

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 24, 2015

PERSONNEL LETTER #15-010
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **DELEGATION OF MASS UPDATE FALLOUT TO DEPARTMENTS**

The Personnel/Payroll Services Division (PPSD) is instituting changes specific to workloads identified as clean-up of fallout due to the mass update process. Mass updates generate a variety of fallout errors which cause manual workload. Currently, the Personnel/Payroll Operations Bureau of the State Controller's Office resolves these errors for the entire state.

Beginning with the July 1, 2015 General Salary Increase Mass Update, PPSD is delegating the clean-up of planned fallout for the following specific workloads to departments:

- Employees who transferred out of a CBID/class and were entitled to the GEN or SAL prior to the mass update run.
- Employees who separated from a CBID/class and were entitled to the GEN or SAL prior to the mass update run.
- Employees who have Lump Sum extending into the July 2015 pay period and beyond.

PPSD will provide the information departments need to process these workloads via ViewDirect Reports. In some circumstances, while departments can key the "GEN" in employment history, PPSD may need additional documentation (Std. 674) from departments in order to generate payroll. Further instructions will be provided in a future personnel letter.

To reduce fallout, please key only essential transactions (i.e. - separations for compliance with AB2410) between July 6th and 7th. Keying non-essential transactions could cause the GEN and/or SAL to error out and require manual keying.

Departments should process all fallout before master cut-off, in this case July 21st. PPSD will monitor the timeliness and completion of departments' clean-up effort using compliance reports. Our goal is to ensure that employees are not inconvenienced by delays in processing.

In the August pay period PPSD's Civil Service Audits Unit will process any fallout that departments do not clean-up as identified above. PPSD will then bill departments' retroactivity charges for this workload.

For questions about the ViewDirect reports, please contact Kari Jackson at (916) 322-3791.*

***This personnel letter has been updated since its original published date to correct the contact phone number.**

LC:LD:PMAB