

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

DATE: November 1, 2016

PERSONNEL LETTER #16-017
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: REMOVAL OF EMPLOYMENT HISTORY (EH) ON-LINE AUDITS FOR STATUTORY EMPLOYEES

Effective with the November 2016 pay period, the State Controller's Office removed the current audits for keying changes for statutory employees (i.e., Judges, Legislators, Constitutional Officers, various commissioners and board members, and other appointed officials). For further background information refer to [Personnel Letter #12-006](#).

Agencies will begin keying all Personnel Action Request (PAR) transactions for statutory employees effective immediately. With the removal of the EH audits, special payroll processing is no longer needed because all employees will be paid using the 21/22 day calculation.

DS:KB:PMAB