



- Campuses are responsible for keying GSIs for employees who were appointed on or before October 1, 2005, but who were not yet entered into PIMS at the time the GSI was processed by the SCO.

The following processing instructions are provided in Attachment A:  
⇒ Salary Increase Programs I – General Salary Increase

Please note that employees on Military Leave receiving Military Difference in Pay CSU Salary Supplement should have the difference between the CSU salary and the military pay recalculated based on the employee's new salary rate, pursuant to CSU policy.

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Additional instructions are provided in the SCO's Personnel Letter.

Questions regarding this technical letter should be directed to Academic Human Resources at (562) 951-4503. This technical letter is available on Human Resources' Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/CO/ac

Attachment

**TECHNICAL LETTER**  
**HR/Salary 2005-13**  
**Supplement #1**  
**ATTACHMENT A**

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAM**  
**General Salary Increase**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Increase all salary range minimums (except class codes 1150 & 1151) and maximums by 3.5%. Increase salary range minimum to \$8.00 per hour for Instructional Student Assistant classes (class codes 1150 and 1151)
Class Code(s):	All Unit 11 classifications
CBID:	R11
Pay Scales Effective Date:	10/01/05
Date in Production:	10/14/05
Pay Letter:	2005-06

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	<ul style="list-style-type: none"> <li>• SCO will key increases into PIMS database.</li> <li>• Campuses are responsible for keying GSIs for employees who were appointed on or before October 1, 2005, but who were not yet entered into PIMS at the time the GSI was processed.</li> </ul>
Processing Date(s):	10/17/05
Effective Date:	10/01/05
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-13
Pay Amount:	3.5%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• Increases are effective 10/01/05 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 10/01/05.</li> <li>• Increases for other employees on leave (non-pay status) prior to October 1, 2005 are to be keyed by the campus via GEN transaction, effective the date the employee returns to pay status.</li> </ul>

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<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT: (Continued)</b>	
Additional Information:	<ul style="list-style-type: none"> <li>• All employees who are active as of 10/01/05 will receive the GSI via GEN transaction, with exception to those employees whose appointment expiration date is prior to 10/01/05.</li> <li>• New employees hired on or before October 1, 2005 that have not been processed will need to be keyed in by campuses no later than October 14, 2005.</li> <li>• <u>Increase to minimum of salary range:</u> The 3.5% GSI will be applied to the employees current salary and not against the new salary range minimum. If the employees salary is below \$8.00 per hour after the GSI is awarded, the employees salary will be raised to \$8.00 per hour, which will be incorporated into the GEN transaction.</li> </ul>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</a>

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 10/10/05.
GSI/SSI Load Impact:	Yes
Action/Reason:	Must map to PIMS GEN Transaction