

**Date:** March 25, 2024

**Code:** TECHNICAL LETTER  
HR/Salary 2024-07

**To:** Associate Vice Presidents, Human Resources  
Payroll Managers

**From:** Beth Ryan   
Associate Vice Chancellor, Human Resources

Gene Howard   
Associate Director, Payroll/Benefits, Data Operations

**Subject:** FY 2023/2024 Salary Program for the Academic Professionals of California (APC – Unit 4) Employees

**Summary:**

We are pleased to provide information regarding salary program provisions agreed to by the California State University and the Academic Professionals of California for fiscal year 2023/2024.

**Action Item(s):**

Implement FY 2023/2024 General Salary Increase provisions effective July 1, 2023; additional salary-related contract changes effective March 4, 2024.

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

Eligible APC (Unit 4) employees

**Details:**

The Memorandum of Understanding (MOU) reached between the California State University (CSU) and the Academic Professionals of California (APC – Unit 4), ratified by the CSU Board of Trustees on March 4, 2024, provides salary program provisions for FY 2023/2024 as follows:

- Salary Program effective July 1, 2023:
  - 5% General Salary Increase
  - Salary range minimums and maximums will be increased by 5%
- Salary-related change effective March 4, 2024:
  - Salary Stipends

**Detailed Information for Salary Provisions:**

- ❖ General Salary Increase (GSI):
  - Effective July 1, 2023 (or date of appointment/reappointment between July 1, 2023, and the date of the mass update), a 5% GSI will be applied to the individual salary rates of all eligible bargaining unit members who are:
    - In active pay status, or on leave, as of the date of the mass update, occurring the week of April 22, 2024.
    - 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 April 22, 2024.
  - Base salary increases will be reflected in the May 2024 pay period warrant (May 31, 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**

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**Distribution:**

Vice Chancellor, Human Resources  
All Campus Vice Presidents

Budget Officers  
State Controller's Office/PPSD

**from keying transactions into the PIMS database that are applicable to Unit 4 employees, beginning at 5 p.m. on April 22, 2024, through the date of the mass update occurring the week of April 22, 2024. Campuses will be able to resume keying transactions in the PIMS database that are applicable to Unit 4 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 (e.g., on unpaid leave) between July 1, 2023, and the date of the mass update (occurring the week of April 22, 2024), 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.
    - GSI increases needed for bargaining unit members in ten (10) month assignments, appointed during fiscal year 2022/2023, who were in an inactive payroll or separated status between July 1, 2023, and the date of the mass update (occurring the week of April 22, 2024). These employees shall be given the 5% GSI effective upon their subsequent return to active payroll status or reappointment in fiscal year 2023/2024.
    - 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, pursuant to CSU Policy. Please refer to [HR 2021-02](#) for information on employees on Military Leave receiving a Military Difference in Pay.
  - Employees appointed after the mass update must be appointed under the new salary schedule.
  - Please note that all newly hired Unit 4 employees, other than those specified above, appointed at the campus after the date of the mass update (occurring the week of April 22, 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 prior to the date of the mass update (occurring the week of April 22, 2024) are not eligible to receive the GSI unless they are active or on leave in a temporary appointment as of the date of the mass update. CIRS tab delimited file G06, Cycle 2403 (available April 24, 2024, before the mass update is run), and Cycle 2404 (available April 26, 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 the date of the mass update 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 2404, and tab delimited file H80, Cycle 2404 (available April 26, 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 5 p.m. on April 22, 2024.
- ❖ Salary Structure Changes:
- The salary range minimums and maximums for all Unit 4 classifications will be increased by the 5% GSI effective July 1, 2023.
  - 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 April 22, 2024.
- ❖ 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:

- 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 General Salary Increases 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:

<p><b>Example #1:</b>  <math>\\$4,252 \times 1.05 = \\$4,464.60</math>  <math>\quad + \quad \underline{\quad .50}</math>  <math>\quad = \quad \\$4,465.10</math>          New monthly based-on rate = \$4,465.00*          (*cents are truncated to create whole dollar amount)</p>	<p><b>Example #2:</b>  <math>\\$3,867 \times 1.05 = \\$4,060.35</math>  <math>\quad + \quad \underline{\quad .50}</math>  <math>\quad = \quad \\$4,060.85</math>          New monthly based-on rate = \$4,060.00*          (*cents are truncated to create whole dollar amount)</p>
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- 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 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:

<p><b>Example #1:</b>  <math>\\$23.58 \times 1.05 = \\$24.759</math>  <math>\quad = \quad \\$24.76</math></p>	<p><b>Example #2:</b>  <math>\\$28.82 \times 1.05 = \\$30.261</math>  <math>\quad = \quad \\$30.26</math></p>
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**Other salary-related change effective with the ratification on March 4, 2024:**

❖ Salary Stipends:

- This is a new salary provision which states an employee may receive a monthly salary stipend for additional work assigned by an appropriate administrator.
- Additional work assignments need to be documented in writing and must include a specific beginning and ending date.
- The decision by the appropriate administrator regarding the stipend shall be final and shall not be subject to the Grievance Procedure.
- Note, this new provision does not supersede any other provision of the collective bargaining agreement (e.g., Article 28 – Hours of Work).

