

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

DATE: June 14, 2016

PERSONELL LETTER #16-007
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

RE: JUNE 1, 2016 SALARY CHANGES FOR BARGAINING UNIT 6 EMPLOYEES

Based on an agreement between the State of California and Bargaining Unit 6, a special salary adjustment (SSA) and a 3.0% general salary increase (GSI) have been approved effective 06/01/16. Please refer to CalHR Pay Letter #16-10 for further information.

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process two EH mass updates on 06/14/16 to implement the 06/01/16 effective date salary changes for eligible employees. A 350 transaction will be posted first to remove the locked-in Pay Differential 108 and 380 Physical Fitness pay from employees' records. A GEN transaction will be posted second, which will combine both the SSA and GSI increase amounts referenced in the Pay Letter. Both salary changes will be reflected within the employees' base salary rate.

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

Turnaround (TAD) Personnel Action Requests (PARs) will be issued and released on a flow basis.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Plus Salary

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

Out-of-Sequence

Once 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. See the Personnel Action Manual (PAM) Section 9 for further processing information.

If correcting a 06/01/16 effective date transaction that was processed prior to the GEN being posted, key enter the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to denote the old salary rate. Per Department of Personnel Administration (DPA) rule 599.689, MSA/SIS transactions with a 06/01/16 effective date must be posted prior to the GEN, if applicable. Key enter the GSI Code O on the

MSA/SIS transaction to denote the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date (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 06/2016 pay period via the 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 based on 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 request adjustments for the following payments that have issued for the 06/2016 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 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 it based on a percentage of the employee's based on salary rate and the employee is receiving a GSI.

Please direct questions on the salary changes 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