

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

DATE: December 29, 2011

PERSONNEL LETTER #11-034

TO: All Agencies/Campuses in the Uniform State Payroll System

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

**RE: NEW EMPLOYMENT HISTORY (EH) ON-LINE AUDIT FOR STATUTORY EMPLOYEES**

In the near future, the State Controller's Office (SCO)/Personnel and Payroll Services Division (PPSD) will deploy the new MyCalPAYS' payroll system to civil service agencies. This transition provides SCO/PPSD a unique opportunity to consolidate different pay plans to achieve statewide operational efficiencies and cost savings.

As a result, the current pay plan for statutory employees (i.e., **Judges, Legislators, Constitutional Officers, various commissioners and board members, and other appointed officials**), whose salary is fixed by law, will be consolidated into the same pay plan (i.e., 21 or 22 working days) as the majority of State employees. The consolidation is effective with the January 2012 pay period and the affected employees were notified in October 2011.

Under the provisions of the Government Code Section 18000, the salary fixed by law for the above employees, "*...is compensation in full for that office and for all services rendered in any official capacity or employment whatsoever, during his or her term.*" As a result, the employee's pay cannot be reduced during his/her term of office. Therefore, for those employees currently in office and consolidated under the 21/22 work day pay plan, a mid-month effective date personnel action could result in an employee receiving less than statutorily required.

In order to comply with this provision, a new employment history system on-line automated audit will be implemented. Effective with the January 2012 pay period, the new audit – "STATUTORY PAR MUST BE KEYED BY PPSD DUE TO EFFECTIVE DATE" - will prevent agencies' human resources staff from keying any Personnel Action Request (PAR) transaction affecting the aforementioned employees with an effective date other than the first or last day of the 21/22 work day pay period. With this new audit, special payroll processing is initiated to ensure the statutory employee's mid-month compensation will not result in a reduction in pay.

#### **SPECIAL PAR PROCESSING INSTRUCTIONS**

To initiate special payroll processing, mid-month PAR transaction(s) affecting the January 2012 pay period and/or subsequent pay periods, must be sent by secured fax to SCO's Personnel Operations at (916) 322-8137. In addition, complete PAR Items 606 and 215 as follows:

Enter actual time worked in Item 606, Time To Be Paid (New). Time worked is based on the 21/22 day pay period. For example, enter two days if a mid-month separation is effective January 3, 2012.

Complete Item 215, Remarks with the actual time worked based on the calendar month. For the above example, enter three days.

Until the Liaison Automatic Call Distributor (ACD) system is deployed (reference Payroll Letter #11-020), the following numbers can be used. For PAR documentation assistance, contact SCO's Personnel Liaison Unit at (916) 322-6500. For payroll related assistance, please contact SCO's Payroll Liaison Unit at (916) 323-3081.

For additional information on the start date of the ACD system, please the [SCO website](#).

LC:CJ:SACS