

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

DATE: July 13, 2010

PERSONNEL LETTER #10-013
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: CONCLUSION OF FURLOUGH PROGRAM

As stated in Personnel Letter #10-009, the mandatory furlough program that began with the February 2009 pay period concluded effective July 1, 2010. Refer to Department of Personnel Administration (DPA) Pay Letter #10-14 for further information.

EH MASS UPDATE PROCESSING

An employment history (EH) mass update was processed on July 8, 2010 to post a July 1, 2010 effective date 350 transaction to delete the negative furlough established earnings IDs 8FR1 and 8FR2. As outlined in Personnel Letter #10-009, the Merit Salary Adjustment (MSA) program was run immediately after to post an MSA or Special Ingrade Salary Adjustment (SIS) transaction for employees with a 07/2010 anniversary date. The Alternate Retirement Program (ARP) 505 transaction mass update was also delayed and ran on July 9, 2010. Turnaround (TAD) Personnel Action Requests (PARs) were issued after the ARP mass update process. The TAD PARs will reflect the 07/01/2010 350 transaction, and/or 07/01/2010 MSA/SIS transaction and/or 07/01/10 505 transaction and are being released on a flow basis.

MANUAL PROCESSING

EH records with a transaction that is effective on July 1, 2010 or later could not be included in the mass update. These records will be processed manually by PPCS. PAR transactions that were held in accordance with Personnel Letter #10-009 can now be processed.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Once an employee's EH record is updated, the 07/01/2010 effective date 350 transaction could create an out-of-sequence condition. If allowed, the appropriate established earnings ID (EID) including the furlough established earnings ID 8FR1 or 8FR2 must be entered on any new out-of-sequence transaction. If not entered, the established earnings IDs per the 07/01/2010 effective date 350 transaction will be reflected on the new transaction and could create an overpayment situation. In addition, a 07/01/2010 effective date 350 transaction to delete the furlough established earnings ID 8FR1 or 8FR2 may also need to be processed. See Personnel Action Manual (PAM) Section 9 for further processing information.

If correcting a 07/01/2010 effective date transaction that has the furlough established earnings ID 8FR1 or 8FR2, an EH audit message may be received indicating that the premium pay table record is not found. To achieve a successful update, the following actions must be taken in the order indicated.

Void all 07/01/2010 effective date transactions. Process a 07/01/2010 effective date 350 transaction to delete the furlough established earnings ID 8FR1 or 8FR2. Process the remaining 07/01/2010 effective date transaction(s).

LEAVE ACCOUNTING

During the furlough program, the California Leave Accounting System (CLAS) posted Furlough Hours – Earn (05) transactions on the Monday following the payroll cutoff date each month. The hours were posted to the record of an employee whose employment history record contained one of the Furlough Hours Pay Differential Earnings IDs (8FR1 – 8FR2), based on payment history. When the Earnings IDs are removed, the CLAS will no longer post Furlough Hours earnings.

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

<u>SUBJECT</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
Furlough Program (e.g., rules, regulations benefits/pay impacts)	DPA	(916) 323-3343
Employment History Mass Update	Jeanna Gonzalez	(916) 327-3923
Employment History PAR Procedures	Personnel Operations Liaison Unit	(916) 322-6500
General Payroll	Payroll Liaison Unit	(916) 323-3081
Disability Payroll Procedures	Disability Telephone Liaison	(916) 322-3619
Leave Accounting	Leave Accounting Liaison	(916) 327-0756

LC:PMAB:JG