

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

DATE: October 19, 2010

PERSONNEL LETTER #10-026  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

**RE: 2010 FURLOUGH PROGRAM - PROCESSING INSTRUCTIONS**

As indicated in Personnel Letter #10-017, the State Controller's Office (SCO) processed an employment history (EH) mass update for employees subject to the furlough program by adding the negative furlough pay differential earnings identifier (EID) established by the Department of Personnel Administration (DPA). See DPA's Personnel Management Liaisons (PML) Memorandum 2010-015, DPA Pay Letter 10-16, Exempt Pay Differential Furlough Hours Program and Statutory Exempt Pay Differential Furlough Hours Program for specific details. The exempt pay differential documents should be available from the DPA Exempt Salary Schedule.

#### FURLOUGH PROCEDURES

Employment history and payroll processing information/instructions for the 2010 furlough program are the same as those for the 2009 furlough program. Refer to Personnel Letters #09-014, #09-020, #10-004 and #10-006 for detailed employment history (EH) and payroll processing procedures.

#### CONTACTS

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

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
Furlough Program (e.g., rules, regulations, benefits/pay impacts)	DPA	(916) 323-3343
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

LC:PMAB:JG