Q: What is the effective date of the General Salary Increase (GSI)?
A: The increase will be retroactive to July 1, 2021.

Q: What is the percentage increase for the retroactive July 1, 2021 GSI?
A: 4% (four percent)

Q: When will the increases be processed?
A: Per the Chancellor’s Office, these adjustments began being processed for payment by the State Controller’s Office (SCO) in mid-April 2022. Most situations will be handled by the SCO, but the campus has been processing some of the Unit 3 employees manually after the SCO runs their process.

Q: Who is eligible for the GSI?
A: All faculty unit employees on active pay status or on leave, effective July 1, 2021, will receive the 4% GSI.

Q: Who is eligible for the Service Salary Increase (SSI)?
A: Tenured and Probationary Instructional Faculty, Librarians, and Counselors who have remaining SSI eligibility and satisfactory performance and meet other specific criteria related to Faculty Merit Increases (pre-July 1, 2000 hires) will receive an SSI of 2.65% or the percentage necessary to bring them to the SSI maximum, whichever is less. Lecturers who have remaining SSI eligibility, satisfactory performance, and have completed 24 units in the same range in the same department or equivalent unit prior to fiscal year 2021-22 are eligible to receive an SSI in fiscal year 2021-2022. Temporary faculty unit employees (Librarians, Counselors, Coaches) (12-month or 10-month) are eligible if they have accumulated the equivalent of 0.8 years of service in the same range and department or equivalent unit since the last SSI. Note that SSI’s for lecturers who teach in multiple departments are dependent on the number of units taught in each program.

Q: Who is determining SSI eligibility?
A: The Office of Faculty Affairs and Development in coordination with the Colleges, University Library, Student Psychological and Counseling Services, Athletics and Departments are reviewing employment records for all Unit 3 employees to determine eligibility under the negotiated terms of the Unit 3 salary program. Information will be forwarded to HR/Payroll for evaluation and processing.

Q: When will the SSI increases be processed?
A: SSI eligibility is in the process of being confirmed by the Office of Faculty Affairs and Development. Once that is completed, the eligibility analysis will be forwarded to Payroll Services for processing.

Q: How were the one-time payments calculated?
A: The CBA provides for a one-time, prorated payment of $3,500 to be provided to each faculty unit employee who worked 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.)

Q: Are Unit 3 represented employees participating in the Faculty Early Retirement Program or currently active as rehired annuitants eligible for the one-time payment?
A: Per CalPERS rules and regulations, FERP participants and rehired annuitants are not eligible for these payments.

Q: Why have I not received payment?
A: 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. Your SSI eligibility is in the process of being confirmed by the Office of Faculty Affairs and Development.

Q: Who do I contact with questions or concerns?
A: Questions about your pay can be directed to our campus payroll team at extension 3769 or payrollservices@csudh.edu. PLEASE NOTE: The SSI eligibility determination process is not complete yet; if you have questions about one-time payment eligibility, please contact the Office of Faculty Affairs and Development at extension 3766 or via email at facultyaffairs@csudh.edu. The State Controller’s Office 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.
Q: Why is this such a complicated process?
A: 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 them, manual processing by our campus payroll team and the State Controller’s Office takes time.

Q: I am a lecturer – am I eligible for the Full Time Adjusted Service (FTAS) Temporary Range Elevation?
A: Lecturers and temporary librarian faculty unit employees with six (6) or more years of Full Time Adjusted Service (FTAS) in their current range, are eligible to apply for range elevation. FTAS is defined as the average FTE over the academic or fiscal year, divided by 0.8, up to a maximum of 1.0 for the year.

Q: Who is determining FTAS eligibility?
A: The Office of Faculty Affairs and Development in coordination with the Colleges and University Library annually reviews employment records for all lecturers and temporary librarian faculty unit employees to determine eligibility under the negotiated terms of the Unit 3 salary program; it will continue to do so for 2022-23 once detailed information is received from the Chancellor’s Office. Please check back on the Office of Faculty Affairs and Development website for updates to the FAQ’s. Please note that the same criteria in the new CBA were utilized in determining eligibility for 2021-2022 Range Elevations.

Q: How can I check my employment records to see if I have received the negotiated salary increases that I am eligible for?
A: You can check your compensation history within the Employee Portal in MyCSUDH; you will want to select “My Payroll/Benefits” and click on “View Paycheck.”
As A Reminder:

You can now view and print your earnings statements and W2s online at California Employee Connect, also known as (CEC). This is a secure web-based employee self-service portal which provides employee information at your fingertips.

The login page for CEC can be found at: https://connect.sco.ca.gov/

If you have not done so already, please take this opportunity to register for a California Employee Connect account. In order to do so, you will need to enter the following pieces of information:

- Department (CSU, Dominguez Hills),
- Agency Code (231),
- Warrant/earnings statement number (00-000000) which is located on your pay warrant/earning statement. The dash must be entered as indicated above.
- Total deductions (Gross Pay – Net Pay) withheld from that warrant.

Once you are registered, you will be able to view electronic earnings statements, as well as view W-2 information for prior years.

For any questions, or assistance with enrollment, please contact Payroll Services at (310) 243-3769.

Updated: 5/17/2022