

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

DATE: May 11, 2017

PERSONNEL LETTER #17-013  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief  
Personnel and Payroll Services Division

RE: **JANUARY 1, 2017 GENERAL SALARY INCREASE FOR BARGAINING UNITS 12 AND 19 EMPLOYEES**

Based on an agreement between the State of California and Bargaining Units 12 and 19, a 3.5% general salary increase (GSI) has been approved for all classes designated R12 and R19 effective January 1, 2017. Please refer to CalHR Pay Letter #[17-13](#) for further information.

The new salary rate will be reflected in the employees' May 2017 master payroll. Adjustments will also issue for the January 2017 – April 2017 pay periods. 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 May 11, 2017 to post a GEN transaction effective January 1, 2017 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.

Personnel/Payroll Services Division (PPSD) will manually update EH records not included in the mass update. PPSD 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

##### **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 January 1, 2017, and who were eligible for the GEN at the time of the separation, should have their lump sum adjusted to reflect the salary increase. Departments must identify and manually process the GEN transactions for separated employees, as applicable.

##### **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 correcting a January 1, 2017 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 DPA rule 599.689, MSA/SIS transactions with a January 1, 2017 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 PIP system on form STD.671 for the following payments that have issued for the January 2017 – April 2017 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 January 2017 – April 2017 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 based on salary rate and the employee is receiving a GSI.

## RETROACTIVITY CHARGES

The transactions resulting from the January 1, 2017 GSI update are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass updates 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 January 1, 2017 salary changes, along with the appropriate explanation.

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

DS:JR:PMAB