
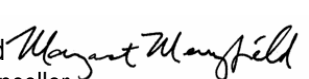


Date: February 12, 2015

Code: TECHNICAL LETTER
HR/Salary 2015-02

To: Associate Vice Presidents/Deans of Faculty
Human Resources Officers
Payroll Managers

From: Evelyn Nazario 
Associate Vice Chancellor
Human Resources Management

Margaret Merryfield 
Assistant Vice Chancellor
Academic Human Resources

Subject: FY 2014/15 Faculty Salary Programs: Salary Recovery Adjustments, System-wide Equity, and Campus-based Equity

Colleagues:

We are pleased to forward you information on the implementation of two system-wide faculty (Unit 3) salary programs for FY 2014/15, Salary Recovery Adjustments and System-wide Equity as well as information on Campus-based Equity programs.

Technical letter [HR/Salary 2015-02](#) is attached for your reference.

Please contact us if you have any questions or concerns.

Warm regards,


Evelyn and Margy

Date: February 12, 2015

Code: TECHNICAL LETTER
HR/Salary 2015-02

To: Associate Vice Presidents/Deans of Faculty
Human Resources Officers
Payroll Managers

Reference: HR/Salary 2014-26

From: Evelyn Nazario 
Associate Vice Chancellor
Human Resources Management

Margaret Merryfield 
Assistant Vice Chancellor
Academic Human Resources

Subject: FY 2014/15 Faculty Salary Programs: Salary Recovery Adjustments, System-wide Equity, and Campus-based Equity

Summary

This technical letter provides detailed information on the implementation of two system-wide faculty (Unit 3) salary programs for FY 2014/15, Salary Recovery Adjustments and System-wide Equity Increases. In addition, it provides guidance to campuses regarding the implementation of campus-based equity programs as authorized under the 2014-2017 Collective Bargaining Agreement between the CSU and the California Faculty Association.

Action Items:

Implement Salary Recovery Adjustments and System-wide Equity Increase provisions following completion of Lecturer Salary Adjustments and General Salary Increases; implement campus-based equity increases according to campus-established timelines.

Affected Employee Groups:

Members of Bargaining Unit 3 (California Faculty Association)

Background

The successor Collective Bargaining Agreement (CBA) between the California Faculty Association (CFA) and the Board of Trustees of the California State University (CSU), which took effect November 12, 2014, included several salary programs for members of Unit 3 in FY 2014/15. HR/Salary 2014-26 provided brief descriptions of these programs as well as detailed information on the implementation of Lecturer Salary Corrections and General Salary Increases (GSI). Two other system-wide salary programs, Salary Recovery Adjustments and System-wide Equity Increases, were also included in the FY 2014/15 salary programs, with an effective date of July 1, 2014. The CBA also specified that the order of application of the increases would be (1) Lecturer Salary Corrections, (2) General Salary Increases, (3) Salary Recovery Adjustments (SRA), and (4) System-wide Equity Increases. It is anticipated that application of all Lecturer Salary Corrections and the GSI will be completed by the February 2015 pay period. Campuses will be responsible for processing SRAs and System-wide Equity Increases once GSIs have been applied, with completion targeted for the March 2015 payroll cutoff date.

The CBA also authorizes campuses to make additional awards to address campus equity issues, including, but not limited to, inversion and compression. The President shall consult with representatives of the campus CFA chapter in developing the procedures and criteria to be used in determining the distribution of such equity awards. While not all departments and/or programs may be affected, the distribution of awards must use criteria that are developed based upon a campus-wide review of salary issues. Effective dates for such awards are determined by the campus.

Detailed Program Information

❖ Salary Recovery Adjustments

Salary recovery adjustments are base salary increases to address salary stagnation. Eligible individuals will receive a base salary increase of 3%, or the amount necessary to bring the new salary to the SSI maximum, whichever is less. Salary Recovery Adjustments apply to three groups of faculty unit employees:

- Tenured and probationary faculty unit employees;
- Temporary faculty unit employees (including lecturers, temporary counselors, and temporary librarians) holding three-year appointments under provision 12.12 or 12.13 of the CBA;
- Coaching faculty employees with six or more consecutive years of service at a campus in the same classification.

