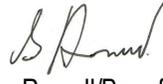


**Date:** August 8, 2022

**Code:** **TECHNICAL LETTER**  
**HR/Salary 2022-17**  
**HR/Benefits 2022-15**  
**HR/Leaves 2022-05**

**To:** Associate Vice Presidents, Human Resources  
Payroll Managers  
Benefits Officers  
Campus Designated Leave Coordinators

**From:** Tammy Kenber   
Associate Vice Chancellor, Human Resources

Gene Howard   
Assistant Director, Payroll/Benefits, Data Operations

**Subject:** **FY 2022/2023 Salary, Benefits, and Leave Programs for California State University Employees Union (CSUEU – Units 2, 5, 7 and 9) Employees**

**Summary:**

We are pleased to provide information regarding salary, benefits, leave programs, and other contract provisions agreed to by the California State University and the California State University Employees Union which was ratified on July 29, 2022.

**Action Item(s):**

Implement FY 2022/2023 General Salary Increase provisions effective July 1, 2022; additional salary program provisions and other contract changes effective July 29, 2022, unless otherwise noted 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 (CSU) and the California State University Employees Union (CSUEU – Units 2, 5, 7 and 9), ratified on July 29, 2022, provides salary program provisions for FY 2022/2023 as follows:

- Salary Program effective July 1, 2022:
  - 7% General Salary Increase
  - Salary range minimums and maximums will be increased by 7%
- Salary-related changes effective July 29, 2022, include:
  - \$3,500 Recognition Bonus

*Note: For FY 2023/2024, negotiations may be re-opened upon written request by CSUEU for Articles 20 and 21 (Salary and Benefits).*

- Changes to Leave and Benefits-related Program Provisions effective July 29, 2022 (see details provided 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, 2022, the State Controller's Office (SCO) will post a 7% 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, 2022.
  - 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 September 5, 2022.
- Base salary increases will be reflected in the September 2022 pay period warrant (October 1, 2022, 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, September 2, 2022, through the date of the mass update occurring the week of September 5, 2022. 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, 2022 (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.
  - 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.
  - To accurately reflect temporary appointment statuses in the employment history database prior to the close of business on September 2, 2022.
- Employees appointed between July 1, 2022, 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 (SCO will process via AXXF) and keying the appointment to the new minimum salary rate. CIRS Compendium report L16, Cycle 2209 (available September 12, 2022) 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 appointed at the campus on or after July 2, 2022, are not eligible to receive the GSI unless the offer of appointment includes contingency language calling for the application of any negotiated salary increase. **Campuses are responsible for processing these changes.**
- Employees with only temporary appointments with expiration dates of June 30, 2022, or earlier are not eligible to receive the GSI. CIRS tab delimited file G06, Cycle 2207 (available July 27, 2022, before the mass update is run), and Cycle 2209 (available September 12, 2022, 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, 2022, 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, 2022, or earlier expiration date **if the temporary appointment has not been separated.** CIRS Compendium Reports H50, Cycle 2209, and tab delimited file H80, Cycle 2209, (available September 8, 2022, 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 September 2, 2022.

#### ❖ Salary Structure Changes:

- The salary range minimums and maximums for all CSUEU classifications will be increased by the 7% GSI effective July 1, 2022.

- 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 September 5, 2022.

❖ 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 7% 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 7% GSI are provided as follows:

<p><b>Example #1:</b>  <math>\\$6,255 \times 1.07 = \\$6,692.85</math>  <math>+ \quad \underline{\quad .50}</math>  <math>= \\$6,693.35</math>          New monthly based-on rate = \$6,693.00*          (*cents are truncated to create whole dollar amount)</p>	<p><b>Example #2:</b>  <math>\\$4,946 \times 1.07 = \\$5,292.22</math>  <math>+ \quad \underline{\quad .50}</math>  <math>= \\$5,292.72</math>          New monthly based-on rate = \$5,292.00*          (*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 7% GSI for hourly rates are provided as follows:

