

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

DATE: June 28, 2010

PERSONNEL LETTER #10-009
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: FURLOUGH PROGRAM – SPECIAL EH UPDATE INFORMATION

In anticipation that the Governor will end the furlough program established per the Governor's Executive Order S-16-08 dated December 19, 2008 and revised per Executive Order S-13-09 dated July 1, 2009, the State Controller's Office (SCO) is planning to process an employment history (EH) mass update to post a 350 transaction effective 07/01/2010 to remove the furlough established earnings ID (EID) 8FR1 or 8FR2. In preparation of terminating the furlough program and related earnings IDs, the following special EH update information is provided.

The furlough established earnings IDs should be deleted from EH records before any other EH transactions that are effective July 1, 2010 are processed. Thus, the above 07/01/2010 350 transaction should be the first transaction posted to the EH records before any other 07/01/2010 effective date Personnel Action Request (PAR) transaction. Otherwise, an EH online audit message will generate to indicate that the premium pay table record could not be found when correcting a non-350 transaction that reflects earnings ID 8FR1 or 8FR2. In this situation, special processing is needed to by-pass the audit message (i.e., voiding and re-processing all 07/01/2010 effective date transactions). To minimize the additional processing steps, the mass update to post July 1, 2010 effective date Merit Salary Adjustment (MSA)/ Special Ingrade Salary Adjustment (SIS) transactions was delayed and will run on immediately after the furlough removal mass update program is processed.

Except for separation transactions, departments are requested to not process PAR transactions that are effective on/after July 1, 2010 until the EH mass update process is completed. Separation transactions should be processed as follows:

- For separations with a June 2010 effective date (excluding those with an effective date of June 30, 2010), process the separation transactions per the furlough procedures outlined in SCO Personnel Letters #09-013 and #09-020.
- For separations with a June 30, 2010 effective date,
 1. process the separation transactions per the furlough procedures outlined in SCO Personnel Letters #09-013 and #09-020,
 2. process a 350 transaction effective July 1, 2010 to delete the furlough established earnings ID 8FR1 or 8FR2, and
 3. process an MSA/SIS transaction effective July 1, 2010, if applicable.

- For separations with an effective July 1, 2010 or after,
 1. process a 350 transaction effective July 1, 2010 to delete the furlough established earnings ID 8FR1 or 8FR2,
 2. process an MSA/SIS transaction effective July 1, 2010, if applicable, and
 3. process the July 2010 effective date separation transaction.

An SCO Personnel Letter is forthcoming with additional information on the EH mass update processes and further processing information.

LC:PMAB:JG