

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: September 1, 2000

PAYROLL LETTER # 00-018  
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

This Payroll Letter provides instructions for requesting pay for the Excluded Employee Leave Buy Back Program for the 2000/2001 fiscal year. For details of the program, please refer to the DPA's Personnel Management Liaison (PML) Memorandum 2000-041.

Effective September 1, 2000 through December 31, 2000 departments may submit Leave Buy Back payment requests. Pursuant to the PML, all payments must be submitted by December 31, 2000. If the buy back for Earning IDs 99 or PL36, do not submit payroll transactions until the Employment History system is updated on September 7, 2000 with the new salary rates. The Leave Buy Back payments are based on the employee's hourly salary rate multiplied by the number of hours. For example, for an employee whose salary is \$4200.00 and the State is buying back 40 hours of credits, the calculation would be as follows:

$$\begin{array}{r} \$ 24.23 \text{ Hourly Rate } (\$4200.00 / 173.33) \\ \times 40 \text{ Annual Leave hours bought back} \\ \hline \$969.20 \text{ Annual Leave Buy Back gross pay} \end{array}$$

Leave Buy Back payments are subject to federal and state taxes withheld at the flat rate, 28% and 6% respectively. Payments are also subject to Social Security and Medicare tax withholding where applicable, but are NOT subject to retirement contributions.

Payments should be submitted via the PIP system. STD.671, Miscellaneous Payroll/Leave Actions, must be used to document the information for entry into the PIP system. Refer to PPM Section G 005 for STD.671 completion instructions.

The Earnings ID's used to request the various Leave Buy Back payments are listed below. Please note that leave balances will need to be updated manually.

PAYMENT REQUEST

EARNINGS ID

Annual Leave and Vacation Buy Back	9V
Holiday Credit Buy Back	9H
Personal Holiday Credit Buy Back	9P
Personal Leave Buy Back	99

For CLAS users, the Earnings ID's listed below will both issue Leave Buy Back payments and update CLAS leave records:

PAYMENT REQUEST

EARNINGS ID

Annual Leave Buy Back	AL34
Holiday Credit Buy Back	HC34
Personal Holiday Credit Buy Back	PH34
Personal Leave Buy Back	PL36
Vacation Buy Back	VA34

After reviewing the PIP Exceptions in PPM, Section G 043 and G 102, complete items 15- 17 and 19-21 as follows:

- 15 - Earnings ID (complete)
- 16 - Days (leave blank)
- 17 - Hrs/Hdths leave blank if Earnings ID = 9H, 9P or 9V Complete if Earnings ID = 99, AL34, HC34, PH34, PL36 or VA34
- 19 - Salary Rate leave blank if Earnings ID = 9H, 9P, 9V, AL34, HC34, PH34, VA34 or 99 or PL36 and premium pays are locked in Complete with special calculated rate if Earnings ID = 99 or PL36 and premium pays are NOT locked in
- 20 - WWG/FLSA (leave blank)
- 21 - Gross leave blank if Earnings ID = 99 or PL36  
Complete if Earnings ID = 9H, 9P, 9V, AL34, HC34, PH34 or VA34

If an employee is currently off pay status, pay must be requested via STD.674, Payroll Adjustment Notice. Refer to PPM Section G 043 , G 045 and G102 for STD.674 completion instructions for requesting Personal Leave Buy Back and PPM Section G053 for STD.674 completion instructions for all other requests.

Questions regarding the procedures for requesting 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