In addition, eligible individuals must have base salaries that were below the Service Salary Increase (SSI) maximum for the applicable rank or range as of July 1, 2014. Participants in the Faculty Early Retirement Program (FERP) and other rehired annuitants are not eligible for Salary Recovery Adjustments.

The following provisions apply to Salary Recovery Adjustments:

- Campuses are responsible for processing Salary Recovery Adjustments, which will be keyed via MSA transaction. Campuses may begin processing these increases after the General Salary Increase (GSI) mass update is completed. Keying may begin as early as **February 20, 2015**, and campuses should complete processing Salary Recovery Adjustment transactions by **March 20, 2015** (master payroll cutoff date for March 2015 pay period.) Salary Recovery Adjustments keyed on or after February 20, 2015 through March 20, 2015, will be reflected in the March 2015 master payroll warrant (issue date April 1, 2015.) It is anticipated that retroactive salary adjustments will typically issue five or more business days from the date the transaction was keyed.
- Salary Recovery Adjustments are effective July 1, 2014.
- Eligible individuals who were in non-pay status on July 1, 2014 should receive the increase upon their return to active pay status.
- Eligible individuals who held qualifying appointments in 2013/14 (such as 3-year temporary appointments) but who were not active or were on leave on July 1, 2014 should receive the increase at the time of reappointment in 2014/15.
- Temporary faculty unit employees whose **initial** three-year appointment takes effect with the 2014/15 academic year should receive the increase effective as of the start date of the 3-year appointment, regardless of whether they were active on July 1, 2014. (For example, a lecturer whose initial three-year appointment begins on the first day of the Fall 2014 semester/quarter would receive the increase effective the first day of the fall semester/quarter.)
- To assist campuses in identifying faculty unit employees with 3-year appointments under provision 12.12 or 12.13, **CIRS Compendium Report X68, Cycle 1502** will be available as of February 23, 2015.
- For the purpose of determining whether a coaching faculty unit employee has six or more consecutive years of service in the same classification, the "same classification" shall be considered the same classification title, regardless of pay plan. Thus, an individual who served four years as Coaching Specialist, Academic Year (classification 2381) followed by two years as Coach, Academic Year (classification 2378) would not have six consecutive years in the same classification. However, an individual who spent four years as Coaching Specialist, Academic Year followed by two years as Coaching Specialist, 12-Month (classification 2379) and whose salary was below the SSI maximum would be eligible.
- SSI maximums will be increased by the amount of the General Salary Increase (GSI), 1.6%, effective July 1, 2014. The salary eligibility benchmark for Salary Recovery Adjustments is the new SSI maximum for the faculty unit employee's rank or range as of July 1, 2014, *after* the application of the GSI.
 - Prior Faculty Merit Increases (FMIs) have no impact on eligibility for SRAs.
 - A faculty unit employee who was promoted **after** July 1, 2014, or received a range elevation after July 1, 2014, but was eligible for an SRA based on his/her salary as of July 1, 2014 is entitled to the SRA based on the July 1, 2014 salary. Any subsequent increases for promotion or range elevation would then be recalculated based on the new salary.

