

**Date:** December 3, 2024

**Code:** TECHNICAL LETTER  
HR/Salary 2024-27  
HR/Leaves 2024-08

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

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

Suzanne Pfeiffer   
Sr. Director, Benefits and Payroll Data Operations

**Subject:** FY 2024/2025 Salary and Leave Programs for the Academic Professionals of California (APC – Unit 4) Employees

**Summary:**

We are pleased to provide information regarding salary and leave program provisions and other contract provisions agreed to by the California State University (CSU) and the Academic Professionals of California (APC) 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 (5 p.m.) on **January 3, 2025**.
- 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 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 November 20, 2024, provides salary and leave 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%
- Salary-related changes effective November 20, 2024:
  - Bonus/Stipend Programs
  - Merit Bonus Program
- Changes to Leave-related Program Provisions and Other Contract Provisions effective November 20, 2024, are detailed below.

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**Distribution:**

Vice Chancellor, Human Resources  
All Campus Vice Presidents

Budget Officers  
State Controller's Office/PPSD

## 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 all eligible bargaining unit members who are:
  - In active pay status, or on leave, as of July 1, 2024.
  - The increase will be prorated for 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 January 6, 2025.
- Base salary increases will be reflected in the January 2025 pay period warrant (January 31, 2025 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 4 employees, beginning at 5 p.m. on January 3, 2025, through the date of the mass update occurring the week of January 6, 2025. 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 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, campuses will need to manually process. Note that such adjustments may typically issue within three to five business days from the date the salary transaction is keyed.
  - GSI increases needed for bargaining unit members in ten (10) month assignments, appointed during FY 2023/2024, who were in an inactive payroll or separated status as of July 1, 2024, will need to be manually processed effective upon their subsequent return to active payroll status or reappointment in FY 2024/2025.
  - 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.
- 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 appointment record (e.g., SCO will process via A52E) and keying the appointment to the new minimum salary rate. Additional information is provided in Attachment A.
- Employees appointed after the mass update must be appointed under the new salary schedule.
- All newly hired APC 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 temporary or separated appointments with expiration dates of June 30, 2024, or earlier are not eligible to receive the GSI. However, if these appointments are still active in the system after June 30<sup>th</sup> or the employee has additional active positions that are eligible for the GSI, the mass update program will apply the GSI to all positions. It is the campus' responsibility to review and update employment statuses so they are accurately reflected in the employment history database by close of business (5 p.m.) on January 3, 2025. After the mass update program runs, campuses must perform an audit to ensure the GSI was applied appropriately. If determined adjustments are needed, campuses will need to manually process the corrections. To assist campuses in their efforts, CIRS reports have been created and are available for campus use. Refer to Attachment A for detailed report information.

- ❖ Salary Structure Changes:
  - The salary range minimums and maximums for all Unit 4 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 January 6, 2025.
- ❖ 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 GSIs 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:

<b>Example #1:</b> $\begin{array}{r} \$4,252 \times 1.05 = \$4,464.60 \\ + \quad \underline{\quad .50} \\ = \$4,465.10 \end{array}$ New monthly based-on rate = \$4,465.00* (*cents are truncated to create whole dollar amount)	<b>Example #2:</b> $\begin{array}{r} \$3,867 \times 1.05 = \$4,060.35 \\ + \quad \underline{\quad .50} \\ = \$4,060.85 \end{array}$ New monthly based-on rate = \$4,060.00* (*cents are truncated to create whole dollar amount)
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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 GSIs are applied uniformly and consistently by using the same rounding logic.** Examples for processing the 5% GSI for hourly rates are provided as follows:

<b>Example #1:</b> $\begin{array}{r} \$23.58 \times 1.05 = \$24.759 \\ = \$24.76 \end{array}$	<b>Example #2:</b> $\begin{array}{r} \$28.82 \times 1.05 = \$30.261 \\ = \$30.26 \end{array}$
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The following processing instructions are provided in **Attachment A**:

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

**Other Salary-related Changes Effective with the Ratification on November 20, 2024:**

- ❖ Bonus/Stipend Programs:
  - Bonus/stipend programs detailed in Article 23.4 will continue for the duration of the agreement, which is effective until June 30, 2027.
  - For FY 2024/2025, the Merit Bonus pool created in FYs 2005/06 and 2006/07 (\$762,300) will be added to the monies available for the Budget Shortfall Mitigation (BSM) Bonus.

