase may apply to all staff parking rates, which could include daily, monthly, semester, and/or annual permits.

Questions regarding this technical letter may be directed to the CO Human Resources Management Team at hradmin@calstate.edu | (562) 951-4411. For your convenience, this HR memorandum is also available on the CSYou website at: <https://cyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

BR/SP/vk/pa

Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM I – General Salary Increase (GSI)

PAY SCALES IMPACT:	
Change Summary:	<ul style="list-style-type: none"> • Increase the salary range minimums and maximums by an approximate 5% • Increase the individual salary rates of employees by an approximate 5% • Increase will be applied pro-rata for employees who are less than full-time
Class Code(s):	All Units 2, 5, 7 and 9 classifications
CBID:	R02, R05, R07 and R09
Pay Scales Effective Date:	07/01/24
Date in Production:	Week of August 12, 2024
Pay Letter:	2024-05

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	<ul style="list-style-type: none"> • The SCO will post increases into PIMS database via mass update. • Campuses are responsible for manually processing increases for eligible employees after the mass update is run or upon return from leave, as appropriate.
Processing Date(s):	Week of August 12, 2024
Effective Date:	07/01/24
PIMS Transaction:	GEN
EH Remarks (Item 215):	N/A
Pay Amount:	5%, subject to SCO rounding as a result of the mass update.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave/Inactive Payroll Status:	<ul style="list-style-type: none"> • Increases are effective 07/01/24 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/24. • Increases for other employees supplementing on IDL and TD are effective on 07/01/24. • 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. • Campuses to key correction transactions to any subsequent salary increase transaction(s) as appropriate. • Refer to HR 2021-02 for information on employees on Military Leave receiving a Military Difference in Pay.

Additional Information:	<ul style="list-style-type: none"> • All employees who are active as of 07/01/24 will receive the GSI via GEN transaction. • The GSI will be applied pro-rata for employees who are less than full-time. • Post the GEN transaction subsequent to (e.g., on top of) the return from inactive payroll status or reappointment transaction, as appropriate. • Campus to key correction transactions to any subsequent salary increase transaction(s) as appropriate. • Employees hired on or after 07/02/24 are not eligible for the GSI increase unless specifically stated in the appointment offer letter. • 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, 2024, <u>if the appointment has not been separated</u>. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 2408 and tab-delimited file H80, Cycle 2408, will be available August 15, 2024, 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 August 9, 2024. • The SCO will process appointments between July 1, 2024, and the date of the mass update that fall below the new salary range minimum, via a fix to the original "AXX" record (e.g., SCO will process via A52F). CIRS Compendium report L16, Cycle 2408 (available August 19, 2024) will list employees whose salaries fall below the new salary range minimum. • Docks, salary overpayments, and/or overtime payments may be impacted by the mass update. Campuses are responsible for making appropriate adjustments.
-------------------------	---

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Salary Schedule Load provided by HR Data Operations to CMS on July 10, 2024. • 9.0 Campuses: L15 file will be available for download on August 15, 2024, after 9:00 a.m., Cycle 3333. (The file will load the GEN, PAY/GSI, transactions processed by the SCO as well as corrections). • 9.2 Campuses: L15 file will be loaded centrally. Email communication will be sent out to campus contact when load is completed. • Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to validate and manually correct all subsequent salary rows as needed. • Action Reason: PAY/GSI (GEN: Pay Rate Change/General Salary Increase) • Effective Date: 07/01/24 or date returned to active pay status. • Union Code: R02, R05, R07, and R09 • Empl History Remarks (Item 215): HR/SA 2024-16 <ul style="list-style-type: none"> ○ Add Empl History Remarks to the inserted increase row only. This can be added via the run control for the L15 file review. ○ 9.2 campuses will have SA2414151617 as employment history remarks due to system limitation. • Comp Rate: Update as noted above
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"> Increases are effective 07/01/24 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 07/01/24. Increases for other employees supplementing on IDL and TD are effective on 07/01/24. 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. Refer to HR 2021-02 for information on employees on Military Leave receiving a Military Difference in Pay. <p>Additional Information:</p> <ul style="list-style-type: none"> All employees who are active as of 07/01/24 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 to (e.g., on top of) the return from inactive payroll status or reappointment transaction, as appropriate. Employees hired on or after 07/01/24 are not eligible for the GSI increase unless specifically stated in the appointment offer letter.