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

- ⇒ **Salary Increase Program I – General Salary Increase (GSI)**
- ⇒ **Bonus/Additional Pay Program I – Salary Stipends**

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

BR/GH/vk/pa

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 the salary range minimums and maximums by an approximate 5%</li> <li>• Increase the individual salary rates of employees by an approximate 5%</li> <li>• Increase will be applied pro-rata for employees who are less than full-time</li> <li>• Hourly appointees (class codes 2680 and 2681) will receive the 5% increase on their base pay</li> </ul>
Class Code(s):	All Unit 4 classifications
CBID:	R04
Pay Scales Effective Date:	07/01/23
Date in Production:	Week of April 22, 2024
Pay Letter:	2024-03

<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 April 22, 2024
Effective Date:	7/01/23
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"> <li>• Increases are effective 07/01/23 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/23.</li> <li>• Increases for other employees supplementing on IDL and TD are effective on 07/01/23.</li> <li>• <u>Important to Remember: All employees in active pay status or on leave as of the date of the mass update (occurring the week of April 22, 2024) will receive the GSI.</u></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>• Increases for employees in 10 month assignments during fiscal year 2022/2023, who were on inactive payroll status between July 1, 2023, and the date of the mass update, occurring the week of April 22, 2024, (PIMS = S46 ["Roll Code 9"] transaction), are to be keyed by the campus via GEN transaction effective the date the employee returns to active pay status (PIMS = A68 transaction).</li> <li>• Campuses to key correction transactions to any subsequent salary increase transaction(s).</li> <li>• Refer to <a href="#">HR 2021-02</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 the date of the mass update (occurring the week of April 22, 2024) will receive the GSI via GEN transaction effective 07/01/23 or date of hire/reappointment.</li> <li>• The GSI will be applied pro-rata for employees who are less than full-time.</li> <li>• Increases for employees in 10 month assignments during fiscal year 2022/2023, who were separated between July 1, 2023, and the date of the mass update, occurring the week of April 22, 2024, (PIMS = "SXX" transaction), are to be keyed by the campus via GEN transaction effective the date the employee is reappointed (PIMS = "AXX" transaction).</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>• Campus to key correction transactions to any subsequent salary increase transactions as appropriate.</li> <li>• Employees, other than those specified above, newly appointed after the date of the mass update (occurring the week of April 22, 2024), are not eligible for the GSI increase unless specifically stated in the appointment offer letter.</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 the date of the mass update (occurring the week of April 22, 2024), <u>if the appointment has not been separated</u>. <b>Campuses are responsible for ensuring that temporary appointment statuses are accurately reflected in the employment history database prior to 5 p.m. on April 22, 2024.</b></li> <li>• Docks, salary overpayments, and/or overtime payments may be impacted by the increase. <b>Campuses are responsible for making appropriate adjustments.</b></li> </ul>
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CMS PROCESSING INFORMATION:	
<p>Workforce Administration:</p>	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR Data Operations to CMS on April 5, 2024.</li> <li>• 9.0 Campuses: L15 file will be available for download on April 26, 2024, 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>• 9.2 Campuses: L15 file will be loaded centrally. Email communication will be sent out to campus contact when load is completed.</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: 07/01/23 or date returned to active pay status (for employees active or on leave as of the date of the mass update, occurring the week of April 22, 2024)</li> <li>• Union Code: R04</li> <li>• Empl History Remarks (Item 215): HR/SA 2024-07             <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 07/01/23 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/23.</li> <li>Increases for other employees supplementing on IDL and TD are effective on 07/01/23.</li> <li><u>Important to Remember: All employees in active pay status or on leave as of the date of the mass update (occurring the week of April 22, 2024) will receive the GSI.</u></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>Increases for employees in 10 month assignments during fiscal year 2022/2023, who were on inactive payroll status between July 1, 2023, and the date of the mass update, occurring the week of April 22, 2024, (PIMS = S46 ["Roll Code 9"] transaction, PS Action/Reason: SWB/OPS = Short Work Break/Off Pay Status), are to be keyed by the campus via GEN (PAY/GSI) transaction effective the date the employee returns to active pay status (PIMS = A68 transaction, PS Action/Reason: RWB/SWB = Return from Work Break/Return from Short Work Break).</li> <li>Refer to <a href="#">HR 2021-02</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 the date of the mass update (occurring the week of April 22, 2024) will receive the GSI via GEN (PAY/GSI) transaction on 07/01/23 or date of hire/reappointment.</li> <li>The GSI will be applied pro-rata for employees who are less than full-time.</li> <li>Increases for employees in 10 month assignments during fiscal year 2022/2023, who were separated between July 1, 2023, and the date of the mass update, occurring the week of April 22, 2024, (PIMS = "SXX" transaction, PS Action: TER = Termination), are to be keyed by the campus via GEN (PAY/GSI) transaction effective the date the employee is reappointed (PIMS = "AXX" transaction, PS Action: REH = Rehire).</li> <li>Post the GEN (PAY/GSI) transaction subsequent to (e.g., on top of) the return from inactive payroll status or reappointment transaction, as appropriate.</li> <li>Employees, other than those specified above, newly appointed after the date of the mass update (occurring the week of April 22, 2024), are not eligible for the GSI increase unless specifically stated in the appointment offer letter.</li> </ul>

**PROCESSING INSTRUCTIONS**

**BONUS/ADDITIONAL PAY PROGRAM I – Salary Stipends**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campuses
Processing Date(s):	Varies
Earnings ID:	GPE
Earnings ID Description:	AW STIPEND
Amount:	Varies
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in the Calculation for Overtime:	Yes – Nonexempt employees No – Exempt employees
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> <li>• Additional work assigned by an appropriate administrator is paid as a monthly salary stipend.</li> <li>• Campuses are required to document additional work assignments in writing, including a specific beginning and ending date.</li> </ul>

<b>CMS PROCESSING INFORMATION:</b>	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	There are no requirements for data entry into CMS.