

**Date:** January 16, 2024

**Code:** TECHNICAL LETTER  
HR/Salary 2024-01  
HR/Benefits 2024-04

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

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

Gene Howard   
Associate Director, Payroll/Benefits, Data Operations

**Subject:** FY 2023/2024 Salary and Benefits Programs for California State University Employees Union (CSUEU – Units 2, 5, 7 and 9) Employees

**Summary:**

We are pleased to provide information regarding salary and benefits program provisions agreed to by the California State University and the California State University Employees Union for fiscal year (FY) 2023/2024.

**Action Item(s):**

Implement FY 2023/2024 General Salary Increase provisions effective July 1, 2023; additional salary-related and benefits-related contract changes effective November 7, 2023, unless otherwise noted.

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

Eligible CSUEU (Units 2, 5, 7 and 9) employees

**Details:**

The Memorandum of Understanding (MOU) reached between the California State University (CSU) and the California State University Employees Union (CSUEU – Units 2, 5, 7, and 9), ratified by the CSU Board of Trustees on November 7, 2023, provides salary and benefits program provisions for FY 2023/2024 as follows:

- Salary Program effective July 1, 2023:
  - 5% General Salary Increase
  - Salary range minimums and maximums will be increased by 5%
- Salary-related changes effective November 7, 2023, include:
  - Additional Increases
  - In-Range Progression
  - Information Reports
- Benefits-related changes effective November 7, 2023, include:
  - Parking Fees

**Detailed Information for Salary Provisions:**

- ❖ General Salary Increase (GSI):
  - Effective July 1, 2023, the State Controller's Office (SCO) will post a 5% GSI via mass update to the individual salary rates of bargaining unit members who are:

---

**Distribution:**

Vice Chancellor, Human Resources  
All Campus Vice Presidents

Budget Officers  
State Controller's Office/PPSD

- In active pay status, or on leave, as of **October 31, 2023**.
    - 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 February 26, 2024.
  - Base salary increases will be reflected in the March 2024 pay period warrant (April 1, 2024, 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, February 23 2024, through the date of the mass update occurring the week of February 26, 2024. 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, 2023 (e.g., on unpaid leave), effective the date the employee returns to active pay status.
    - Employees appointed between July 2, 2023, and October 31<sup>st</sup>, 2023, who are eligible for the GSI (e.g., active or on leave as of October 31, 2023), may fallout of the mass update automated process and may require manual processing by the campuses.
    - For retroactive salary adjustments. Note that such adjustments may typically issue within three to five 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 February 23, 2024.
  - Employees appointed between November 1, 2023, 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 (e.g., SCO will process via A52E) and keying the appointment to the new minimum salary rate. CIRS Compendium report L16, Cycle 2403 (available March 4, 2024) 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 November 1, 2023, 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.**
  - Separated temporary appointments with expiration dates prior to October 31, 2023, 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, if the temporary appointment has not been separated. CIRS Compendium Reports H50, Cycle 2403, and tab delimited file H80, Cycle 2403, (available March 4, 2024, 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 February 23, 2024.
- ❖ Salary Structure Changes:
- The salary range minimums and maximums for all CSUEU classifications will be increased by the 5% GSI effective July 1, 2023.
  - 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 February 26, 2024.
- ❖ 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 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 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 5% GSI are provided as follows:

<p><b>Example #1:</b>  <math>\\$4,518 \times 1.05 = \\$4,743.90</math>  <math>+ \quad \underline{\quad .50}</math>  <math>= \\$4,744.40</math>          New monthly based-on rate = \$4,744.00*          (*cents are truncated to create whole dollar amount)</p>	<p><b>Example #2:</b>  <math>\\$6,505 \times 1.05 = \\$6,830.25</math>  <math>+ \quad \underline{\quad .50}</math>  <math>= \\$6,830.75</math>          New monthly based-on rate = \$6,830.00*          (*cents are truncated to create whole dollar amount)</p>
---	---

- 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 5% GSI for hourly rates are provided as follows:

<p><b>Example #1:</b>  <math>\\$28.75 \times 1.05 = \\$30.187</math>  <math>= \\$30.19</math></p>	<p><b>Example #2:</b>  <math>\\$37.44 \times 1.05 = \\$39.312</math>  <math>= \\$39.31</math></p>
---	---

**Other salary-related changes effective with the ratification on November 7, 2023, include:**

❖ Additional Increases:

- Provision 20.22 has been revised to Additional Increases (*formerly Merit Salary*).
- Campuses may award salary increases or one-time bonuses for any reason, from campus funds, at any time. Requests for these increases may also be made by employees. Processing instructions for an additional increase awarded as a one-time bonus are provided in Attachment A.
- Additional increases must not cause an employee’s salary rate to exceed the maximum of the range on the salary schedule (or top step of the employee’s classification, once the step structure is implemented as indicated in the agreement).
- Awarding additional increases are at the sole discretion of the president and not subject to the Grievance Procedure.

