

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

DATE: August 17, 2015

PERSONNEL LETTER #15-014
(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, 2015 GENERAL SALARY INCREASE (GSI) FOR BARGAINING UNIT 5
EMPLOYEES**

The California Department of Human Resources (CalHR) approved a .4% general salary increase (GSI) for R05, S05, and M05 employees effective July 1, 2015. Please refer to CalHR Pay Letter #15-18 for further information.

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on August 18, 2015. The GSI is documented via the GEN transaction with a 07/01/15 effective date. PPSD will release turnaround Personnel Action Request's (PAR) on a flow basis.

PPSD will manually update EH records not included in the mass update. PPSD will notify departments of any situations requiring department action.

SPECIAL DEPARTMENT EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Plus Salary

Departments must manually identify and update the records of employees who have a plus salary.

Out-of-Sequence

After the GEN 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 GEN transaction will be reflected on the new transaction and could cause an overpayment for the employee. See the Personnel Action Manual (PAM) Section 9 for further processing information.

If a department is correcting a 07/01/15 effective date transaction that was processed prior to the GEN being posted, enter the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to indicate the old salary rate. Per Department of Personnel Administration (DPA) rule 599.689, Merit Salary Adjustment (MSA)/ Special Ingrade Salary Adjustment (SIS) transactions with a 07/01/15 effective date must be posted prior to the GEN, if applicable. Enter the GSI Code O on the MSA/SIS transaction to indicate the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date for the employee (i.e., overpayment).

PAYROLL ADJUSTMENTS

Adjustments for regular pay payments and overtime payments (i.e., non- Fair Labor Standards Act (FLSA) overtime pay) that have already been issued will be automatically made after the employees' EH records are updated for the salary change.

Departments will need to request GSI adjustments for the following payments that have issued for the 07/2015 pay period via the Payroll Input Process (PIP) system on form STD. 671. See the Payroll Procedures Manual (PPM) Section K for PIP system instructions.

- FLSA Overtime Pay (Payment Type 1, Payment Type Suffix F) – see PPM Section G 024 for further information.
- Out-of-Class Pay (Earnings ID SI only) – see PPM Section G 831 for further information.
- Awards/Bonus/Special Pay (Payment Types A, G, 9, and S (except Holiday Pay)) if the pay rate is based on the employee's salary and the employee is receiving a GSI. Determine the difference in gross due and key the difference in the gross field on the PIP system's miscellaneous detail screen.

Departments will need to submit form STD. 674/674D to PPSD to request adjustments for the following payments that have issued for the 07/2015 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 a shift and time paid does not equal time possible for the pay period.
- Industrial Disability Leave (IDL).
- Temporary Disability (TD).
- Nonindustrial Disability Leave (NDI).
- LC 4800.
- Out-of-Class pay – Earnings ID 8G and 8G2 only.
- Supplemental Premium Payment Type 8 only if the pay rate is based on a percentage of the employee's salary rate and the employee is receiving a GSI.

Please direct questions on the GSI 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