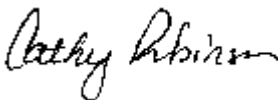


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: June 27, 2005 **Code: TECHNICAL LETTER**
HR/EHDB 2005-02

To: Human Resource Directors
Payroll Managers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: **Employment History Database PIMS Item 405 Change Affecting Graduate Assistant Classifications**

As a result of a negotiated side-letter agreement between the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO and its Local Union 4123 (Unit 11) and the California State University (CSU), ratified by the CSU Board of Trustees on June 24, 2005, interpretation of the "full-time" and "part-time fraction" coding values for PIMS Item 405 (time base) will be amended for current and prospective employees appointed to a Graduate Assistant classification (class codes 2325, 2326 and 2355.)

Background: Historically, a Graduate Assistant normally working 20 hours per week was considered "full-time," designated as a 1.0 full time equivalency (FTE), as reflected in the Graduate Assistant salary schedule and individual Graduate Assistant salaries. In this structure, PIMS Item 405 = "FT."

Revision: The revised salary schedule for Graduate Assistant classifications will be adjusted so that a Graduate Assistant normally working 20 hours per week will be considered "half-time," and designated as a .5 FTE. In the revised structure, PIMS Item 405 = "½."

To proportionately reflect this change, the current minimums and maximums on the salary schedule ranges for the Graduate Assistant classifications will be doubled. Additionally, the Assigned Salary Rate field (PIMS Item 820) will be opened on Transaction 405 (Time Base Change). These changes become effective August 2nd for the August 2005 pay period. The actual pay rate for an individual Graduate Assistant will not be impacted by the CSU Salary Schedule change.

Distribution: CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Student Affairs
Associate Vice Presidents/Deans of Faculty Affairs
Director, SOSS

Example: A 1.0 FTE time base Graduate Assistant earning \$1,000 per month on August 2, 2005 will be converted to a .5 FTE time-base. Assigned Salary Item 820 reflected in the employment history database will be doubled from \$1,000 to \$2,000. The appointee's actual pay rate of \$1,000 per month will stay the same:

Description	Before Change	After Change
PIMS Item 405 (time base)	"FT"	"001/002"
Assigned Salary Rate Item 820 (based upon a 1.0 FTE)	\$1,000	\$2,000
Appointee's Actual Salary Rate	\$1,000	\$1,000

The negotiated side-letter does not alter current CSU policy which limits Graduate Assistant employment to no more than 20 hours per week.

Campuses will be responsible for processing these changes. Processing instructions for current and active graduate assistants will be provided in a subsequent technical letter. The CSU PIMS Manual will be updated to reflect the changes noted above. Payroll administrative inquiries may be directed to Human Resources Administration at (562) 951-4411. Campus processing inquiries should be directed to the respective campus' State Controller's Office CSU Audits Liaison. This technical letter is also available on Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/dth