- Individuals appointed as Department Chairs receive an augmentation to their base pay for the period in which they hold chair appointments; however, the SSI maximums for department chair classifications are set at the same level as the SSI maximums for the corresponding instructional faculty classifications. As a consequence, an individual may be eligible for a Salary Recovery Adjustment based on his/her instructional faculty salary but may not have a salary that falls below the SSI maximum in the Department Chair appointment. In order to ensure that such individuals receive the full benefit of the Salary Recovery Adjustment provision, the instructional faculty salary (not the chair salary) should be used as the basis for determining whether a department chair is eligible for a Salary Recovery Adjustment. After the SRA is applied to the instructional faculty salary, the department chair salary should be recalculated. Note that for those individuals who received the \$80 per month increase that took effect July 1, 2013, the instructional faculty salary base should include that amount.
 - **Example:** An associate professor became a full-time, 12-month department chair on August 22, 2012. The associate professor's instructional faculty base salary at the time of appointment to the chair position was \$6,300 per month. After application of a 15% increment to transition the individual to 12-month status, an additional 4.5% to reflect the department chair position, and a flat stipend of \$120 per month, the faculty member's chair salary was set at \$7,691 per month. In 2013/14, the chair received an \$80 per month increase, effective July 1, 2013, bringing her salary to \$7,771 per month. After the application of the 1.6% GSI effective July 1, the chair salary becomes \$7,895 per month. The new SSI maximum for a 12-month chair, range 4 (associate professor) is \$7,811 per month, which is below the chair's salary.
 - Had the associate professor remained in an AY instructional faculty position, the faculty member's salary after the \$80 increase on July 1, 2013 and the 1.6% increase on July 1, 2014 would now be \$6,482 per month (compared to an SSI max of \$6,790). That means the faculty member should be eligible for a Salary Recovery Adjustment. A 3% increase would bring the instructional faculty salary to \$6,676 per month, still below the SSI maximum, so the chair is eligible for a full 3% SRA.
 - Recalculating the chair salary based on an instructional faculty base, including the SRA, of \$6,676 per month:
 - Add 15% to convert to 12 months (\$7,677)
 - Add the additional 4.5% (\$8,022)
 - Add the \$120 per month (\$8142)= yields a chair salary *after* the SRA of \$8,142 per month
- Individuals appointed in Grant-Related/Specially Funded Instructional Faculty (GRSFIF) classifications receive a percentage increment of 5% to 35% on top of their instructional faculty salary base. To determine whether faculty members in these classifications are eligible for the SRA, the campus must determine the faculty member's rank and base salary without the GRSFIF increment.
- Salary Recovery Adjustments may amend an individual's Anniversary Date and/or Final Salary Anniversary Date and SSI Counter. Refer to Additional Information (p.5) and **Attachment A** for more detail.

❖ System-wide Equity Increases

Tenured and probationary faculty unit employees (excluding participants in the Faculty Early Retirement Program (FERP) and other rehired annuitants) whose salaries are below the SSI maximum after the application of the SRAs and who were appointed to tenure-track positions within certain time periods are eligible for increases as part of the system-wide equity program. The eligible population includes:

- Assistant professors and equivalent-ranked tenure-track librarians (senior assistant librarians, range 3), counselors (SSP/AR-1) and Marine Vocational Instructors (MVI range 2) who were appointed to the tenure track at the campus from July 1, 2006 through June 30, 2014.
- Associate professors and equivalent-ranked tenure-track librarians (associate librarians, range 4), counselors (SSP/AR-2) and Marine Vocational Instructors (MVI range 3) who were appointed to the tenure track at the campus from July 1, 2000 through June 30, 2014.
- Full professors and equivalent-ranked tenure-track librarians (librarians, range 5), counselors (SSP/AR-3) and Marine Vocational Instructors (MVI-IV) who were appointed to the tenure track at the campus from July 1, 2000 through June 30, 2014.

In order to determine the amount of the increase to be applied, the following calculations were made:

- The total available annualized salary dollars were calculated. The total program cost is \$2 million, of which \$1,552,000 is available in salary; the remainder of \$448,000 is the amount necessary for salary-related benefits, including employer contributions for retirement, Medicare, and Social Security.
- The amount necessary to bring all members of each group up to the SSI maximum was estimated. The available salary dollars were distributed to each group proportionate to amount necessary to bring each group up to SSI maximum. The amounts to be distributed to each group were estimated to be \$146,400 for assistant professors and equivalents, \$1.023 million for associate professors and equivalents, and \$382,600 for full professors and equivalents.
- The amounts for each rank were further divided according to the amount of money necessary to bring all individuals hired in a given fiscal year up to the SSI maximum.
- The amounts associated with each fiscal year at a given rank were then divided by the number of individuals eligible for awards in that group to determine the amount of award to be made. All amounts were rounded to the nearest dollar per month.

The results are indicated in Table 1.