❖ In-Range Progression:

- New language has been added that states requests for in-range progressions will not be accepted after December 31, 2024. Any requests submitted by December 31, 2024, will be processed.

❖ Information Reports:

- Language in Provision 20.39 has been updated to reflect other salary changes incorporated in Article 20.

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

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

⇒ **Bonus/Additional Pay Program I – One-Time Bonus Additional Increases**

**Benefits-related Program Provision Changes (Informational Purposes Only):**

- ❖ Benefits (Article 21)
  - Parking Fees (Article 21.15)
    - Language was added for FY 2023/2024 which indicates parking fees may be raised by two dollars (\$2) per month after January 1, 2024, but should not be greater than the amount paid by the student as of July 1, 2023.
    - The increase may apply to all staff parking rates, which could include daily, monthly, semester, and/or annual permits.

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>.

BR/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 5%</li> <li>• Increase the individual salary rates of employees <b>who are active or on leave as of 10/31/2023</b> by an approximate 5%</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:	07/01/23
Date in Production:	Week of February 26, 2024
Pay Letter:	2024-02

<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 February 26, 2024
Effective Date:	07/01/23
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 07/01/23 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/23.</li> <li>• Increases for other employees supplementing on IDL and TD are effective on 07/01/23.</li> <li>• <u>Important to Remember: All employees in active pay status or on leave as of 10/31/23 will receive the GSI.</u></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 10/31/23 will receive the GSI via GEN transaction effective 07/01/23 or date of hire/reappointment.</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 11/01/23 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 October 31, 2023, <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 February 23, 2024.</b></li> <li>• The SCO will process appointments between July 1, 2023, 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 A52F). CIRS Compendium report L16, Cycle 2403 (available March 4, 2024) 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>
-------------------------	---

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR Data Operations to CMS on February 12, 2024.</li> <li>• 9.0 Campuses: L15 file will be available for download on February 28, 2024, 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. Email communication will be sent out to campus contact 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: 07/01/23 or date returned to active pay status (for employees active or on leave as of 10/31/2023)</li> <li>• Union Code: R02, R05, R07, and R09</li> <li>• Empl History Remarks (Item 215): HR/SA 2024-01           <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 07/01/23 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/23</li><li>• Increases for other employees supplementing on IDL and TD are effective on 07/01/23.</li><li>• <u>Important to Remember: All employees in active pay status or on leave as of 10/31/23 will receive the GSI.</u></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 10/31/23 will receive the GSI via GEN (PAY/GSI) transaction effective 07/01/23.</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 11/01/23 are not eligible for the GSI increase unless specifically stated in the appointment offer letter.</li></ul>
--------------------------	---

**PROCESSING INSTRUCTIONS**

**BONUS/ADDITIONAL PAY PROGRAM I – One-Time Bonus Additional Increases**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Varies
Earnings ID:	9M2 (non-exempt employees) and GK1 (exempt employees)
Earnings ID Description:	<ul style="list-style-type: none"> <li>• 9M2 – PE/ME BNUS</li> <li>• GK1 – PERF BONUS</li> </ul>
Amount:	Varies
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in the Calculation for Overtime:	<ul style="list-style-type: none"> <li>• Yes – 9M2</li> <li>• No – GK1</li> </ul>
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> <li>• Additional Increases may be base salary increases or one-time bonuses. <b>Note: Additional increases must not cause an employee's salary rate to exceed the salary maximum of the range (or top step rate of the employee's classification once the step structure is implemented as indicated in the agreement).</b></li> <li>• Campus funds must be utilized if awarded.</li> <li>• A salary increase or one-time bonus may be requested by the employee for any reason.</li> <li>• Awarding salary increases or one-time bonuses are at the sole discretion of the president.</li> </ul>
<b>CMS PROCESSING INFORMATION:</b>	
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.