

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

DATE: March 2, 2016

PERSONNEL LETTER #16-001
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division (PPSD)

RE: **JANUARY 1, 2016 CIVIL SERVICE MINIMUM WAGE INCREASE**

This letter has been amended to add the section titled "Anniversary Date Change" under Special Employment History (EH) Documentation/Processing Instructions.

In accordance with Federal law, effective January 1, 2016, the California minimum wage increased. The salary rates for the following class codes will change.

<u>Class Code</u>	<u>Class Title</u>
1080	Fire Lookout (Seasonal)
1083	Fire Fighter I
1120	Seasonal Clerk
1122	Temporary Clerk
1164	Exposition Assistant I
4857	Exhibit Superintendent I
4863	State Fair Activity Supervisor
4870	Student Assistant
5564	Survey Interviewer
6743	Fairground Aid, District Fairs
8077	Disaster Worker Clerical Services (Various Disasters)
8162	Foster Grandparent Field Supervisor
9679	Student Aid
9991	Youth Aid

Please refer to CalHR's Pay Letter #16-01 for additional information, including the updated salary rates.

EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an EH mass update on January 12, 2016 to post a SAL transaction effective January 1, 2016 for eligible employees. Only employees with a salary rate below the new minimum salary rate for each range and or/step will be 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

Departments must update EH for employees on Disability or Military leave at the time of the mass update.

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 01/01/16, 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 must 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 PAM Section 9 for further processing information.

If correcting a 01/01/16 effective date transaction that was processed prior to the SAL being posted, please send to PPSD for processing. Per CalHR rule 599.689, MSA transactions with a 01/01/16 effective date must be posted prior to the SAL, if applicable.

Anniversary Date Change

Departments must identify intermittent employees who were at MAX prior to the increase (and thus not entitled), and manually process a 330 transaction to change their anniversary date to NONE.

Please refer to Department of Personnel Administration (DPA) Rules 599.682 and 599.683 for information regarding employee movement and eligibility.

PAYROLL ADJUSTMENTS

Departments shall submit Form STD. 674/674D to request adjustments for the following payments that may issue without the salary increase for the 01/2016 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).
- State Disability Insurance (SDI).

Please direct questions on the January 1, 2016 Minimum Wage Increase 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	(916) 372-7200

DS:JR:PMAB