

Date: October XX, 2025

Code: TECHNICAL LETTER
HR/Salary 2025-XX

To: Associate Vice Presidents, Human Resources
Associate Vice Presidents, Faculty Affairs
Payroll Managers

Reference: HR/Salary 2025-06

Processing Deadline: November 1, 2025

From: Dave Grant
Interim Associate Vice Chancellor
Human Resources

Lety Hernandez
Senior Director, Systemwide General Employment
Services and Policy Administration

Subject: FY 2024/25 Budget Shortfall Mitigation Bonus for Academic Professionals of California (Unit 4) Employees

Summary:

Unit 4 employees who meet eligibility criteria for FY 2024/25 are eligible to receive a Budget Shortfall Mitigation (BSM) Bonus. The parties agree that for FY 2024/25, the Merit Bonus pool created in FY 2005/06 and FY 2006/07 will be added to the monies available for the Budget Shortfall Mitigation (BSM) Bonus. Refer to Article 23.4 of the Collective Bargaining Agreement for additional information. The BSM Bonus for FY 2024/25 must be issued by November 1, 2025.

Action Item(s):

Monitor payments for Budget Shortfall Mitigation (BSM) Bonuses and manually process if needed.

Affected Employee Group(s)/Unit(s):

Eligible APC (Unit 4) employees who were active or on-leave with a time base as of May 1, 2025.

Detailed Program Information for Bonus Provision:

For FY 2024/25, the BSM Bonus amount (including the Merit Bonus pool created in FY 2005/06 and FY 2006/07) is \$271.69 (gross) for full-time employees, prorated for part-time employees. The State Controller's Office (SCO), with the assistance of HR Data Operations, will process these payments by November 1, 2025.

The following processing instructions are provided in Attachment A:

⇒ **Bonus/Additional Pay Program – Budget Shortfall Mitigation Bonus**

Questions regarding this technical letter may be directed to the CO Human Resources Management Team at hadmin@calstate.edu or (562) 951-4411. For your convenience, this memorandum is also available on the CSYou website at: <https://csyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

DG/LH/sc

Attachment

Distribution:

Vice Chancellor and Chief Human Resources Officer

Budget Officers

Compensation Managers

PROCESSING INSTRUCTIONS

BONUS/ADDITIONAL PAY PROGRAM

⇒ **Budget Shortfall Mitigation Bonus**

PIP PROCESSING INFORMATION:	
Processing Responsibility:	SCO
Processing Date(s):	October 24, 2025 Payments will be issued by November 1, 2025.
Earnings ID:	GY
Amount:	\$271.69 full-time, prorated for part-time
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, but only in the pay period in which bonus is paid.
Included in Calculation for NDI/IDL Payments:	No
Additional Information:	- Bonus payments will be captured in CIRS via a tab-delimited Compendium Report under code Hf69. <u>Compendium Report H69 (Cycle 2526)</u> will be available on November 1, 2025. - Payments will be issued using the May 2025 pay period. Any additional 2024/25 BSM bonuses keyed by campuses should be processed using the May 2025 pay period.
CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	- Earnings ID: - GY – Process via Additional Pay - Effective Date: 05/01/25 - Amount: as indicated above
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Note: This transaction will automatically be processed by the SCO. As such, campuses will only need to insert a row in Oracle/PeopleSoft to “reflect” the transaction. However, any additional 2024/25 BSM bonuses keyed by campuses should be “processed” using the GY Earnings ID as referenced above.