

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

DATE: October 21, 2009

PERSONNEL LETTER #09-023
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **FURLOUGH PROGRAM - EMPLOYMENT HISTORY 715 TRANSACTION AUDIT
CHANGE**

Personnel Letter #09-020 documented the furlough procedures for an employee on dock which included the use of the employment history (EH) 715 transaction. As outlined in the letter, an EH audit prevented the decentralized processing of a 715 EH transaction to qualify a pay period. Departments were required to submit the 715 or 715C EH transaction to the State Controller's Office (SCO) for processing in order to qualify the pay period.

The EH audit was modified and effective immediately departments can key enter a 715 EH transaction when Item 715, Service Pay Period, has a value of "Q". The 715 or 715C EH transaction no longer needs to be submitted to the SCO for processing.

Entering a "Q" in Item 715 on a 715 EH transaction to qualify a pay period should only be processed if the dock time minus the furlough time would create a qualifying pay period. If the dock time minus the furlough time would make the pay period non-qualifying an "N" should be entered in Item 715.

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

DS:JG:PMAB