

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

DATE: July 7, 2015

PERSONNEL LETTER #15-012
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

RE: JULY 2015 GENERAL SALARY INCREASE FOR RANK AND FILE, EXCLUDED, CALHR EXEMPT, AND CALHR STATUTORY EXEMPT EMPLOYEES

The California Department of Human Resources (CalHR) approved a general salary increase (GSI) for employees in the groups listed below effective July 1, 2015.

- Rank and file bargaining units 1, 2, 3, 4, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21
- Excluded
- CalHR Exempt
- CalHR Statutory Exempt

In addition to the GSI, CalHR also approved a salary increase or a special salary adjustment for some Civil Service classes, refer to CalHR Pay letter 15-15.

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an EH mass update on July 7, 2015 for the GEN transaction, and on July 14, 2015 for the SAL transaction for eligible employees. The GSI is documented via the EH GEN transaction and all other salary increases are documented via the EH SAL transaction, with a 07-01-15 effective date. The GEN and SAL transaction will reflect the GSI and other salary increases within the employee's base salary rate.

Note: PPSD will release turnaround Personnel Action Request's (PAR's) on a flow basis.

EXCEPTIONS:

- Bargaining Unit 7 employees in class codes 1937 or 1954 will not be included in the GEN mass update. Departments must manually identify their employees in these class codes and key the GEN transaction after the SAL mass update on July 14, 2015.
- Employees with a plus salary will not be included in the GEN or SAL mass update. Departments must manually identify and update all records of employees who have a plus salary.
- Employees in an incorrect employee Collective Bargaining Identification Designation (CBID) or range will not be included in the GEN or SAL mass update. Departments must manually identify and update all records.

- The CBID's, classes, and ranges listed below will not be included in the GEN or SAL mass update. Departments must manually identify their employees in these class codes and key the GEN and/or SAL transaction.

E: Class code 4660

R03: All ranges except A through F except class codes: 2727, 2734, 2945, 2952, and 9854.

R04: Class code 4687

R15: Range F in class codes 2011, 2043, 2076, 2184, 2185, 2193, 2194, 2198, 2199, 2223, 2149, 2180, and 2181

R17: Range F and G for class codes 8165 and 9275.

R19: Range F for class codes 8317 and 9286.

R20: Range F and G for class codes 8240, 8244, 8246, 8263, 8298, 9663, 9664, 9671, 9712, and 9713.

R21: Range F and G in class codes 2260, 2261, 2458, 2465, 2508, 2513, 2514, 2517, 2520, 2524, 2525, 2530, 2531, 2534, 2535, 2539, 2540, 2549, 2550, 2551, 2560, 2565, 2566, 2573, 2589, 2617, 2618, 2635, 2642, 2643, 2655, 2656, 2681, 2683, 2715, 2718, 2719, 2722, 2742, 2743, 2750, 2754, 2758, 2764, 2772, 2773, 2804, 2805, 2821, 2834, 2837, 2897, 2898, 2943, 2951, 2958, and 8250.

S01: Class code 4661

S17: Class codes 8161 and 9317.

S20: Range F in class codes 9665, 9666, 9714, and 9715.

S21: Range F in class codes 2917, 2935, 2944, and 2959.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Out-Of-Sequence

Any new out-of-sequence transaction posted after the GEN must have the old salary rate entered. If the old salary rate is not entered then the salary rate on the GEN transaction will be reflected. If this error occurs an overpayment could issue for the employee. See the Personnel Action Manual (PAM) Section 9 for further processing information.

Instructions:

Departments must follow the below instructions when correcting a 07/01/15 effective date transaction that was posted before the 7/1/15 effective date GEN transaction:

Enter the GSI Code O (alpha O in the GSI field on the GSI field on the PAR1 update screen) on the correct transaction to indicate the old salary rate. If the employee has a MSA/SIS, the 07/01/15 effective date MSA/SIS transaction must be posted on an employee's EH record before the GEN transaction.

Failure to enter GSI Code O could result in an incorrect base salary rate and/or anniversary date (i.e. overpayment).

Payroll Adjustments

Payroll adjustments will be needed for employees whose GEN was keyed after Payroll Master Cutoff (Monthly Paid Employees) or Semi-Monthly Master Cutoff (Semi-Monthly Paid Employees).

Regular pay and overtime pay (e.g., non-FLSA overtime pay) will be automatically adjusted after the employees' EH records are updated with the GEN. Departments must submit Form STD. 674/674D or STD. 671 (for PIP transactions) to request adjustments for all other payments impacted by the GEN that issued without the salary increase for the 07/2015 pay period.

View Direct Reports

Departments will be receiving the view direct reports listed below for the GEN and SAL. It will be the department's responsibility to ensure the GEN and/or SAL is correct for employees listed on the reports. For further information, refer to SCO Personnel Letter # 15-010

<u>Report ID</u>	<u>Report Name</u>
PDW3352-1	EMPLOYEES WHO TRANSFERRED PRIOR TO GEN UPDATE
PDW3353-1	EMPLOYEES WHO SEPARATED PRIOR TO GEN UPDATE
PDP2037-1	EMPLOYEES WITH LUMP SUM IMPACTED BY THE GEN
PDW3335-1	EMPLOYEES WHO TRANSFERRED PRIOR TO SAL UPDATE
PDW3336-1	EMPLOYEES WHO SEPARATED PRIOR TO SAL UPDATE
PDW3339-1	EMPLOYEES WITH LUMP SUM IMPACTED BY THE SAL

Please direct questions on the July 2015 GEN as follows:

<u>SUBJECT AREA</u>	<u>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:KJ:PMAB