- ❖ Merit Bonus Program:
  - There will be no merit bonuses from the Merit Bonus Program pool for FY 2024/2025. Please refer to Article 23.5d. of the MOU for additional details.

**Information on Leave-related Program Provisions and Other Contract Provisions (Informational Purposes Only):**

- ❖ Leaves of Absence With Pay (Article 20)
  - Bereavement Leave:
    - The language concerning the term “significantly close person” was clarified to state the employee’s and/or spouse’s (or registered domestic partner’s) parent, step-parent, grandparent, great-grandparent, sibling, child or grandchild (including foster, adopted, and step), or parent’s siblings. Please refer to Article 20.11 of the MOU for detailed information.
- ❖ Leaves of Absence Without Pay (Article 22)
  - Family Care or Medical Leave:
    - Article 22.9 has been modified to include “Designated Person” as part of those approved for an employee to care for under the California Family Rights Act (CFRA). Government Code Section 12945.2 defines a designated person as any individual related by blood or whose association with the employee is the equivalent of a family relationship. Refer to [Technical Letter HR/Benefits 2023-07](#) for additional information.
    - A Designated Person is identified at the time the employee requests the leave. An employee is limited to one designated person per 12-month period.
    - References to “Designated Person” have also been added to Articles 22.12, 22.13, 22.18, 22.19, and 22.22. Refer to Article 22 of the MOU for complete details.
- ❖ Parking (Article 32.5)
  - For FY 2024/2025, parking fees may be increased one time by up to two dollars (\$2) per month but cannot be greater than the amount paid by students at the time of the increase.

Questions regarding this technical letter may be directed to the CO Human Resources Management Team at [hradmin@calstate.edu](mailto: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)**

<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:	07/01/24
Date in Production:	Week of January 6, 2025
Pay Letter:	2025-01

<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 January 6, 2025
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"> <li>• Increases are effective 07/01/24 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/24.</li> <li>• Increases for employees supplementing on IDL and TD are effective on 07/01/24.</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 2024/2025, who were on inactive payroll status effective July 1, 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>

Additional Information:	<ul style="list-style-type: none"><li>• All employees who are active as of 07/01/24 will receive the GSI via GEN transaction effective 07/01/24 or date of reappointment/return to active pay status (e.g., for employees in 10 month assignments or on leave).</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 2024/2025, who were separated (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 on or after 07/02/24, 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 July 1, 2024, <u>if the appointment has not been extended or separated</u>. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 2501 and tab delimited file H80, Cycle 2501, will be available January 9, 2025, 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 (5 p.m.) on January 3, 2025.</b> Please note, manual adjustments may be needed if employment statuses are not updated timely. It is the campuses responsibility to audit the mass update process to ensure GSIs are applied appropriately.</li><li>• In order to assist campuses in identifying employees whose appointment expiration date is prior to 07/01/24, who will not receive the GSI, CIRS Compendium Report G06, Cycle 2412 (available December 20, 2024) and Cycle 2501 (available January 13, 2025) is provided for campus reference and verification.</li><li>• 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 A52E). CIRS Compendium report L16, Cycle 2501 (available January 13, 2025) will list employees whose salaries fall below the new salary range minimum.</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:	
Workforce Administration:	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR Data Operations to CMS on January 9, 2025.</li> <li>• 9.0 Campuses: L15 file will be available for download on January 13, 2025, after 9:00 a.m., Cycle 1111. (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. Campuses are responsible for running a truncate process prior to January 13, 2025. Email communication will be sent out to campus contacts 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: 07/01/24 or date of reappointment/returned to active pay status (for employees active or on leave)</li> <li>• Union Code: R04</li> <li>• Empl History Remarks (Item 215): HR/SA 2024-27               <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 07/01/24 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.</li> <li>• Increases for other employees supplementing on IDL and TD are effective on 07/01/24.</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 2023/2024, who were on inactive payroll status effective July 1, 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> </ul>

	<ul style="list-style-type: none"><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 07/01/24 will receive the GSI via GEN (PAY/GSI) transaction on 07/01/24 or date of reappointment/return to active pay status (e.g., for employees in 10 month assignments or on leave).</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 2023/2024, who were separated (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 on or after 07/02/24, are not eligible for the GSI increase unless specifically stated in the appointment offer letter.</li></ul>
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