


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: April 14, 2005 **Code:** TECHNICAL LETTER
HR/Salary 2005-06

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson 
Assistant Vice Chancellor **Processing Deadline:** May 18, 2005
Human Resources Administration

Subject: 2003/04 Educational Achievement Stipend for Academic Support (Unit 4) Employees

This technical letter provides the payment instructions for the Educational Achievement stipend for academic support (Unit 4) employees.

Educational Achievement Stipend Payout for 2003/04:

Unit 4 employees who received a masters or doctoral degree from an accredited institution between July 1, 2003, and June 30, 2004, are eligible for the Educational Achievement stipend.¹ Employees with doctoral degrees receive a stipend 25% above the amount paid to employees who hold a masters degree. Employees who received more than one degree are to receive a stipend for each degree received in accordance with the eligibility requirements. Stipend amounts are as follows:

- ✓ Master's Bonus Amount: \$2272.37
- ✓ Doctoral Bonus Amount: \$2840.46

A list of all eligible incumbents for each campus will be mailed to the appropriate campus human resources director no later than April 15, 2005.² *Pursuant to the negotiated agreement between CSU and APC, campuses are required to issue the payments within 30 days of receiving this list, which should be no later than May 18, 2005. It is important that campuses meet this deadline.* Processing Instructions are provided in Attachment A.

¹ For specific eligibility information, refer to the Samuel Strafaci memorandum dated August 10, 2004.

² For information on how this list was compiled, refer to the Strafaci memorandum dated August 10, 2004.

Distribution:

CSU Presidents	Vice Presidents, Academic Affairs
Vice Chancellor, Human Resources	Budget Officers
Vice Presidents, Administration	CMS/SOSS Director
Vice Presidents, Student Affairs	

TECHNICAL LETTER

HR/Salary 2005-06

Page 2 of 2

Separated (including deceased and retired) Unit 4 employees or employees who are no longer in Unit 4 may be on the list of stipend recipients for a campus. Campuses are responsible for sending the warrant to these employees. Campuses should advise retired employees to contact CalPERS to determine if the stipend impacts their highest 12-months of compensation. Stipends for separated employees must be processed by the State Controller's Office Personnel/Payroll Services Division (PPSD). ***In order to meet the May 18th deadline, PPSD must receive the required paperwork no later than May 4, 2005.*** The processing instructions in Attachment A provides instructions for separated employees as well.

As a reminder, campuses received funding for these stipends in the 2000/01 compensation pool. The collective bargaining agreement required that after the Long-term Satisfactory Service Bonuses were granted, any remaining bonus pool funds were to be used to fund the Educational Achievement Stipend. For calculation information, refer to Samuel Strafaci memorandum dated August 10, 2004.

After the checks are issued, each campus is required to return the list of eligible employees to the Chancellor's Office, along with a cover memorandum confirming payment to each person listed. This documentation should be sent no later than May 25, 2005, to:

Ms. Sharyn Abernatha
CSU Office of the Chancellor
401 Golden Shore, Human Resources
Long Beach, CA 90802
(or may fax to Ms. Abernatha at: 562-951-4890)

Instructions for masters or doctoral degrees received between July 1, 2004, and June 30, 2005, will be issued at a later date.

Questions regarding this technical letter should be directed to Human Resources Administration at (562) 951-4411. This technical letter is available on Human Resources' Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc

PROCESSING INSTRUCTIONS

Educational Achievement Stipend

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none"> • Active/On Leave Employees: Campus • Separated Employees: Campuses must send 674 documents to Mary Anne Reed in PPSD for keying.
Processing Date(s):	<ul style="list-style-type: none"> • Campus keying: No later than 05/18/05 • Pay Period: May 2005 • Documents to Mary Anne Reed in PPSD no later than 05/04/05
Earnings ID:	SA
Amount:	<ul style="list-style-type: none"> • Master's Bonus Amount: \$2272.37 • Doctoral Bonus Amount: \$2840.46
Subject to Retirement Withholding:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in FLSA Overtime Calculation	No
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	After the checks are issued, a list of eligible employees must be submitted to the Chancellor's Office with a cover memorandum confirming payment to each person listed.