

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

DATE: February 5, 2009

PERSONNEL LETTER #09-005
(Civil Service Only)

TO: To All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **FURLOUGH PROGRAM**

At the direction of the Governor (Executive Order S-16-08 dated December 19, 2008) the Department of Personnel Administration has developed a furlough plan whereby certain groups of employees are required to take a minimum of two unpaid furlough days each month during February 2009 through June 2010. The furlough will be administered as an adjustment to the salary rate. A pay differential will be added to the employee employment history (EH) records to reduce the base pay rate by an average percentage amount equivalent to the two furlough days. See the Department of Personnel (DPA) PML 2009-07, DPA Pay Letter 09-02, Exempt Pay Differential Furlough Hours Program and Statutory Exempt Pay Differential Furlough Hours Program for specific details. The latter two documents can be obtained from the DPA Exempt Salary Schedule.

The State Controller's Office (SCO) will apply the furlough pay differential earnings identifier (EID) to the eligible employee EH records through several mass updates. The first update process will occur tonight, Thursday, February 5, 2009 for semi-monthly (except bargaining unit 18) and bi-weekly paid employees only. Any PAR transactions that are being held per Personnel Letter #09-004 for this group of employees can be processed starting Friday, February 6, 2009 in accordance with EH processing instructions to be provided to the departments with employees involved in the tonight's EH mass update process.

A separate Personnel Letter will be issued to announce the dates for the remaining updates. Until the updates occur, please follow the EH transaction processing guidelines as outlined in Personnel Letter #09-004. A Personnel Letter and a California Leave Accounting Letter are also forthcoming with detailed EH, payroll and leave accounting processing information and instructions for the furlough program.

EH MASS UPDATE INFORMATION

The applicable furlough pay differential EID identified in the DPA pay differential specifications will be posted to the EH records effective the first of the February 2009 monthly pay period (January 30, 2009) for the semi-monthly paid employees. The B February 2009 bi-weekly pay period will be the start of the furlough program for the bi-weekly paid employees (February 1, 2009 effective date).

The EH 350 transaction will be used to add the furlough pay differential EID to affected employee EH records. Turnaround PARs will be issued from the mass update process and released on a flow basis.

The furlough pay differential EIDs are negative percentage based EIDs that reduce the base pay. However, the resulting furlough pay differential amount will not display with a negative sign on the EH record or turnaround PARs. Further, percentage based EID's are rounded to the nearest cent hence, the resulting furlough program pay reduction amount can contain cents.

CONTACTS

Questions regarding the furlough program and EH/payroll processing information can be directed as follows:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
Furlough Program (e.g., rules, regulations benefits/pay impacts)	DPA	(916) 323-3343
Employment History Mass Update	Jenny Drennan	(916) 322-6515

DS:PMAB:lm