

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

DATE: August 11, 2016

PERSONNEL LETTER #16-012
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: JULY 1, 2016 GENERAL SALARY INCREASE FOR BARGAINING UNIT 5 EMPLOYEES

Based on an agreement between the State of California and Bargaining Unit 5, a 4.9% general salary increase (GSI/GEN) has been approved effective July 1, 2016. Please refer to CalHR Pay Letter #[16-15](#) for further information.

The new salary rate will be reflected in the employees' August 2016 master payroll. Adjustments will also issue for the 07/2016 pay period. See below for additional information on the adjustment payments.

EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on August 11, 2016 to post a GEN effective July 1, 2016 for employees due a GSI. The GEN transaction will reflect the GSI within the employees' base salary rate. In addition, out-of-sequence transactions will be included in the mass update process.

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

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

If correcting a 07/01/2016 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 07/01/2016 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, via the Payroll Input Process (PIP) system on form STD.671, for the following payments that have issued for the 07/2016 and 08/2016 pay period. 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 PPSD to request adjustments for the following payments that have issued for the 07/2016 and 08/2016 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.

RETROACTIVITY CHARGES

The transactions resulting from the July 1, 2016 GSI update are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update or initiated by PPSD will be reflected on the Monthly Retroactivity Report, but should be removed. The EH transactions and payroll transactions that are key entered by the department will also appear on the department's report. The department should return the report identifying the items associated with the July 1, 2016 salary change, along with the appropriate explanation.

Please direct questions on the GSI as follows:

<u>SUBJECT</u>	<u>AREA 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

DS:RK:PMAB