

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

DATE: March 8, 2012

PERSONNEL LETTER #12-005  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

**RE: JANUARY 2012 SALARY INCREASE FOR BARGAINING UNITS 5, 8, 12, 16, 18, AND 19**

Pursuant to the memorandum of understandings, the Department of Personnel Administration (DPA) has approved a salary increase (SAL) or anniversary date change (330) for rank and file classes/ranges in bargaining units 5, 8, 12, 16, 18, and 19 effective January 1, 2012.

Employees in units 8, 12, 16, 18 and 19 are eligible for the SAL if they have been at the maximum of an eligible classification for 12 qualifying pay periods, except for Firefighter I (R08) who are entitled after 6 qualifying pay periods. Employees are eligible for a new anniversary date via a 330 transaction if they have not met the qualifying pay period criterion. All R05 and S05 employees at the maximum of an eligible class are entitled to the SAL increase, regardless of the time served in the classification. The percentage of the salary increase varies based on the bargaining unit or bargaining unit and retirement plan.

In addition, DPA has approved the salary increase for employees in the following Collective Bargaining Identifiers: E48 (S08), S08, M08 and M05 employees.

Please refer to DPA Pay Letters 11-25, 25a, 25b, and 25c for specifics on the salary increase including ineligible class codes.

#### EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) processed an Employment History (EH) mass update on January 5, 2012 to post a SAL transaction effective January 1, 2012 for eligible employees.

SCO also processed an EH mass update on February 9, 2012 to post a 330 transaction effective January 1, 2012 to change the anniversary date for employees who were at max, but had not met the qualifying pay period criterion. Included in this mass update were Retired Annuitants in the specified bargaining units where the anniversary date was updated from max to none, as per DPA, Retired Annuitants are not eligible for the salary increase. A listing of these employees will not be provided.

Employees who were on Military or Disability leave at the time of the mass update will be updated manually by SCO.

These updates included the majority of the employees entitled to the SAL and 330; however, not all eligible employees could be processed within the automated updates.

## VIEWDIRECT

A ViewDirect report is now available to identify the records of employees that were unable to be automated in either of the updates and will need to be worked by departments. The report can be found on the ViewDirect on-line report system under report ID PDW6233 and report name, "01/2012 Salary Change Exceptions." This listing will remain on ViewDirect for 90 days. Entries on the report are sorted by agency, then by unit, and then by social security number. Departments with no affected employees will not have the report listed in their ViewDirect report directory. This is a one-time report and a hard copy will not be provided to departments.

Only personnel staff authorized to access ViewDirect will be able to view and print this listing. For more information on accessing and printing ViewDirect reports, please see the [ViewDirect User Manual](#) on the SCO web site.

Listing PDW6233 should be reviewed by departments to ensure that either the SAL or 330 is posted correctly. Employees who have been at the maximum of an eligible class for 12 qualifying pay periods are eligible for the SAL effective 01/01/2012. Employees who have been at the maximum salary of an eligible class for less than 12 qualifying pay periods are eligible for a 330 with a new anniversary date effective 01/01/2012. Failure to take the appropriate actions in a timely manner could result in underpayments or incorrect records for employees.

## MANUAL PROCESSING

Departments will be responsible for posting the increase or new anniversary date to the records of intermittent employees. A listing of impacted intermittent employees was sent to departments on January 19, 2012. If an intermittent employee has been at the maximum salary rate for less than 12 qualifying pay periods, the anniversary date should be changed to none.

Please refer to DPA Rule 599.682(b) for information regarding employee movement and eligibility.

## SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

### **Lump Sum**

Employees who separated from state service without fault prior to the effective date of the salary increase with lump sum pay extending beyond 01/01/2012 and who were eligible for the SAL at the time of the separation should have their lump sum adjusted to reflect the salary increase. Departments will need to manually process the SAL transactions for separated employees, as applicable.

### **Out-of Sequence**

Once the SAL transaction is posted to an employee's EH record, any new out-of-sequence transaction must have the old salary rate entered, if allowable on the transaction. If not entered, the salary rate information per the SAL transaction will be reflected on the new transaction and could cause an overpayment. See Personnel Action Manual (PAM) Section 9 for further processing information.

If correcting a 01/01/2012 effective date transaction that was processed prior to the SAL being posted, please send to PPSD for processing. Per DPA rule 599.689, MSA transactions with an 01/01/2012 effective date, must be posted prior to the SAL, if applicable.

**Plus Salary**

Employees who have a base salary and a plus salary that together take their salary to the maximum salary rate are entitled to the SAL if they have been receiving this rate of pay for 12 qualifying pay periods. These records will need to manually identified and updated by departments.

PAYROLL ADJUSTMENTS

Departments will need to submit Form STD. 674/674D to request adjustments for the following payments that may have issued without the salary increase for the 01/2012 pay period:

- Regular pay with dock applied for employees with a mid-month change.
- Regular pay for employees on an alternate work schedule or working shift and time paid does not equal time possible for the pay period.
- Industrial Disability (IDL).
- Temporary Disability (TD).
- Nonindustrial Disability Leave (NDI) if benefits began after the 12/2011 pay period.
- NDI Annual Leave supplementation.

Please direct questions on the January 2012 salary increase 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 Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center	(916) 372-7200

LC:RB:PMAB