

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

DATE: July 27, 2021

PAYROLL LETTER #21-009
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: BU16 LICENSURE – CONTINUING MEDICAL EDUCATION PAYMENT

Pursuant to [Side Letter 21-025](#), the State and the Union of American Physicians and Dentists (UAPD), Unit 16, agreed to increase the annual Continuing Medical Education (CME) benefit. Effective July 1, 2021, the annual payment authorized in section 10.13 subsection B of the union's Memorandum of Understanding increased from \$1,000 to \$2,500 and removed subsection C regarding the reimbursable amounts up to \$1,500.

The State Controller's Office (SCO) will process a one-time \$2,500 CME payment for eligible employees. The payment will issue on July 28, 2021 for full-time and fractional employees via a 676 payroll transaction.

Permanent Intermittent employees are excluded from this mass update; therefore, departments must process the CME payment for these employees.

This change means **employees can no longer** submit claims via CalATERS.

PROCESSING PROCEDURES FOR INTERMITTENT EMPLOYEES

Departments should process this payment via the Payroll Input Process System (PIP) using the IM Earnings ID. Refer to [Payroll Procedures Manual \(PPM\) Section G 154](#) for STD. 671 or 672 completion instructions or [PPM Section N 127.1](#) for tax information.

BLANKET SERIAL NUMBER

The SCO uses a 999 blanket serial number to issue this payment. Agencies typically use separate and unique blanket serial numbers to issue a fringe benefit payment such as CME. SCO and CalHR decided to use the 999 blanket serial number for the CME payment. We ask that agencies **do not request** a transfer of funds to another blanket serial number.

For additional questions regarding this letter, please use the following contact information:

Contact:

- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- CSU Inquiry Email (HR Supervisors and Managers) PPSDCSUInquiry@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:AFB:BPA