

## Update on Paychecks and Salary Programs for CSUEU and APC

### Payroll Services

#### CSUEU

- 3% General Salary Increase (GSI) on the base salary effective July 1, 2017. Eligible employees must be in active pay status or on leave as of July 1, 2017. Retroactive pay adjustments for July 2017 through February 2018 pay periods issued on Friday, March 9, 2018.
- Authorized department personnel will be notified when checks are available for pick-up. We anticipate having the reconciliation completed and checks dispersed the middle of week of March 12, 2018.
- One-time Recognition Bonus for employees in active pay status or on leave as of January 31, 2018 (date of ratification of union agreement). Bonus amount of \$650 for full-time employees; amount is pro-rated for part-time and hourly employees.
- It is anticipated that the bonus payments will issue the week of March 26. We plan to disperse the checks along with the March 2018 paychecks. This will be a short work week due to the holiday closure, so this plan will depend on the issue date (it is a separate paycheck).
- March paycheck dated April 1 will include the 3% GSI
- Shift Differential: New shift differential rates went into effect with the February 2018 pay period and will be reflected on the shift differential pay scheduled to be released on March 15.
  - Evening Shift: \$1.35 per hour
  - Graveyard Shift: \$2.30 per hour
- February Overtime: The Recognition Bonus pay will issue as part of the February pay period. All overtime for the February pay period is subject to include the \$650 Bonus Pay. The gross bonus amount is added to the employee's base salary rate for the calculation of the overtime rate. Payroll Services manually calculated this "blended" overtime rate and applied it to the payments that are scheduled to be released on March 15.

#### APC

- 3.11% General Salary Increase (GSI) on the base salary effective July 1, 2017. Eligible employees must be in active pay status or on leave as of July 1, 2017. Retroactive pay adjustments for July 2017 through February 2018 pay periods issued on Friday, March 9, 2018.
- Authorized department personnel will be notified when checks are available for pick-up. We anticipate having the reconciliation completed and checks dispersed the middle of week of March 12, 2018.
- One-time Recognition Bonus for employees in active pay status or on leave as of January 31, 2018 (date of ratification of union agreement). Bonus amount of \$650 for full-time employees; amount is pro-rated for part-time and hourly employees.
- Authorized department personnel will be notified when checks are available for pick-up. We anticipate having the reconciliation completed and checks dispersed the middle of week of March 12, 2018.
- March paycheck dated April 1 will include the 3.11% GSI.

#### PLEASE NOTE

*Payroll Services will review all pay generated in order to ensure accurate and complete pay. In some cases, manual processing may be required to resolve any outstanding and/or incorrect pay, and may result in a delay of pay. For example, manual adjustments will be required for employees who were on a medical leave and received Catastrophic Leave Donations, Workers; Compensation or employees who received Stipends during the period of July 2017 and February 2018. Please allow 3 – 4 weeks for processing by the State Controller's Office.*

*Payroll Services will contact employees that did not receive any portion of the retroactive pay. The State Controller's Office is making these a priority and we are anticipating the payments to issue within the next couple of weeks.*