

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

DATE: July 19, 2023

PERSONNEL LETTER #23-017
(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 SPECIAL SALARY ADJUSTMENT - EMPLOYEES AT OLD MAXIMUM SALARY RATE

The State Controller's Office (SCO) has released a report of Rank-and-File and Excluded employees in Bargaining Unit 2, 13 and 18 who are at old maximum salary rate. These employees may be entitled to special salary adjustment (SAL).

The report is available on ViewDirect or Mobius View under report ID PDSQ0120, report date July 18, 2023 and report name, "EMPLOYEES AT OLD MAXIMUM SALARY RATE". 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 PDSQ0120 to ensure employees in BU 2, 13, and 18 are eligible for the SAL 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 bargaining units. The percentage of the salary increase varies based on the bargaining unit. Please refer to SCO Personnel Letter [#23-015](#) and [CalHR Pay Letter #23-23](#) for additional information on eligibility.

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:MFS:BPA