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

DATE: July 29, 2009

PERSONNEL LETTER #09-017
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **EMPLOYMENT HISTORY ANNIVERSARY DATE AUDIT CHANGE**

Certain bargaining unit 3 employees (i.e., those in teaching related classifications) employed with the Department of Corrections and Rehabilitation Educational and Vocational Programs are paid from a special salary schedule that is established under Alternate Range '7' of the affected classes. These employees must meet certain criteria that are not dependant on time in the class for salary movements. This requires that the employee's anniversary date be reflected as "NONE" if the employee is not at the maximum salary rate. Employment history (EH) on-line system audits do not allow the entry of 'NONE' in the anniversary date field for these employees and their EH transactions need to be submitted to State Controller's Office (SCO) for special processing.

To allow departments to process the transactions, the audits were modified. Effective July 23, 2009, departments can decentrally key transactions with an anniversary date of NONE for employees in the bargaining unit 3 Alternate Range 7 classifications.

If you have any questions regarding the above modification, please contact the Personnel Operations Liaison Unit at (916) 322-6500.

DS:JG:PMAB