

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

DATE: November 14, 2023  
PERSONNEL LETTER #23-025  
(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 WITH LUMP SUM ISSUED FOR JULY 2023**

The State Controller's Office (SCO) has released a report of Rank-and-File and Excluded employees in bargaining unit 9 and 19 who had lump sum issued for the July 2023 pay period. These employees may be entitled to the special salary adjustment (SAL).

The report is viewable on ViewDirect and Mobius View on-line report system under report ID PDSQ0124, report date November 7, 2023, and report name, "EMPL W/ LMPSUM ISSUED 07/23 MAY BE ENTITLED TO SAL." 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 View reports, please see the [ViewDirect and Mobius View webpage](#) on the SCO website.

Agencies must review listing PDSQ0124 to ensure that the records reflect the 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 July 1, 2023, and who were eligible for the SAL at the time of separation should have their lump sum adjusted to reflect the increase. Please refer to SCO Personnel Letter [#23-019](#) and [#23-020](#) and [CalHR Pay Letter #23-26 and #23-27](#) 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](#)
- [California State Payroll System Project](#)

**Websites:**

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

JEB:MV:BPA