

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

DATE: April 5, 2012

PERSONNEL LETTER #12-008
(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 2, 6, 7, 9, 10, AND 13

The Personal Leave Program (PLP) established in April 2011 for bargaining units 2, 6, 7, 9, 10, and 13 has concluded. Please refer to the Department of Personnel Administration's Pay Letter #12-08 for further information.

EH MASS UPDATE PROCESSING

An employment history (EH) mass update was processed on April 3, 2012 to post a 350 transaction effective April 1, 2012 to delete the PLP Earnings IDs (EIDs) (8PLP, 8PL2, 8PL3, 8PL6, 8PL7, 8PL8, 8PL9, and 8PLF) from bargaining unit 2, 6, 7, 9, 10, and 13 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 April 1, 2012. Turnaround (TAD) Personnel Action Requests (PARs) were issued and will reflect an April 1, 2012 effective date for the 350, MSA/SIS, and/or 505 transactions, if applicable.

MANUAL PROCESSING

EH records with a transaction effective April 1, 2012 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 March 30, 2012 email notification entitled, "PLP 2010/2011 Removal for Bargaining Units 2, 6, 7, 9, 10, and 13 – Special EH Update Information," can now be processed.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Once an employee's EH record is updated, the April 1, 2012 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 April 1, 2012 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 04/01/2012 effective date transactions;
- Process a 350 transaction effective 04/01/2012 to delete the PLP EID;

- and Process the remaining 04/01/2012 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 a PLP EID (8PLP, 8PL2, 8PL3, 8PL6, 8PL7, 8PL8, 8PL9, or 8PLF), 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 Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center	(916) 372-7200

LC:RB:PMAB