STATE OF CALIFORNIA   JOHN CHIANG,
                                                            California State Controller

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

DATE: March 28, 2012   PERSONNEL LETTER #12-007
                                             (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 - EMPLOYEES WITH LUMP SUM ISSUED FOR 01/2012 VIEWDIRECT REPORT**

The State Controller's Office (SCO) is providing departments with a listing of their employees in bargaining units 5, 8, 12, 16, 18, and 19 who separated prior to the January 2012 salary increase (SAL), and who may be entitled to the increase.

The report can be found on the ViewDirect on-line report system under report ID PDB7886 and report name, "Employees With Lump Sum Issued for 01/2012 – May Be Entitled to SAL." 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 have no data listed under the report ID. 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 PDB7886 should be reviewed by departments to ensure that the records reflect the SAL, if entitled. 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 separation should have their lump sum adjusted to reflect the increase. Please refer to SCO Personnel Letter #12-005 for additional information on eligibility.

For questions regarding the ViewDirect report, please contact Rosemary Bottorff at (916) 327-3923 or rbottorff@sco.ca.gov. For processing questions, please call the Customer Contact Center at (916) 372-7200.

LC:RB:PMAB