



TO: Campus Faculty

SUBJECT: UPDATE - Processing of Faculty Salary Increases

In February 2022, the California State University (CSU) and the California Faculty Association (CFA) entered into a successor agreement that provided several salary increases to Unit 3 represented faculty unit members. These increases included the following:

- A one-time lump sum payment based upon \$3,500 for full-time employees, but pro-rated by each eligible bargaining unit member's timebase during AY 2020/21, for part-time employees.
- A 4% General Salary Increase (GSI) retroactive to July 1, 2021 for employees hired on or after 7/1/2021 or for those new hires whose offer of employment, granted this eligibility.
- A Service Salary Increase (SSI) of up to 2.65% for all eligible faculty bargaining unit employees (includes instructional faculty, librarians, counselors and coaches), not to exceed the SSI max.

Since entering this agreement, the CSU and California State University San Marcos (CSUSM) have processed payments as follows:

- One-time Lump Sum Payments – 24,765 one-time lump sum payments have been processed systemwide. At CSUSM, approximately 30 one-time transactions remain to be processed. These transactions are expected to be complete by July 1, 2022 and many have already seen these payments arrive in their accounts. Please note that for faculty who work at multiple campuses, this payment will only issue from one campus for work done at all campuses combined.
- GSI and SSI Transactions – Systemwide 30,375 GSI transactions have been processed to date. Approximately 75 GSI transactions remain to be processed at CSUSM. Unlike the system automated GSI transactions, SSI transactions require a thorough review for eligibility prior to processing. Faculty Affairs completed this review and issued paperwork to Payroll for processing in the State of California payroll system. Approximately 425 SSI transactions have been deemed eligible. Payroll is expecting to have these SSI transactions along with the remaining 75 GSI transactions entered into the system in time for the July 1, 2022 payday. The retroactive portion of both the GSI and SSI transactions require additional processing and are expected to be complete by September 1, 2022.

The CSU and CSUSM are committed to ensuring all salary provisions due to the faculty are fully processed. This work is complicated and requires significant effort at both a systemwide and campus level. CSUSM is grateful to the employees who are working hard to process and distribute these funds as accurately, fairly, equitably, and expediently as possible.

For your reference, please find attached to this document a list of Frequently Asked Questions. For additional questions or concerns about your payments, please contact: Office of Faculty Affairs at facultyaffairs@csusm.edu.

Frequently Asked Questions

How were the one-time payments calculated?

The CBA provides for a one-time, prorated payment of \$3,500 to be provided to each faculty unit employee who worked as a Unit 3 employee during fall 2020 and spring 2021 semester and who is in active pay status (or on leave) as of February 3, 2022. The payments will be based on the faculty employee's average time base for the fall 2020 and/or spring 2021 semesters, not to exceed a 1.0 timebase. A semester not worked will be considered a zero (0) time base. This payment is not considered reportable compensation for the purposes of calculating CalPERS retirement benefits. (Please refer to Article 31 of the CBA for additional information.)

Are Unit 3 represented employees participating in the Faculty Early Retirement Program or currently active as rehired annuitants eligible for the one-time payment?

Per CalPERS rules and regulations, FERP participants and rehired annuitants are not eligible for these payments.

Why have I not received payment?

Each of these payments requires separate administrative processes. There could be several reasons for each of the three payments as to why you did not receive funds. Possible explanations are outlined below by payment type.

One-time Payments:

- 1. You may not be eligible for the one-time payment.
 - a. FERPs and other retired annuitants are not eligible for the one-time payment pursuant to CalPERS.*
 - b. You were not active on February 2, 2022 when the contract was ratified.*
 - c. You did not work or were on unpaid leave during the 2020-21 academic year.**
- 2. You worked in an extension program during the 2020-21 academic year.
 - a. Lump sum payments for work performed in extended education during the academic year have not yet been processed. These payments must be manually processed by our campus payroll team.**
- 3. Your employee record includes a large number of appointments, reappointments, timebase changes, position number changes, record corrections, etc., and as a result calculating your timebase requires individualized attention.*

GSI Payments:

- 1. You were on unpaid leave when the GSI was processed. Upon your return to pay status, our campus will process your GSI retroactive back to July 1, 2021.*
- 2. Even though the GSI increased your future monthly pay rate, your retroactive GSI funds were not paid or were not fully paid to you. Due to the complexity of this massive retroactive process, we have identified that some payments may not have been issued. These remaining payments are now being identified and manually processed by the State Controller's Office and/or our campus payroll team.*

SSI Payments:

- 1. You are not eligible for the SSI.*
- 2. Your SSI eligibility is in the process of being confirmed by the Office of Faculty Affairs.*
- 3. Your SSI has not been processed by our campus payroll team.*

Who do I contact with questions or concerns?

Questions can be directed to our campus payroll team or the Office of Faculty Affairs. Please note that the State Controllers Offices does not possess the information to explain delays in payments. Our local campus offices are the best sources of information. Please do, however, keep in mind that these teams are charged with maintaining normal administrative operations, while also carrying out processing these payments and responding to inquiries. Be kind to your colleagues as we work collectively to ensure the commitments of the CSU.

Why is this such a complicated process?

Processing retroactive salary increases that span almost 10 months for a complex employee group such as faculty can be extremely challenging. The State Controller's Office payroll system is capable of processing mass updates for the entire faculty employee group. However, processing retroactive pay for a group that has a large number of appointments, reappointments, timebase changes, position number changes, record corrections, etc., can increase the likelihood that some faculty salary changes require manual intervention. While all employees will receive the salary changes due to them, manual processing by our campus payroll team and the State Controller's Office takes time.