

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

DATE: August 14, 2023

PAYROLL LETTER #23-011
(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](#), between the State of California and the Union of American Physicians and Dentists (UAPD), Unit 16, the State Controller's Office (SCO) will process the annual \$2,500 Continuing Medical Education (CME) benefit payment for eligible employees. The payment will issue on August 18, 2023, for full-time and fractional employees.

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

Please note employees can **no longer** submit claims via CalATERS for this payment.

Disability Leave of Absence

Agencies must identify and request payment for eligible employees on Disability leave status.

Agencies must submit a STD. 674 through ConnectHR, and use 'Disability – Std 674 Earnings Not Locked on the PAR' dropdown to request payment.

- Industrial Disability Leave (IDL) and Enhanced Industrial Disability Leave (EIDL):
- Non-Industrial Disability Insurance (NDI) or Enhanced Non-Industrial Disability Insurance (ENDI)
- State Disability Insurance (SDI)
- Temporary Disability (TD)

Military or Regular leave of absence

Agencies must identify and request payment for employees with an on-leave status that are eligible.

1. Employees on a Regular Leave of absence

Agencies must submit a STD. 674 to request payment via ConnectHR, 'Premium Pay- Std. 674'

2. Employees on a Military Leave of absence

Agencies must submit a STD. 674 to request payment via ConnectHR, 'CS Payroll- Std. 674 Military only'

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 https://www.sco.ca.gov/Files-PPSD/PPM/ppm_section_n_nonusps-fb-ebes.pdf 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:

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

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

Websites:

- [HR](#)
- [State Employees](#)

JEB:DC: BPA