	Table 1. Monthly Increase to Base Salary		
Hire Year¹	Assistant Professor²	Associate Professor²	Professor²
2000/01	N/A	\$29	\$35
2001/02	N/A	\$33	\$37
2002/03	N/A	\$38	\$42
2003/04	N/A	\$44	\$46
2004/05	N/A	\$43	\$39
2005/06	N/A	\$50	\$35
2006/07	\$19	\$53	\$30
2007/08	\$28	\$51	\$38
2008/09	\$27	\$52	\$27
2009/10	\$21	\$56	\$48
2010/11	\$28	\$41	\$42
2011/12	\$27	\$40	\$14
2012/13	\$22	\$53	\$53
2013/14	\$28	\$45	\$32

¹ Hire years are equivalent to fiscal years and run from July 1 to June 30. Hire year is the year the individual was appointed to a tenure-track position at that campus.

² Includes equivalent ranks among librarians, counselors, and Marine Vocational Instructors.

For those tenured and probationary faculty members who received SRAs, the campus should follow these steps to determine the amount of the increase, if any:

- First, determine whether the individual's salary after the SRA is still below the SSI maximum. For Department Chairs (classifications 2481 and 2482) and for faculty unit employees in GRSFIF classifications (2387 and 2388), eligibility is determined by whether the faculty member's Instructional Faculty salary is below the SSI maximum after application of the SRA.
- If it is, determine the fiscal year in which the individual was appointed to a tenure-track position.
- If the appointment to a tenure-track position occurred within a Hire Year period noted in Table 1, find the monthly increase to base salary amount for the faculty member's corresponding rank and year. **This is the amount of base salary increase to be applied.** For Department Chairs and faculty members in GRSFIF classifications, the increase should be applied to the Instructional Faculty salary base, and the chair stipend or GRSFIF increment should then be reapplied.

Example: A faculty unit employee was an associate professor on July 1, 2014. The faculty member received an SRA, but after the SRA her salary was still below the SSI maximum. The faculty member was first employed at

the campus as a lecturer in 2002, but was hired into a tenure-track position on August 23, 2005. The faculty member falls into the 2005/06 hire year and is entitled to a \$50 per month increase to base salary.

Receipt of a system-wide Equity Increase may reduce a faculty unit employee's SSI eligibility. Refer to Additional Information (p.5) and **Attachment A** for more detail.

❖ **Campus-based Equity Program**

Campuses that elect to provide additional equity awards will establish eligibility criteria and procedures, including consultation with the local CFA chapter, as described previously. Such increases may be implemented at the beginning of any pay period on or after July 1, 2014. Receipt of a campus-based equity increase may reduce a faculty unit employee's SSI eligibility. Once the awards have been applied, the campus must review the SSI counters for award recipients and adjust as appropriate.

❖ **Additional Information**

- The SSI counter for faculty unit employees who receive a Salary Recovery Adjustment should be decremented by one. Note that any faculty unit employee (other than individuals in Department Chair [2481, 2482] or GRSFIF [2387 or 2388]) hired **on or after** July 1, 2000 whose salary is at or above the SSI maximum following the application of the SRA, the System-wide Equity Increase, or a campus-based equity increase should have the SSI counter set to zero.
- Salaries for counselors, coaches, librarians, and assistant or associate professors may not exceed the salary range maximum as a result of the application of an equity increase. **Please note:** Under certain circumstances, full professors may be paid over the salary range maximum. As a reminder, salary in excess of the published maximum in the salary schedule is non-reportable to CalPERS and is not includable in determining the employee's final compensation for purposes of calculating the retirement benefit. Please see [HR/Benefits 2007-17](#) for additional information regarding notification requirements to the employee.
- Settlement payments (PIMS Item 810) made to employees in appointments effective on or after July 1, 2014 must be adjusted to incorporate the SRA, system-wide and campus-based Equity Increases, if applicable.
- 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 the CSU policy. **Campuses are responsible for completing this manual process.**

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

- Salary Increase Program I – Salary Recovery Adjustments
- Salary Increase Program II – Systemwide Equity Increases
- Salary Increase Program III – Campus Based Equity Program

Please direct questions regarding this technical letter as follows:

- | | |
|--|---|
| ➤ PIMS processing instructions | CSU Audits representative at the SCO |
| ➤ CMS Baseline processing instructions | CMS liaison for Systemwide HR at (562) 951-4418 |
| ➤ Collective bargaining aspects | Labor Relations at (562) 951-4400 |
| ➤ All other questions | Academic Human Resources at (562) 951-4424 |

