

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

DATE: July 30, 2014

PERSONNEL LETTER #14-009
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: JULY 1, 2014 CIVIL SERVICE MINIMUM WAGE INCREASE

In accordance with Federal law that approved the July 1, 2014 California minimum wage increase, the salary rates for the following class codes have been changed.

<u>Class Code</u>	<u>Class Title</u>
1080	Fire Lookout (Seasonal)
1083	Fire Fighter I
1122	Temporary Clerk
1164	Exposition Assistant I
2862	Museum Assistant I
4870	Student Assistant
6743	Fairground Aid, District Fairs
7404	Bookbinder I
8090	Satellite Wagering Facility Parking Attendant
8162	Foster Grandparent Field Supervisor
9679	Student Aid
9991	Youth Aid

Please refer to CalHR's Pay Letter #14-12 for additional information, including the updated salary rates.

EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) processed an Employment History (EH) mass update on July 24, 2014 to post a salary adjustment (SAL) transaction effective July 1, 2014 for eligible employees. Only employees with a salary rate below the new minimum salary rate for each range and or/step were updated to increase their salary to the new minimum salary range and/or step; employees already above the new minimum are not entitled to an increase.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Disability/Military Leave

Employees on Disability or Military leave at the time of the mass update will need to be identified and updated by departments.

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 07/01/2014, 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 identify and 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 the Personnel Action Manual (PAM) Section 9 for further processing information.

If correcting a 07/01/2014 effective date transaction that was processed prior to the SAL being posted, please send to PPSD for processing. Per CalHR rule 599.689, Merit Salary Adjustment (MSA) transactions with a 07/01/2014 effective date must be posted prior to the SAL, if applicable.

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 07/2014 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 Leave (IDL).
- Temporary Disability (TD).
- Nonindustrial Disability Leave (NDI) if benefits began after the 06/2012 pay period.
- NDI Annual Leave supplementation.

Please direct questions on the July 1, 2014 Minimum Wage 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 CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center SCO	(916) 372-7200

LC:RC:PMAB