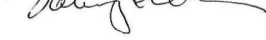
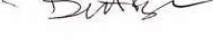


**Date:** December 17, 2021

**Code:** TECHNICAL LETTER  
HR/Salary 2021-17  
HR/Benefits 2021-18  
HR/Leaves 2021-13

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

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

Beth Ryan   
Sr. Director, Benefits and Payroll Data Operations

**Subject:** FY 2021/2022 Salary, Benefits, and Leave Programs for Academic Student Employees (Unit 11)

**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 United Auto Workers Local 4123 (UAW) which was ratified by the CSU Board of Trustees on November 9, 2021. This letter details salary program information for FY 2021/2022; salary information concerning FY 2022/2023 will be provided in a future technical letter communication. Academic personnel managers and staff, campus payroll managers and benefits officers, and campus designees responsible for payroll processing should review the remainder of this technical letter.

**Action Item(s):**

Implement FY 2021/2022 General Salary Increase provisions effective July 1, 2021, and salary schedule changes effective January 1, 2022 as indicated below and stated in the agreement; other contract changes are effective November 9, 2021, unless otherwise noted below.

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

Eligible academic student employees (Unit 11)

**Details:**

On November 9, 2021, the California State University (CSU) Board of Trustees ratified the successor collective bargaining agreement with the United Auto Workers Local 4123 (UAW). The agreement is in effect from November 9, 2021, through September 30, 2023. The UAW represents three groups of academic student employees: Teaching Associates (TA), Graduate Assistants (GA), and Instructional Student Assistants (ISA).

The agreement provides salary and other program provisions as follows:

➤ FY 2021/2022 Salary Program

Effective July 1, 2021:

- The agreement calls for a 2% General Salary Increase, applicable to appointees in TA, GA and ISA classifications.

Effective January 1, 2022:

- An increase of 19.7% to the salary range minimums and maximums of all TA and GA classifications.
- For ISA classifications, the minimum hourly rate will be increased to \$16.00 per hour, and the maximum hourly rate will be increased to \$21.42 per hour. Detailed information on salary increases and changes to salary schedules for Unit 11 classifications is provided below.

*Note, salary information for FY 2022/2023 will be provided in a future technical letter communication.*

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**Distribution:**

Vice Chancellor, Human Resources  
All Campus Vice Presidents

Budget Officers  
State Controller's Office/PPSD

➤ Changes to Leave and Benefits-related Program Provisions

**Detailed Information for Salary Provisions:**

- ❖ FY 2021/2022 General Salary Increases (GSI):
  - All individual salary increases are retroactive to July 1, 2021. *Please note, there are no changes to the salary schedule effective July 1, 2021.*
  - The State Controller's Office (SCO) will post the 2% increase as a General Salary Increase (GSI) to the individual salary rates of all bargaining unit members in TA (class codes 2309, 2324, 2353, 2354, and 2453), GA (class codes 2325, 2326, and 2355), and ISA classifications (class codes 1150, 1151, 1152, and 1153) via mass update scheduled to occur the week of January 3, 2022. The 2% increase applies to TA, GA, and ISA employees active on and after July 1, 2021, through the date of the mass update.
    - Employees will receive the GSI via GEN transaction. The SCO will apply the GSI to employees who received an appointment in one of the above-referenced classifications effective July 1, 2021, by fixing the original Axx record (e.g., SCO will process via A52F), and keying the appointment with the new salary, including corrections to any subsequent salary transactions.
    - The monthly and hourly base salary increase will be included in employees' January 2022 master payroll warrant (February 1, 2022, issue date). Separate payroll warrants will be issued for retroactive payments (e.g., issued on or after July 1, 2021, or from the date of the employee's appointment as appropriate), and employees will begin to receive these payments as paper warrants or via direct deposit, as appropriate, issued typically within three to five business days following the mass update.

Classification Code Detail:	Effective July 1, 2021
	The salary of each GA, TA, and ISA employee shall be increased by:
Graduate Assistant (GA) class codes: 2325, 2326 and 2355	2% GSI
Teaching Associate (TA) class codes: 2309 = TA, Extended Education – For Credit 2324 = TA, Summer Term 2353 = TA, 12 Month 2354 = TA, Academic Year (AY) 2453 = Substitute Teaching Associate	2% GSI
Instructional Student Assistant (ISA) class codes: 1150, 1151, 1152, and 1153	2% GSI

- 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 11 employees, beginning the close of business, December 30, 2021, through the date of the mass update occurring the week of January 3, 2022. Campuses will be able to resume keying transactions in the PIMS database that are applicable to Unit 11 employees the day after the mass update occurs.
- Employees appointed in TA, GA, and ISA classifications with temporary appointments with expiration dates of June 30, 2021 or earlier will receive the GSI if the appointment is not separated before the mass update is run. Should an employee have additional active positions that are eligible for the GSI, the mass update will apply the GSI in all positions, including temporary appointments with a June 30, 2021 or earlier expiration date if the temporary appointment has not been separated. CIRS Compendium Reports H50, Cycle 2201, and tab delimited file H80, Cycle 2201 (available after the GSI runs), lists employees that will receive 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 December 30, 2021.

