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

DATE: January 30, 2002

PERSONNEL LETTER # 02-005
Supplemental to #01-006
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division

RE: **FUTURE EFFECTIVE DATE SALARY CHANGES**

Personnel Letter # 01-006 announced the capability to decentrally key enter MSA, SIS, GEN, SAL, and 350 transactions with a future effective date. This capability did not change any of the eligibility requirements for the salary increases nor when the transactions should be posted to an employee's employment history record. However, there appears to be some confusion as to when to post the MSA/SIS transaction versus using the Item 962, Separation Pay At Alternate Salary Rate, on the separation transaction to issue lump sum pay at the MSA/SISA salary rate. The following differentiates the two processes.

Process MSA/SIS Transaction:

If the month of separation qualifies the employee for her/his MSA or SISA and the employee has been certified to receive the salary adjustment, process an MSA or SIS transaction with an effective date of the first of the pay period immediately following the month of the separation.

Complete Item 962 On Separation Transaction:

If the month of separation does not qualify the employee for her/his MSA or SISA and the employee has lump sum pay that extends into the pay period of the employee's MSA or SISA anniversary date, then complete Item 962 on the separation transaction. Enter the MSA/SISA salary rate and the amount of lump sum time that is to be paid at the new salary rate in Item 962. See PAM Section 2.149 for Item 962 coding requirements.

Note: Per Government Code Section 19839 the separation type must be "without fault" for the employee to receive lump sum pay at the MSA/SISA salary rate.

For questions regarding this Personnel Letter, please contact the Personnel Operations Liaison Unit at (916) 322-6500.

RZ:JLD:PMAB