<p><b>Example #1:</b>  <math>\\$21.20 \times 1.07 = \\$22.684</math>  <math>= \\$22.68</math></p>	<p><b>Example #2:</b>  <math>\\$18.40 \times 1.07 = \\$19.688</math>  <math>= \\$19.69</math></p>
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**Other salary-related changes effective with the ratification on July 29, 2022 include:**

❖ \$3,500 Recognition Bonus:

- A one-time thirty-five hundred dollars (\$3,500) recognition bonus shall be provided to each bargaining unit employee with a 1.0 time base or greater in active pay status, or on leave, as of the date of ratification of the agreement (July 29, 2022).
- Payments will be pro-rated for employees who are less than full-time. The formula for establishing the pro-rata amount for hourly intermittent employees is located in the processing instructions in Attachment A.
- Processing Details:
  - Systemwide HR Data Operations will determine the affected population and payment amounts for employees less than a 1.0 time base.

- The SCO will process these payments via mass update utilizing earnings ID GV. The mass update is scheduled to occur the night of August 25, 2022. Note, similar to the SCO's GSI mass update program, a small number of payments may suspend (e.g., fall out) resulting in further analysis; such payments may require additional time for manual processing by the SCO. In some instances, the SCO may need to contact campuses for additional information and may also request campuses to assist with manually processing the payment(s). If this occurs, campuses are to follow the processing instructions provided in Attachment A. **Campuses are responsible for ensuring that the instructions indicated in this letter are followed for all manually processed payments.**
- The payments will begin to issue as early as August 26, 2022. **It is the campuses responsibility to ensure hardcopy payments are distributed to the affected employees.** Note, if affected employees are enrolled in the Direct Deposit Program, they will receive the payment via Direct Deposit.
- These payments are taxable and subject to payroll withholdings. Payments are not considered reportable compensation for purposes of calculating CalPERS retirement benefits. Rehired annuitants are not eligible for this one-time payment.

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

- ⇒ **Salary Increase Program I – General Salary Increase (GSI)**
- ⇒ **Bonus/Additional Pay Program I – \$3,500 Recognition Bonus**

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

- ❖ Catastrophic Leave Donation Program (Article 15)
  - Natural Disaster and State of Emergency language incorporated into Article 15.8. Refer to Article 15.8 and [HR/Leaves 2020-05](#) for detailed information.
- ❖ Benefits (Article 21)
  - Life, Accidental Death and Dismemberment Insurance (Article 21.9)
    - Language was modified to include the increase of coverage to fifty thousand dollars (\$50,000) for each type of coverage. Refer to Article 21.9 and [HR/Benefits 2022-14](#) for detailed information.
  - Parking Fees (Article 21.15)
    - Language was added for FY 2022/2023 which indicates parking fees may be increased no more than 3% and may not exceed student parking rates.
- ❖ Family and Medical Leave and Pregnancy Disability Leave (Article 28)
  - Language modification to Article 28.7 FML Entitlement. Refer to Article 28.7 and [HR/Leaves 2021-05](#) for detailed information.

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

TK/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 7%</li> <li>• Increase the individual salary rates of employees by an approximate 7%</li> <li>• Increase will be applied pro-rata for employees who are less than full-time</li> </ul>
Class Code(s):	All Units 2, 5, 7 and 9 classifications
CBID:	R02, R05, R07 and R09
Pay Scales Effective Date:	07/01/22
Date in Production:	Week of September 5, 2022
Pay Letter:	2022-07

<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 September 5, 2022
Effective Date:	07/01/22
PIMS Transaction:	GEN
EH Remarks (Item 215):	N/A
Pay Amount:	7%, 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 07/01/22 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/22.</li> <li>• Increases for other employees supplementing on IDL and TD are effective on 07/01/22.</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>• 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 07/01/22 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>• 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 hired on or after 07/02/22 are not eligible for the GSI increase unless specifically stated in the appointment offer letter.</li> </ul>