- Increases for employees on leave (non-pay) status should be keyed by the campus effective as of the date the employee returns to pay status.
- Individuals who held Unit 11 appointments in 2020/2021 but were not active or on leave as of July 1, 2021, are eligible for the GSI at the time of reappointment, if reappointed into the same class and range at the same campus, in academic year 2021/2022. Campuses are responsible for calculating the GSI in the same manner as the mass update process and incorporating the GSI amount in the appointment salary.
- Employees on Military Leave receiving a Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and military pay recalculated based on the employee's new salary rate, pursuant to CSU policy. Campuses are responsible for completing this manual process. Please refer to [HR 2021-02](#) for information on employees on Military Leave receiving Military Difference in Pay.

❖ FY 2021/2022 Salary Schedule Updates:

- The salary range minimums and maximums of all Unit 11 classifications will be updated effective January 1, 2022.
- The salary range minimums and maximums of all TA and GA classifications will be increased 19.7% effective January 1, 2022.
- The minimum hourly rate of all ISA classifications will be increased to \$16.00 per hour, and the maximum hourly rate will be increased to \$21.42 per hour effective January 1, 2022.
- The State Controller's Office (SCO) will post an increase via SCR Transaction to all Unit 11 employees whose salary/hourly rates fall below the new minimums of the classification ranges via mass update scheduled to occur the week of January 31, 2022. The increase applies to active TA, GA, and ISA employees below the new minimum on January 1, 2022.
  - The individual hourly salary rates of all bargaining unit members in ISA classifications (codes 1150, 1151, 1152, and 1153) will be increased to \$16.00/hour if their hourly salary rate is below \$16.00/hour on January 1, 2022.
  - The individual salary rates of all bargaining unit members in TA (class codes 2309, 2324, 2353, 2354, and 2453) classifications and GA (class codes 2325, 2326, and 2355) classifications will be increased to the new salary range minimums if below the new salary range minimums on January 1, 2022.
  - For TAs, GAs, and ISAs appointed on or after 01/01/2022 and prior to the mass update whose hourly/salary rate is below the new hourly/salary rate minimum, the SCO will apply the increase via SCR Transaction effective January 1, 2022, by fixing the original Axx record (e.g., SCO will process via [A52E](#)), and keying the appointment to the new minimum salary/hourly rate.
  - The monthly and hourly base salary increase will be included in employees' February 2022 master payroll warrant (March 1, 2022, issue date).

Classification Code Detail:	Effective January 1, 2022	
	Increase to Salary Rate Minimum	Increase to Salary Rate Maximum
Graduate Assistant (GA) class codes: 2325, 2326 and 2355	19.7%	19.7%
Teaching Associate (TA) class codes: 2309 = TA, Extended Education – For Credit 2324 = TA, Summer Term 2353 = TA, 12 Month 2354 = TA, Academic Year (AY) 2453 = Substitute Teaching Associate	19.7%	19.7%

	Increase to Hourly Rate Minimum	Increase to Hourly Rate Maximum
Instructional Student Assistant (ISA) class codes: 1150, 1151, 1152, and 1153	\$16.00/hr.	\$21.42/hr.

- 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 11 employees, beginning the close of business, January 28, 2022, through the date of the mass update occurring the week of January 31, 2022. Campuses will be able to resume keying transactions in the PIMS database that are applicable to Unit 11 employees the day after the mass update occurs.
- All Unit 11 employees appointed on or after January 1, 2022 must be appointed under the new salary schedule.
- The updated Unit 11 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 31, 2022.

❖ Mass Update Considerations:

- When mass updates are run:
  - all subsequent salary transactions are increased accordingly by the GSI, and
  - a small number of 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:

- Monthly based-on salary rates must be rounded to the nearest whole dollar. **Campuses are responsible for ensuring that the manually processed increases are applied uniformly and consistently by using the same rounding logic.** To assist campuses in this effort, the SCO’s GSI mass update program logic has been adopted for this purpose. The program adds fifty cents to the existing dollar amount and then truncates the cents in order to create a new whole dollar amount. 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 2% GSI are provided as follows:

