

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

DATE: May 5, 2023

PERSONNEL LETTER #23-011  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: JANUARY 1, 2023 GENERAL SALARY INCREASE AND SPECIAL SALARY ADJUSTMENT – EMPLOYEES WITH LUMP SUM ISSUED FOR JANUARY 2023**

The State Controller's Office (SCO) has released a report of Rank-and-File and Excluded employees in Bargaining Unit 08 who had lump sum issued for the January and February 2023 pay periods. These employees may be entitled to the general salary increase (GEN) and/or special salary adjustment (SAL).

The report is available on ViewDirect or Mobius View under report ID PDB7883A, report date March 10, 2023 and report name, "EMPLOYEES IN BU08 W/ LUMP SUM ISSUED FOR JAN/FEB 2023". This listing is available for 90 days. Entries on the report are sorted by agency, then by unit, and then by social security number. Agencies 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 and Mobius View will be able to view and print this listing. For more information on accessing and printing ViewDirect and Mobius reports, please see the [ViewDirect and Mobius View webpage](#) on the SCO website.

Agencies must review listing PDB7883A to ensure that the records reflect the GEN and/or SAL, if entitled. 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, 2023 and who were eligible for the GEN and/or SAL at the time of separation should have their lump sum adjusted to reflect the increase. Please refer to SCO Personnel Letter [#23-006](#), and [CalHR Pay Letter #23-05](#) for additional information on eligibility.

For additional questions, please use the following contact information:

**Contacts:**

- Affordable Care Act (ACA) Email [acasupport@sco.ca.gov](mailto: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](mailto:Clas@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security & ViewDirect Access - (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDmirs@sco.ca.gov](mailto: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:RJH:PMAB