This document is available on Human Resources Management's Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

EN/MM/dth
Attachments

PROCESSING INSTRUCTIONS

Salary Increase Program I – Salary Recovery Adjustments

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	February 20, 2015 – March 20, 2015
Effective Date:	July 1, 2014
PIMS Transaction:	MSA
EH Remarks (Item 215)	HR/SA2015-02SRA
Pay Amount:	up to 3%, not to exceed SSI maximum
Pay Form:	Base Salary Increase
Anniversary Date (Item 330):	If SRA increase causes salary to reach SSI maximum, change to "99/99", otherwise maintain the MM/YY indicated.
Final Salary Anniversary Date/SSI Counter (Item 958)	<ul style="list-style-type: none"> For employees with counters of 2 or more, campus must decrement the counter by one, e.g., MM/YY-2 must be reduced to MM/YY-1 For employees with counters of 1, campus must change counter from MM/YY-1 to 99/99-0 <u>if the employee reaches the SSI maximum</u>, but is not at the maximum salary for the class and range. For employees with counters of 1 (MM/YY-1) who do not reach the SSI maximum after applying the Salary Recovery Adjustment, counter should not be changed. The Final Salary Anniversary year "YY" must be reduced by one to be consistent with the SSI counter reduction, e.g., 09/16-2 would change to 09/15-1 if the SSI counter was decremented by one after applying the Salary Recovery Adjustment.
Employees on Leave:	<ul style="list-style-type: none"> Increases are effective 07/01/14 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/14. Increases for other employees on leave (non-pay status) are to be keyed by the campus via MSA transaction, effective the date the employee returns to active pay status. Post the MSA transaction subsequent to the reinstatement from leave transaction. If the CRO and/or GEN transactions are effective the same date, the order in which the transactions should be posted from bottom to top are the CRO, then the GEN, then the MSA transaction. Refer to HR 2014-06 for information on employees on Military Leave receiving a Military Difference in Pay.
Additional Information:	<ul style="list-style-type: none"> CIRS Compendium Report X68, Cycle 1502 identifies faculty unit employees with 3-year appointments under provision 12.12 - 12.13 of the MOU. The salary eligibility benchmark for the SRA increase is the SSI maximum for the faculty unit employee's rank or range as of July 1, 2014, after the application of the 1.6% General Salary Increase (GSI) to

	<p>the SSI maximum.</p> <ul style="list-style-type: none"> • Prior Faculty Merit Increases (FMIs) have no impact on eligibility for SRAs. • SRA's applied up to the SSI maximum are to be based upon the Instructional Faculty salary. Department Chair and Grant-Related/Specially Funded Instructional Faculty amounts are to be recalculated as appropriate following the application of the SRA. • Other salary increases (e.g., promotions, range elevations) that are effective subsequent to the effective date of the SRA are to be recalculated as appropriate following the application of the SRA. • Settlement payments (PIMS Item 810) issued to employees in appointments effective on or after July 1, 2014 must be adjusted as appropriate.
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CMS PROCESSING INFORMATION:

Workforce Administration:	<p>Campuses should use correction mode to make the following updates: Action/Reason:</p> <ul style="list-style-type: none"> • PAY/SSI (MSA: Pay Rate Change/Service Salary Increase) • Effective Date: July 1, 2014 • Effective Sequence: increment as appropriate • Anniversary Month/Year (Item 330): update as instructed above • Faculty SSI Remaining (Item 958): update as instructed above • Comp Rate: update as appropriate, including all subsequent salary rows • Empl History Remarks (Item 215): HR/SA2015-02SRA
• 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"> • Increases are effective 07/01/14 for employees on NDI supplementing with Catastrophic Leave (PIMS = 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/NDI, New NDI Period Cat Leave]) on 07/01/14. • Increases for other employees on leave (non-pay status) are to be keyed by the campus via MSA (PAY/SSI) transaction, effective the date the employee returns to active pay status. Post the MSA (PAY/SSI) transaction subsequent to the reinstatement from leave transaction. If the CRO (Action/Reasons: PAY/MOU-Pay Rate Change/Memorandum of Understanding or DTA/MOU-Data Change/Memorandum of Understanding) and/or GEN (Action/Reason: PAY/GSI-Pay Rate Change/General Salary Increase) transactions are effective the same date, the order in which the transactions should be posted from bottom to top are the CRO (PAY/MOU or DTA/MOU), then the GEN (PAY/GSI), then the MSA (PAY/SSI) transaction.