<b>Example #1:</b> $\$3,048 \times 1.02 = \$3,108.96$ $+ \quad \underline{\quad .50}$ $= \$3,109.46$ New monthly based-on rate = \$3,109.00* (*cents are truncated to create whole dollar amount)	<b>Example #2:</b> $\$6,062 \times 1.02 = \$6,183.24$ $+ \quad \underline{\quad .50}$ $= \$6,183.74$ New monthly based-on rate = \$6,183.00* (*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 GSI’s are applied uniformly and consistently by using the same rounding logic.** Examples for processing the 2% GSI for hourly rates are provided as follows:

<b>Example #1:</b> $\$17.20 \times 1.02 = \$17.544$ $= \$17.54$	<b>Example #2:</b> $\$36.72 \times 1.02 = \$37.4544$ $= \$37.45$
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The following processing instructions are provided in **Attachment A**:

- ⇒ **Salary Increase Program – General Salary Increase (GSI)**
- ⇒ **Salary Structure Change – Salary Schedule Updates and Assigned Salary Rate Below the New Salary Range Minimum**

**Information on Benefits and Leave-related Program Provisions:**

- ❖ Leaves of Absence (Article 14)
  - Leave Request Procedure – Provision 14.11
    - Language was added which states requests for a leave of absence without pay related to the Academic Student Employee’s legally required attendance at their legal proceedings shall not be unreasonably denied.

**Other Provisions Updated to Align With Current Regulations and/or Laws (Informational Purposes Only):**

- ❖ Benefits (Article 3)
  - Health Benefits – Provision 3.3
    - The language “eligible family member” was updated to remove “unmarried” from children.
  - Healthcare Vesting for New Employees – Provision 3.12
    - Government Code references were added.
- ❖ Sick Leave (Article 20)
  - Absences Chargeable to Sick Leave – Provision 20.6
    - The language for domestic partner was updated to “registered” domestic partner.

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

Attachment

**PROCESSING INSTRUCTIONS**

**SALARY INCREASE PROGRAM I – General Salary Increase (GSI)**

PAY SCALES IMPACT:	
Change Summary:	<b>N/A (Note, there are no changes to the salary schedule effective July 1, 2021.)</b>
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Change Summary:	<ul style="list-style-type: none"> <li>Increase of 2% to the individual salary rates of all bargaining unit members in TA, GA, and ISA classifications.</li> </ul>
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 3, 2022
Effective Date:	07/01/2021
PIMS Transaction:	GEN
EH Remarks (Item 215):	HR/SA 2021-17
Pay Amount:	2%
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 07/01/2021 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 07/01/2021.</li> <li>Increases for other employees supplementing on IDL and TD are effective on 07/01/2021.</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 TAs, GAs, and ISAs who are active as of 07/01/2021 will receive the 2% GSI via GEN transaction.</li> <li>TAs, GAs and ISAs appointed on and after 07/02/21, will have the GSI applied to their salary/hourly rate by processing a correction to the appointment (the SCO will process a “fix”, e.g., <a href="#">A52F</a> transaction).</li> <li>Individuals who held Unit 11 appointments in 2020/2021, but were not active or on leave on July 1, 2021, are eligible for the GSI at the time of reappointment, if reappointed into the same class and range in academic</li> </ul>

	<p>year 2021/2022. Campuses are responsible for calculating the GSI increases in the same manner as the mass update process and incorporating the GSI amount into the appointment salary. In Employment History Remarks (PIMS Item 215), indicate “GSI INCLUDED”.</p> <ul style="list-style-type: none"> <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>• The SCO mass update program applies the GSIs to all positions if an employee has an active position. This includes employees with temporary appointments with an expiration date prior to July 1, 2021, <u>if the appointment has not been separated</u>. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 2201 and tab-delimited file H80, Cycle 2201 will be available January 6, 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 December 30, 2021.</b></li> <li>• Appointees to GA and TA Academic Year classifications (codes 2355 and 2354, respectively) whose Final Settlement (Item 810) was paid out <u>prior</u> to July 1, 2021, will not receive the increase. Campuses are responsible for manually processing final settlement payments that require recalculation of final settlement as a result of the GSI.</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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CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> <li>• Campus L15 file will be available for download on January 6, 2022, 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>• Campuses should process the GEN (L15 file) transaction, then use “correction-mode” to validate and manually correct all subsequent salary row as needed.</li> <li>• Action Reason: PAY/GSI (GEN: Pay Rate Change/General Salary Increase)</li> <li>• Effective Date: 07/01/21 or date returned to active pay status</li> <li>• Union Code: R11</li> <li>• Empl History Remarks (Item 215): HR/SA 2021-17               <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 07/01/2021 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 07/01/2021.</li><li>• Increases for other employees supplementing on IDL and TD are effective on 07/01/2021.</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>• 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 07/01/2021 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></ul>
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**PROCESSING INSTRUCTIONS**

