

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

DATE: July 11, 2023

PERSONNEL LETTER #23-015
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: JULY 1, 2023 GENERAL SALARY INCREASE FOR RANK-AND-FILE AND EXCLUDED EMPLOYEES IN BARGAINING UNITS (BU) 2, 8, 9, AND 18 AND SPECIAL SALARY ADJUSTMENT FOR RANK-AND-FILE AND EXCLUDED EMPLOYEES IN BARGAINING UNITS (BU) 2, 5, 10, 13 AND 18

The California Department of Human Resources (CalHR) has approved a general salary increase (GSI) for eligible Rank-and-File and Excluded employees in Bargaining Units (BU) 2, 8, 9, and 18 and a special salary increase (SSA) for eligible Rank-and-File and Excluded employees in (BU) 2, 5, 10, 13, and 18, effective July 1, 2023.

Please refer to CalHR Pay Letter #23-23 for further information regarding eligibility criteria. This letter can be accessed via the following link: [CalHR Website](#).

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on the following dates to implement the July 1, 2023 salary increase:

- July 11, 2023 – GSI for eligible Rank-and-File and Excluded employees in (BU) 2, 8, 9, and 18. The GEN transaction will reflect the GSI within the employee's base salary rate.
- July 18, 2023 – Special Salary Adjustments for eligible Rank-and-File and Excluded employees in designated Class Codes in Bargaining Units (BU) 5, 10, and 13. The SAL transaction will reflect the SSA within the employee's base salary rate. Please refer to the "SPECIAL EXCEPTIONS TO THE SSA," section for more information on the special processing of the SSA for (BU) 2, 13, and 18.

Departments should refrain from updating EH records for impacted employees in the identified bargaining units on July 11, 2023 and July 18, 2023 to minimize fallout errors causing manual workload.

The Personnel and Payroll Services Division (PPSD) will manually update EH records not included in the mass update, *except* as instructed below under Special EH Documentation/Processing Instructions. PPSD will notify departments of any situations requiring department action.

Turnaround PARs will be available on Mobius for one year. Hard copy versions of the Turnaround PARs will not be provided.

SPECIAL EXCEPTIONS TO THE SSA

Employees in BU 2, 13, and 18 are eligible for the SSA if they have been at the maximum of an eligible classification for 12 qualifying pay periods. Employees are eligible for a new anniversary date via a 330 transaction if they have not met the qualifying pay period criterion. Departments are responsible for keying the SAL or 330 transaction effective July 1, 2023 for all eligible employees in these BU's. The percentage of the salary increase varies based on the bargaining unit. Please refer to CalHR's Pay Letter #23-23 for specifics on the salary increase, including exceptions, rate differences, and ineligible class codes.

Retired Annuitants in the specified bargaining units should have their anniversary dates updated from Max to None via a 330 transaction, per CalHR, Retired Annuitants are not eligible for the salary increase.

CEA's in BU 2, 13, and 18 are eligible for the SSA if they have been at the maximum of an eligible classification for 12 qualifying pay periods. CEA's are eligible for a new anniversary date via a 330 transaction if they have not met the qualifying pay period criterion.

If an intermittent employee has been at the maximum salary rate for less than 12 qualifying pay periods, the anniversary date should be changed to none.

Departments can begin keying these transactions on July 18, 2023 once the Payscale are updated. In order to assist departments in identifying these employees, SCO will provide a ViewDirect report. A subsequent Personnel Letter will be released as soon as this report is available.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Out-of-Sequence

After the GEN and SAL transactions are 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 and SAL transaction will be reflected on the new transaction and could cause an overpayment. See Personnel Action Manual (PAM) Section 9 for further processing information.

If correcting a July 1, 2023 effective date transaction that was processed prior to the GEN and SAL being posted, key the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to denote the old salary rate. Per CalHR rule 599.689, MSA/SIS transactions with a 07/01/2023 effective date must be posted prior to the GEN, if applicable. Key the GSI Code O on the MSA/SIS transaction to denote the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date (i.e., overpayment).

Disability/Military Leave

Departments must manually identify and update the records of employees on Disability or Military leave at the time of the mass update.

Plus Salary

Departments must manually identify and update the records of employees who have a plus salary.

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 July 1, 2023 and who were eligible for the GEN/SAL 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/SAL transactions for separated employees, as applicable. In order to assist departments in identifying these employees, SCO will provide a ViewDirect report. A subsequent Personnel Letter will be released when this report is available.

PAYROLL ADJUSTMENTS

Departments will need to upload form STD. 674 via ConnectHR to Civil Service (CS) Payroll to request adjustments for the following payments that have issued for the July 2023 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.

Departments will need to upload form STD. 674D via ConnectHR to Disability to request adjustments for the following payments that have been issued for the July 2023 pay period:

- Industrial Disability Leave (IDL)
- Temporary Disability (TD)
- Nonindustrial Disability Leave (NDI)
- State Disability Leave (SDI)
- LC 4800/4811

Departments will need to upload form STD. 674 via ConnectHR to Premium Pay to request adjustments for the following payments that have issued for the July 2023 pay period:

- 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 or SSA.

Please direct questions on the salary changes as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</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	Statewide Customer Contact Center SCO	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division	PPSDOps@sco.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

Websites:

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

JEB:RH:PMAB