STATE OF CALIFORNIA
                                                        MALIA M. COHEN
                                                        California State Controller

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

DATE: May 5, 2023   PERSONNEL LETTER #23-010
                                         (Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
          Personnel and Payroll Services Division

RE: **REPORTING OF BILINGUAL PAY FOR CIVIL SERVICE EMPLOYEES ENROLLED IN A CalSTRS RETIREMENT PLAN (ACCOUNT CODES TA and TC)**

Per California Code of Regulations Title 5, Section 27401 (6)(B)(i) Bilingual Pay is considered 'Remuneration in addition to Salary' as it requires 'Possession or attainment of a certificate, license, special credential or advanced degree.'

The California State Teachers Retirement System (CalSTRS) Reporting System requires 'Remuneration in addition to Salary' to be reported separately from 'Salary'. If Bilingual Pay is 'Locked-in' to an employee's profile it is included with 'Salary' when reported to CalSTRS.

In order to comply with the CalSTRS reporting requirements, if a Civil Service employee is enrolled in a CalSTRS Retirement plan (Retirement Account Codes TA or TC) *and* receives Bilingual Pay, the Bilingual Pay cannot be 'Locked-in'; it must be keyed into PIP each month so it issues separately from Monthly Payroll.

State Controller's Office (SCO):
On May 15, 2023, the SCO will process a 350 transaction in Employee History to administratively remove 'Locked-in' Bilingual Pay Earnings IDs (EID) from all Civil Service EEs who are enrolled in a CalSTRS Retirement Plan (Retirement Account Codes TA or TC). SCO will also reach out directly to each Agency that had Bilingual Pay EIDs administratively removed to remind them to issue Bilingual Pay through the Payroll Input Process (PIP) each month for those employees going forward.

Agencies:
If a Civil Service employee is enrolled in a CalSTRS Retirement Plan (Retirement Account Codes TA or TC) *and* is eligible to receive Bilingual Pay, Agencies cannot 'Lock-in' the Bilingual Pay Earnings ID to the employee's profile. Agencies must manually key a PIP transaction, each month, for eligible employees' Bilingual Pay.

'Locking-in' Bilingual Pay to a Civil Service CalSTRS Member's profile (Retirement Account Codes TA or TC) could cause errors including, but not limited to, delays in processing member retirement benefits, inaccurate retirement estimates and incorrect payment of benefits.

For additional questions, please use the following contact information:

Contacts:
- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- [Cal Employee Connect (CEC) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:
- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

Websites:
- [HR](#)
- [State Employees](#)

JEB:PAM:BPA