

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: July 17, 2000

PAYROLL LETTER # 00-015  
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: EXCLUDED EMPLOYEE LEAVE BUY BACK (HOLIDAY CREDIT BUY BACK)

This Payroll Letter provides additional instructions for requesting pay for the Excluded Employee Leave Buy Back Program. Specifically, a unique Earnings ID is established and coding instructions are provided for Holiday Credit Buy Back. For details of this program, please refer to the Department of Personnel Administration's Personnel Management Liaison (PML) memorandum 99-046 and 2000-031, and the State Controller's Office Payroll Letter #99-020.

The Earnings ID used to request Holiday Credit Buy Back payments on PIP is 9H. PIP keying for Earnings ID 9H will require entry of the Gross field. The Time To Be Paid, Salary Rate and WWG/FLSA fields must be blank.

The Earnings ID for CLAS users to reduce the leave balance for Holiday Credit is HC36. Earnings ID HC36 will require entry of the Time To Be Paid Hours field and the Gross field. The Salary Rate and WWG/FLSA fields must be blank.

After reviewing the PIP Exceptions in the Payroll Procedures Manual, Section G 102, complete items 15 - 17 and 19 - 21 as follows:

- 15 - Earnings ID (Complete)
- 16 - Days (blank)
- 17 - Hrs/Hdth leave blank if Earnings ID = 9H  
Complete if HC36 Earnings ID keyed on the Leave Accounting System
- 19 - Salary Rate (blank)
- 20 - WWG/FLSA (blank)
- 21 - Gross (Complete)

It is anticipated that DPA will release a PML memorandum to include the rules, laws and procedures for the 2000/2001 Excluded Employee Leave Buy Back Program.

Revisions to the Payroll Procedures Manual are forthcoming. Questions regarding the procedures for requesting Holiday Credit Buy Back payments or any other Leave Buy Back payments should be directed to the Civil Service Payroll Liaison Unit at (916) 323-3081 or CALNET 473-3081.

Questions regarding Leave Buy Back payment procedures for CLAS should be directed to the CLAS Hot Line at (916) 327-0756 or CALNET 467-0756.

RZ:SY:PMAB