

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

DATE: August 19, 2003

PERSONNEL LETTER # 03-009
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **GENERAL SALARY INCREASE AND EMPLOYMENT HISTORY (EH)/PAYROLL SYSTEM
SCHEDULE CHANGES**

The majority of represented Civil Service employees are entitled to a general salary increase effective July 1, 2003. Preparations are underway to implement the retroactive increase via EH mass update processes. It is anticipated that the retroactive pay will be issued employees by the end of August 2003.

The salary increase processes will have the following affect to the EH and Payroll Systems.

- The EH Restore process on Wednesday, August 20, 2003 is cancelled.
- There will be no extended keying allowed for the EH Online System on Wednesday, August 20, 2003 and Thursday, August 21, 2003.
- The EH Online System will be available for inquiry only on Friday, August 22, 2003.
- The Payroll History Online System (HIST) may not be available on Friday, August 22, 2003.
- The release of payments issue dated August 26, 2003 through August 28, 2003 will be delayed from one to two days. This could impact a department's ability to issue timely separation pay as required by Labor Code Section 201, 202 and 219. Salary advances may need to be issued as a result. Please do not contact the Division of Disbursements for the status of payroll releases during this time as it will further delay the release process.
- The turnaround PARs generated from the mass updates will reflect the July 1, 2003 505 retirement change transaction posted in late June 2003. Turnaround PARs will also be produced at the same time for employees who are not receiving the salary increase and were included in the June 2003 retirement change mass update. Both groups of turnaround PARs will be combined and distributed on a flow basis.

A subsequent Personnel Letter with details of the EH GSI update process will be issued in the near future. In the meantime, if you have any questions, please contact the Personnel Operations Liaison Unit at (916) 322-6500.

JRH:JLD:PMAB