

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

DATE: November 28, 2011

PERSONNEL LETTER #11-031  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

**RE: 2010/2011 PLP REMOVAL - BARGAINING UNITS 1, 3, 4, 11, 14, 15, 17, 20, AND 21, AND EXCLUDED, DPA EXEMPT, AND STATUTORY EXEMPT EMPLOYEES**

The Personal Leave Program (PLP) established in November 2010 for Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21, as well as Excluded, Department of Personnel Administration (DPA) Exempt, and Statutory Exempt employees, has concluded. Please refer to the Department of Personnel Administration's Pay Letter #11-20 for further information.

#### EH MASS UPDATE PROCESSING

An employment history (EH) mass update was processed on November 2, 2011 to post a 350 transaction effective November 1, 2011 to delete the PLP Earnins ID (EID) 8PLP from bargaining units 1, 3, 4, 11, 14, 15, 17, 20, and 21, as well as Excluded, DPA Exempt, and Statutory Exempt employees. The Merit Salary Adjustment (MSA) program and the Alternate Retirement Program (ARP) were both run after the PLP mass update, and the MSA/ Special Ingrade Salary Adjustment (SIS) and/or 505 transactions were posted with an effective date of November 1, 2011. Turnaround (TAD) Personnel Action Request (PAR)s were issued and will reflect a November 1, 2011 effective date for the 350, MSA/SIS, and/or 505 transactions, if applicable.

#### MANUAL PROCESSING

EH records with a transaction effective November 1, 2011 or later could not be included in the mass update. These records will be processed manually by PPSD. PAR transactions that were held in accordance with the October 31, 2011 email notification entitled, "Bargaining Unit 1, 3, 4, 11, 14, 15, 17, 20, and 21, and Excluded, DPA Exempt, and Statutory Exempt PLP 2010/2011 Removal – Special EH Update Information," can now be processed.

#### SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Once an employee's EH record is updated, the November 1, 2011 effective date transaction may create an out-of-sequence condition. If an out-of-sequence transaction is posted, the PLP EID must be entered on that transaction. If the EID is not posted, an overpayment could be created. Please see Personnel Action Manual (PAM), Section 9 for further processing information.

Correcting a transaction effective November 1, 2011 that has the PLP EID may generate an EH audit message indicating 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 11/01/11 effective date transactions;

- Process a 350 transaction effective 11/01/2011 to delete the PLP EID 8PLP;
- and Process the remaining 11/01/2011 effective date transaction(s).

LEAVE ACCOUNTING

During the 2010/2011 PLP, the California Leave Accounting System (CLAS) posted PLP – Earn (05) transactions on the Monday following the payroll cutoff date each month. The hours were posted to the record of an employee whose record contained the 8PLP EID, based on payment history. When the EIDs are removed, the CLAS will no longer post PLP earnings.

Please direct questions on the Personal Leave Program as follows:

<u>SUBJECT</u>	<u>AREA CONTACT</u>	<u>TELEPHONE NUMBER</u>
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch DPA	(916) 323-3343
General Payroll Payroll Procedures	Operations Telephone Liaison	(916) 323-3081
Disability Payroll Procedures	Disability Telephone Liaison	(916) 322-3619
Employment History Procedures	Personnel Operations Telephone Liaison	(916) 322-6500

LC:RB:PMAB