

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

DATE: June 14, 2017

PERSONNEL LETTER #17-014
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: BARGAINING UNIT 8 VPLP REMOVAL EFFECTIVE JUNE 1, 2017

Employees designated M08 or S08 have been deleted from the Voluntary Personal Leave Program (VPLP) established July 2004 by Pay Differential 286.

The VPLP established November 2004 by Pay Differential 289 for employees designated R08 or E08 has been abolished.

Please refer to CalHR's [Pay Letter #17-15](#) for further information.

EH MASS UPDATE PROCESSING

An employment history (EH) mass update will be processed on June 14, 2017 to post a 350 transaction effective June 1, 2017. This mass update will delete the VPLP Earnings ID (EID) 8VL1 or 8VL2 from the records of employees designated M08 or S08, and VPLP EID 8VL1 from the records of employees designated R08 or E08.

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

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

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Once an employee's EH record is updated, the June 1, 2017 effective date transaction may create an out-of-sequence condition. Departments should correct any out-of-sequence transaction(s) that occur in order to prevent incorrect payments. Please see Personnel Action Manual (PAM), Section 9 for further processing information.

Correcting a transaction effective June 1, 2017 that has a VPLP EID may generate an EH audit message indicating the premium pay table record is not found. To achieve a successful update, the following actions must be taken in the order indicated:

- Void all 06/01/17 effective date transactions;
- Process a 350 transaction effective 06/01/17 to delete the VPLP EID; and
- Process the remaining 06/01/17 effective date transaction(s).

LEAVE ACCOUNTING

As part of the VPLP program, the California Leave Accounting System (CLAS) automatically posts VPLP Earn (PV05) transactions on the Monday following Master Payroll Cutoff each month. The hours are posted to the VPLP benefit of an employee whose payment contains a VPLP EID. Once a Bargaining Unit 8 (BU08) employee's VPLP EID is removed from EH, any subsequent payments not containing the 8VL1 or 8VL2 EID will not generate a PV05 transaction in CLAS. The VPLP balance will remain on CLAS for the BU08 employee's use, but PV05 transactions will no longer be posted each month. The PV05 transactions will continue to post for all other BUs still participating in the VPLP program.

Please direct questions on the Voluntary Personal Leave Program as follows:

<u>SUBJECT AREA</u>	<u>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	(916) 372-7200

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