PROCESSING INSTRUCTIONS

Salary Increase Program II – System-wide Equity Increases

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	February 20, 2015 to March 20, 2015
Effective Date:	07/01/14
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	65 – Systemwide Equity
EH Remarks (Item 215)	HR/SA2015-02EQU
Pay Amount:	Flat amount as noted in Table 1
Pay Form:	Base Salary Increase
Anniversary Date (Item 330):	<ul style="list-style-type: none"> • If after application of the systemwide equity increase, the employee's salary is at or above the SSI maximum, change Item 330 to "99/99". • If after the application of the systemwide equity increase, the employee's salary remains below the SSI maximum, default to the Anniversary Date denoted in Item 330 following the SRA salary increase.
Final Salary Anniversary Date/SSI Counter (Item 958)	<ul style="list-style-type: none"> • If after the application of the systemwide equity increase, the employee's salary is at or above the SSI maximum, change counter from "MM/YY-X" to "99/99-0" to denote that the employee has reached the SSI maximum, but is not at the maximum salary for the class and range. • If after the application of the systemwide equity increase, the employee's salary remains below the SSI maximum, adjust the Final Salary Anniversary Date and SSI counter as appropriate.
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 07/01/14 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/14. • 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 the reinstatement from leave transaction. If the CRO, GEN, and/or MSA transactions are effective the same date, the order in which the transactions should be posted from bottom to top are the CRO, then the GEN, then the MSA, then the SCR transaction. • Refer to HR 2014-06 for information on employees on Military Leave receiving a Military Difference in Pay.
Additional Information:	<ul style="list-style-type: none"> • System-wide equity increases exclude participants in FERP and other rehired annuitants. • Other salary increases (e.g., promotions, range elevations) that are effective subsequent to the effective date of the system-wide equity

	<p>increase are to be recalculated as appropriate following the application of the equity increase.</p> <ul style="list-style-type: none"> • Settlement payments (PIMS Item 810) issued to employees in appointments effective on or after July 1, 2014 must be adjusted as appropriate.
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CMS PROCESSING INFORMATION:	
Workforce Administration:	<p>Campuses should use correction mode to make the following updates:</p> <ul style="list-style-type: none"> • Action/Reason: <ul style="list-style-type: none"> ◦ PAY/GS2 (SCR-65: Pay Rate Change/General Salary Increase 2) • Effective Date: 07/01/14 • Effective Sequence: increment as appropriate • Anniversary Month/Year (Item 330): update as instructed above • Faculty SSI Remaining (Item 958): update as instructed above • Comp Rate: update as appropriate, including all subsequent salary rows • Empl History Remarks (Item 215): HR/SA2015-02EQU
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"> • Increases are effective 07/01/14 for employees on NDI supplementing with Catastrophic Leave (PIMS = S49 Transaction, Item 957 = 40; [STD/ND3 or STD/ND4]) on 07/01/14. • Increases for other employees on leave (non-pay status) are to be keyed by the campus via SCR (PAY/GS2) transaction, effective the date the employee returns to active pay status. Post the SCR (PAY/GS2) transaction subsequent to the reinstatement from leave transaction. If the CRO (PAY/MOU or DTA/MOU), GEN (PAY/GSI), and/or MSA (PAY/SSI) transactions are effective the same date, the order in which the transactions should be posted from bottom to top are the CRO (PAY/MOU or DTA/MOU), then the GEN (PAY/GSI), then the MSA (PAY/SSI), then the SCR (PAY/GS2) transaction.