**SALARY STRUCTURE CHANGE – Salary Schedule Updates and Assigned Salary Rate Below the New Salary Range Minimum**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	<ul style="list-style-type: none"> <li>• Increase of 19.7% to the salary range minimums and maximums of all TA and GA classifications effective January 1, 2022.</li> <li>• Increase to the individual salary rates of all bargaining unit members in TA and GA classifications that are below the new salary range minimums.</li> <li>• Increase to \$16.00 per hour to the minimum hourly salary rates of all ISA classifications.</li> <li>• Increase to \$16.00 per hour to the individual hourly salary rates of all bargaining unit members in ISA classifications that are below the new \$16.00 an hour minimum.</li> </ul>
Class Code(s):	All Unit 11 classifications
CBID:	R11
Pay Scales Effective Date:	01/01/2022
Date in Production:	Week of January 31, 2022
Pay Letter:	2022-02

<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 31, 2022
Effective Date:	01/01/2022
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719):	20
EH Remarks (Item 215):	N/A
Pay Amount:	Varies. ISA individual hourly salary rates below the new hourly salary rate minimum (\$16.00 per hour) will be increased to the new hourly salary rate minimum. TA and GA individual salary rates below the new salary rate minimums will be increased to the new salary rate minimums.
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 01/01/2022 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/01/2022. Increases for employees supplementing on IDL and TD are effective on 01/01/2022.</li> <li>• Increases for other employees on leave (non-pay status) are to be keyed by the campus via SCR transaction, effective the date the employee returns to active pay status. Post the SCR 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>

Additional Information:	<ul style="list-style-type: none"> <li>• TAs, GAs, and ISAs appointed on 01/01/2022 and prior to the mass update whose hourly/salary rate is below the new hourly/salary rate minimum will have their hourly/salary rate increased to the new hourly/salary rate minimum by fixing the original Axx record (e.g., SCO will process via <u>A52F</u>), and keying the appointment to the new minimum salary/hourly rate.</li> <li>• Post the SCR transaction subsequent to (e.g., on top of) the return from inactive payroll status or reappointment transaction, as appropriate.</li> <li>• Campuses to key correction transactions to any subsequent salary increase transactions as appropriate.</li> <li>• The SCO mass update program applies the SCRs to all positions if an employee has an active position. This includes employees with temporary appointments with an expiration date prior to January 1, 2022, <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 the close of business on January 28, 2022.</b></li> <li>• All Unit 11 ISA employees appointed on or after January 1, 2022, must be appointed under the new salary schedule.</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 January 17, 2022.</li> <li>• Campus L15 file will be available for download on February 4, 2022, after 9:00 a.m., Cycle 2222. (The file will load the SCR (PAY/MAN) transactions processed by the SCO as well as corrections).</li> <li>• Campuses should process the SCR (L15 file) transaction, then use “correction-mode” to validate and manually correct all subsequent salary rows as needed.</li> <li>• Action Reason: PAY/MAN (MAN: Pay Rate Change/Mandatory Increase)</li> <li>• Effective Date: 01/01/2022 or date returned to active pay status</li> <li>• Union Code: R11</li> <li>• Empl History Remarks (Item 215): HR/SA 2021-17               <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 01/01/2022 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 01/01/2022. Increases for employees supplementing on IDL and TD are effective on 01/01/2022.</li> <li>• Increases for other employees on leave (non-pay status) are to be keyed by the campus via SCR (PAY/MAN) transaction, effective the date the</li> </ul>

	<p>employee returns to active pay status. Post the SCR (PAY/MAN) transaction subsequent to (e.g., on top of) the reinstatement from leave transaction.</p> <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 TA, GA, and ISA employees who are active as of 01/01/2022 and whose individual hourly/salary rate is below the new hourly/salary minimum will have their hourly/salary rate increased to the new hourly/salary rate minimum via SCR (PAY/MAN) transaction.</li><li>• TAs, GAs, and ISAs appointed on 01/01/2022 and prior to the mass update whose hourly/salary rate is below the new hourly/salary rate minimum will have their hourly/salary rate increased to the new hourly/salary rate minimum by fixing the original Axx record (e.g., SCO will process via <a href="#">A52F</a>), and keying the appointment to the new minimum salary/hourly rate.</li><li>• Post the SCR transaction subsequent to (e.g., on top of) the return from inactive payroll status or reappointment transaction, as appropriate.</li><li>• Campuses to key correction transactions to any subsequent salary increase transactions as appropriate.</li><li>• The SCO mass update program applies the SCRs to all positions if an employee has an active position. This includes employees with temporary appointments with an expiration date prior to January 1, 2022, <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 the close of business on January 28, 2022.</b></li><li>• All Unit 11 employees appointed on or after January 1, 2022, must be appointed under the new salary schedule.</li></ul>
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