

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

DATE: March 15, 2012

PERSONNEL LETTER #12-006
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

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

As announced in Personnel Letter #11-034, the 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, was consolidated into the same pay plan as the majority of State employees (i.e., 21 or 22 working days). The consolidation was effective with the January 2012 pay period. At the time of implementation, an employment history on-line system automated audit, "STATUTORY PAR MUST BE KEYED BY PPSD DUE TO EFFECTIVE DATE" was developed. This audit was to prevent agencies' human resources staff from keying any Personnel Action Request (PAR) transactions affecting statutory employees with an effective date other than the first or last day of the 21/22 work day pay period. These actions require special payroll processing by PPSD staff.

Due to recent findings related to the above audit, PPSD determined the necessity to modify this audit. The revision requires that statutory PAR transactions with an effective date affecting the January 2012 and/or subsequent pay periods must be keyed by PPSD. This change is essential to ensure their payroll issues accurately. The audit message content has been modified to display "STATUTORY PAR MUST BE KEYED BY PPSD".

In addition, a new audit has been developed to ensure accurate pay for those employees who move on/after January 1, 2012 from a statutory class code to a non-statutory class with no break in service. The new on-line audit message will display as "PAR MUST BE KEYED BY PPSD DUE TO PRIOR STATUTORY APPOINTMENT".

PAR transactions meeting the aforementioned audits, must be sent by secured fax to the State Controller's Office (SCO's) Personnel Operations at (916) 322-8137.

Questions can be directed to (916) 372-7200.

LC:CJ:SACS