

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

DATE: March 1, 2011

PERSONNEL LETTER #11-009  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)**RE: SEASONAL CLERK CBID AND SHIFT DIFFERENTIAL CODE CHANGE**

Per Department of Personnel Administration's (DPA) Pay Letter #10-29, effective November 2, 2010, the collective bargaining identifier (CBID) of the Seasonal Clerk classification, class code 1120, changed from E to R04. The DPA Pay Letter also included a revision to Pay Differential 85, Night Shift Differential, to include the shift differential rates specific to the Seasonal Clerk classification. To accommodate the different shift rates for the Seasonal Clerk classification, shift codes G (evening) and H (night) were established. (Note: The change to shift differential does not represent a change in the rate of pay as the new rates equal the rates received when the classification's CBID was E.)

On January 25, 2011, the State Controller's Office (SCO) processed an employment history mass update posting 126 transactions with an 11/02/2010 effective date changing the CBID and the shift differential codes for the Seasonal Clerk classification. The employment history records of employees in class code 1120 appointed or separated after 11/2/2010 were also included in the mass update.

In addition, the Seasonal Clerk classification is not subject to the withholding of State Disability Insurance (SDI). However, they are now subject to the dues/fair share provisions of the SEIU contract. The SCO's payroll system has been updated to exclude class code 1120 from SDI withholding and withhold the dues/fair share deduction beginning with the January 2011 pay period.

Revisions to the Payroll Procedures Manual (PPM) and the Personnel Action Manual (PAM) are forthcoming.

Questions regarding the DPA Pay Letter or EH/Payroll processing can be directed as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
DPA Pay Letter	Personnel Services Branch, DPA	(916) 323-3343
General Payroll Procedures	Payroll Operations Telephone Liaison	(916) 323-3081
Employment History Procedures	Personnel Operations Telephone Liaison	(916) 322-6500

LC:PMAB:DM