PROCESSING INSTRUCTIONS

Salary Increase Program III – Campus-based Equity Program

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	
Effective Date:	At the beginning of any pay period on or after July 1, 2014
PIMS Transaction:	SCR or SCRC as appropriate, refer to Additional Information
Detailed Transaction Code (Item 719)	53 – Campus-based Equity
EH Remarks (Item 215)	HR/SA2015-02EQU
Pay Amount:	Campus-determined
Pay Form:	Base Salary Increase
Anniversary Date (Item 330):	Recalculate as appropriate following the application of the campus-based equity increase.
Final Salary Anniversary Date/SSI Counter (Item 958)	Recalculate as appropriate following the application of the campus-based equity increase.
Employees on Leave:	<ul style="list-style-type: none"> Increases are effective 07/01/14 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/14. 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 the reinstatement from leave transaction. If the CRO, GEN, and/or MSA transactions are effective the same date, the order in which the transactions should be posted from bottom to top are the CRO, then the GEN, then the MSA, then the SCR or SCRC transaction. Refer to HR 2014-06 for information on employees on Military Leave receiving a Military Difference in Pay.
Additional Information:	<ul style="list-style-type: none"> If a campus provides campus equity increases with an effective date of July 1, 2014, and if any individuals qualify for both system-wide and campus equity increases which are determined at the same time, the campus will need to combine the two increases into one SCR transaction and denote Detailed Transaction Code (Item 719) = "53". If the campus-based equity increase with an effective date of July 1, 2014 is subsequently determined after the system-wide equity increase has already been processed, the campus will need to process an SCRC (correction), and change the Detailed Transaction Code (Item 719) from "65" to "53" Other salary increases (e.g., promotions, range elevations) that are effective subsequent to the effective date of the system-wide equity increase are to be recalculated as appropriate following the application of the equity increase.

	<ul style="list-style-type: none"> Settlement payments (PIMS Item 810) issued to employees in appointments effective on or after July 1, 2014 must be adjusted as appropriate.
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CMS PROCESSING INFORMATION:	
Workforce Administration:	<p>Campuses should use correction mode to make the following updates:</p> <ul style="list-style-type: none"> Action/Reason(s): <ul style="list-style-type: none"> PAY/EQU (SCR-53:Pay Rate Change/Equity Adjustment) Effective Date: 07/01/14 or at the beginning of a subsequent pay period as determined by the campus Effective Sequence: increment as appropriate Anniversary Month/Year (Item 330): update as instructed above Faculty SSI Remaining (Item 958): update as instructed above Comp Rate: update as appropriate, including all subsequent salary rows Empl History Remarks (Item 215): HR/SA2015-02EQU
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<ul style="list-style-type: none"> Employees on leave: <ul style="list-style-type: none"> Increases are effective 07/01/14 for employees on NDI supplementing with Catastrophic Leave (PIMS = S49 Transaction, Item 957 = 40; [STD/ND3 or STD/ND4]) on 07/01/14. Increases for other employees on leave (non-pay status) are to be keyed by the campus via SCR (PAY/EQU) transaction, effective the date the employee returns to active pay status. Post the SCR (PAY/EQU) transaction subsequent to the reinstatement from leave transaction. If the CRO (PAY/MOU or DTA/MOU), GEN (PAY/GSI), and/or MSA (PAY/SSI) transactions are effective the same date, the order in which the transactions should be posted from bottom to top are the CRO (PAY/MOU or DTA/MOU), then the GEN (PAY/GSI), then the MSA (PAY/SSI), then the SCR (PAY/EQU) or SCRC (change from PAY/GS2 to PAY/EQU) transaction. If a campus provides campus equity increases with an effective date of July 1, 2014, and if any individuals qualify for both system-wide and campus equity increases which are determined at the same time, the campus will need to combine the two increases into one SCR (PAY/EQU) transaction and denote Detailed Transaction Code (Item 719) = "53". If the campus-based equity increase with an effective date of July 1, 2014 is <u>subsequently</u> determined after the system-wide equity increase has already been processed, the campus will need to process an SCRC (correction), and change the Detailed Transaction Code (Item 719) from "65" to "53" (Using correction mode, process via Action Reason: PAY/GS2 instead of PAY/EQU) Manually correct the PPT.)