

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

DATE: January 22, 2015

PERSONNEL LETTER #15-003  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)**RE: VOLUNTARY PERSONAL LEAVE PROGRAM RATE CHANGE – BARGAINING UNIT 09**

Per California Department of Human Resources (CalHR) Pay Letter #14-24, the one-day Voluntary Personal Leave Program (VPLP) rate for R09/E09 employees has been reduced from 4.75% to 4.62% effective 7/2/13.

Departments must manually correct the VPLP rate for impacted employees by posting a 350 transaction effective 7/2/13, if on VPLP as of that date; or by correcting any subsequent transaction that placed an employee on VPLP. Any resulting out-of-sequence transactions should be corrected to ensure that the correct rate is reflected.

PAYROLL ADJUSTMENTS

PPSD will issue adjustments (if applicable) resulting from the 350 transaction, Employment History (EH) update. Therefore, departments **do not need to submit Forms STD. 674** to request adjustments for the pay periods with retroactive adjustments (i.e., 7/13 – current pay periods): this includes adjustments for Temporary Disability (TD), State Disability Insurance (SDI), Nonindustrial Disability Insurance (NDI) and Industrial Disability Leave (IDL).

Please direct questions on the Voluntary Personal Leave Program, and EH/payroll processing as follows:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
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:DG:PMAB