

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

DATE: August 7, 2017

PERSONNEL LETTER #17-022  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief  
Personnel and Payroll Services Division

**RE: JULY 1, 2017 GENERAL SALARY INCREASE AND SPECIAL SALARY ADJUSTMENT –  
EMPLOYEES WITH LUMP SUM ISSUED FOR JULY 2017 VIEWDIRECT REPORT**

The State Controller's Office (SCO) is providing departments with a listing of their Rank-and-File and Excluded employees in bargaining units 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21 who had lump sum issued for the July 2017 pay period. These employees may be entitled to the general salary increase (GEN) and/or special salary adjustment (SAL).

The report can be found on the ViewDirect on-line report system under report ID PDB7883 and report name, "EES WITH LUMP SUM ISSUED 07/2017." This listing will remain on ViewDirect for 90 days. Entries on the report are sorted by agency, then by unit, and then by social security number. Departments with no affected employees will have no data listed under the report ID. This is a one-time report and a hard copy will not be provided to departments.

Only personnel staff authorized to access ViewDirect will be able to view and print this listing. For more information on accessing and printing ViewDirect reports, please see the ViewDirect [User Manual](#) on the SCO website

Listing PDB7883 should be reviewed by departments to ensure that the records reflect the GEN and/or SAL, if entitled. Departments with employees entitled to a GEN and SAL effective July 1, 2017 must submit Personnel Action Requests (PARs) to the Personnel/Payroll Services Division for keying. Employees should have their lump sum adjusted to reflect the increase if they meet all of the following conditions:

- separated from state service without fault prior to the effective date of the salary increase
- were paid lump sum pay extending beyond July 1, 2017
- were eligible for the GEN and/or SAL at the time of separation

Please refer to SCO Personnel Letter [#17-020](#) for additional information on eligibility.

For questions regarding the ViewDirect report, please contact Alex Chism at (916) 322-5883 or [achism@sco.ca.gov](mailto:achism@sco.ca.gov). For processing questions, please call the Customer Contact Center at (916) 372-7200.

DS:AC:PMAB