	<ul style="list-style-type: none"> <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, 2022, <u>if the appointment has not been separated</u>. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 2209 and tab-delimited file H80, Cycle 2209, will be available September 8, 2022, 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 September 2, 2022.</b></li> <li>• In order to assist campuses in identifying employees whose appointment expiration date is prior to 07/01/22, CIRS Compendium Report G06, Cycle 2207 (available July 27, 2022) and Cycle 2209 (available September 12, 2022) is provided for campus reference and verification.</li> <li>• The SCO will process appointments between July 1, 2022, and the date of the mass update that fall below the new salary range minimum, via AXXF. CIRS Compendium report L16, Cycle 2209 (available September 12, 2022) 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 mass update. <b>Campuses are responsible for making appropriate adjustments.</b></li> </ul>
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<b>CMS PROCESSING INFORMATION:</b>	
Workforce Administration:	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR Data Operations to CMS on August 1, 2022.</li> <li>• Campus L15 file will be available for download on September 8, 2022, after 9:00 a.m., Cycle 4444 (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: 07/01/22 or date returned to active pay status</li> <li>• Union Code: R02, R05, R07, and R09</li> <li>• Empl History Remarks (Item 215): HR/SA 2022-17               <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 07/01/22 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/22.</li> </ul>

	<ul style="list-style-type: none"><li>• Increases for other employees supplementing on IDL and TD are effective on 07/01/22.</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 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 07/01/22 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><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 hired on or after 07/02/22 are not eligible for the GSI increase unless specifically stated in the appointment offer letter.</li></ul>
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**PROCESSING INSTRUCTIONS**

**BONUS/ADDITIONAL PAY PROGRAM I – \$3,500 Recognition Bonus**

PIP PROCESSING INFORMATION:	
Processing Responsibility:	State Controller's Office (SCO)
Processing Date(s):	Night of August 25, 2022
Earnings ID:	GV
Earnings ID Description:	CSU Lump Sum Payments
Amount:	<ul style="list-style-type: none"> <li>• \$3,500 to each employee with a 1.0 time base or greater in active pay status, or on leave, as of July 29, 2022 (ratification date of agreement)</li> <li>• For employees with less than 1.0 time base, the payment will be pro-rated.</li> </ul>
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in the Calculation for Overtime:	Yes, for the pay period in which the payment was issued only.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> <li>• For hourly intermittent employees, the formula agreed upon for determining the pro-rata amount is as follows:               <ul style="list-style-type: none"> <li>○ The total number of hours worked by the employee for the six (6) pay periods prior to July 29, 2022 (ratification date) divided by the number of total work hours in the six (6) month period of time (173.33 average state pay period hours x 6 months = 1040 hours) = FTE for six (6) month period.</li> <li>○ Example: An hourly intermittent employee who worked 750 hours from 01/01/22 – 06/30/22 would have an FTE of 0.72 (750 hours/1040 = 0.721 = 0.72, rounded to two (2) decimal places).</li> <li>○ The \$3,500 Recognition Bonus is then pro-rated based on the FTE determined by the formula above. Using the example above, the pro-rated bonus amount would be \$2,520 (0.72 FTE x \$3,500 = \$2,520).</li> </ul> </li> <li>• Payments will be issued using the July 2022 pay period.</li> <li>• Similar to the SCO's GSI mass update program, a small number of payments may suspend (e.g., fall out) resulting in further analysis by the SCO; such payments may require additional time for manual processing. Note, in some cases, campuses may need to provide information to the SCO and assist with manually processing the fall out payment(s). <b>If this occurs, campuses are responsible for ensuring that the instructions indicated in this letter are followed.</b></li> <li>• These payments are not considered reportable compensation for purposes of calculating CalPERS retirement benefits.</li> <li>• Rehired annuitants are not eligible for this one-time payment.</li> </ul>

CMS PROCESSING INFORMATION:	
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.