

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

DATE: December 15, 2023
PERSONNEL LETTER #23-030
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: **REVISED: JULY 1, 2023 GENERAL SALARY INCREASE AND SPECIAL SALARY ADJUSTMENTS FOR BARGAINING UNITS 05, 07, 16, and 19 EMPLOYEES**

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) 05, 07, 16, and 19 effective July 1, 2023 and a Special Salary Adjustment (SSA) for eligible Rank-and-File and Excluded employees in BU 07, 16, and 19 effective July 1, 2023. Please refer to CalHR Pay Letters #23-40, #23-41, #23-42 and #23-43 [CalHR Net](#) for further information regarding eligibility criteria.

EMPLOYMENT HISTORY MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process a mass update to post a GEN transaction in Employment History (EH) for eligible Rank-and-File and Excluded employees in BU 05, 07, 16, and 19 on December 12, 2023. The GEN transaction will reflect the GSI within the employee's base salary rate. Adjustments will also issue for the 07/2023, 08/2023, 09/2023, 10/2023, and 11/2023 pay periods. The issue date for these payments will be 12/14/2023.

Departments will be responsible for identifying and keying GEN transactions effective July 1, 2023 for eligible employees with an 'E' Employee CBID designation, including employees who may have transferred or separated prior to the mass update. Departments may begin keying GEN transactions on December 21, 2023.

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 additional situations requiring department action.

Turnaround Personnel Action Requests (PARs) will be available on Mobius View for one year. Hard copy versions of the Turnaround PARs will not be provided.

Departments should refrain from updating EH records for impacted employees in Bargaining Units 05, 07, 16, and 19 on December 12, 2023 to minimize fallout errors causing manual workload.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Effective July 1, 2023, designated Rank & File and Excluded BU 07, 16, and 19 employees are eligible for a SSA if they have been at the old 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. Employees that have separated from state service and have lump sum payments that extend beyond July 1, 2023, and who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive the increase. The lump sum payments shall be adjusted to reflect the salary increase. Departments are responsible for keying the SAL or 330 transaction effective July 1, 2023 for all eligible employees in BUs 07, 16, and 19.

Retired Annuitants 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 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.

Effective July 1, 2023, August 2, 2023 and October 1, 2023 designated Rank & File and Excluded BU 19 employees shall receive a SSA, including employees who separated from state service prior to July 1, 2023, August 2, 2023, or October 1, 2023, and have lump sum payments that extend beyond July 1, 2023, August 2, 2023, or October 1, 2023. The lump sum payments shall be adjusted to reflect the salary increase. Departments are responsible for keying the SAL transactions effective July 1, 2023, August 2, 2023, or October 1, 2023 for all eligible employees in BU 19.

Effective July 1, 2023, designated Rank & File and Excluded BU 16 employees shall receive a SSA, including employees who separated from state service prior to July 1, 2023 and have lump sum payments that extend beyond July 1, 2023. The lump sum payments shall be adjusted to reflect the salary increase. Departments are responsible for keying the SAL transactions effective July 1, 2023 for all eligible employees in BU 16.

Please refer to CalHR's Pay Letters #23-40, #23-41, and #23-43 for specifics on the salary increases, including exceptions, rate differences, and eligible class codes.

Departments can begin keying these transactions on December 21, 2023 once the pay scales 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.

BU 7 Special Processing Instructions

Effective July 1, 2023, in compliance with an agreement between the State of California and BU 7 (for class codes 1937 and 1954), CalHR approved an adjustment (which also applies to class codes 1935, 1936, and 1955) of \$800 (referenced in Pay Differentials [PD 219](#) and [PD 222](#) which are to be abolished) to the minimum and maximum salaries and a 3-percent General Salary Increase for the classes identified below.

CBID	Class Code	Classification
S07	1935	Hospital Police Lieutenant
S07	1936	Hospital Police Sergeant
R07	1937	Hospital Police Officer
R07	1954	Peace Officer I, Developmental Center
S07	1955	Peace Officer II, Developmental Center

Step 1

For the classes indicated above, departments must process a 350 transaction, effective 07/01/23, to remove the current locked-in Earnings ID (EID), codes 8K49 or 8K53.

Item 205 – Transaction Code: 350

Item 210 – Effective Date: 07/01/2023

Item 215 – Employment History Remarks: PL#23-43

Item 351 – Established Earnings: *eof to remove EID 8K49 or 8K53 (do not use the space bar to clear the field)

Step 2

For the classes indicated above, departments must process a GEN transaction, effective 07/01/23, that includes rolling the \$800 into the base pay. The department must then calculate the 3% GSI in order to determine the new base pay.

Calculation Example –

Current Salary:	\$5,000
Pay Differential Inclusion:	+800
New Salary:	\$5,800

New Salary:	\$5,800
3% GSI:	*1.03
GEN Salary:	\$5,974

Item 205 – Transaction Code: GEN

Item 210 – Effective Date: 07/01/2023

Item 215 – Employment History Remarks: PL#23-43

Item 320 – Based On Salary: Enter new GEN Salary which includes the \$800 and the 3% GSI

Step 3

For eligible employees in the classes indicated below, departments must process a SAL transaction effective 07/01/23.

CBID	Class Code	Classification	Percent Increase
S07	1935	Hospital Police Lieutenant	5% for employees at MAX for the last 12 months
S07	1936	Hospital Police Sergeant	5% for employees at MAX for the last 12 months

CBID	Class Code	Classification	Percent Increase
R07	1937	Hospital Police Officer	5% for employees at MAX for the last 12 months
R07	1954	Peace Officer I, Developmental Center	5% for employees at MAX for the last 12 months
S07	1955	Peace Officer II, Developmental Center	5% for employees at MAX for the last 12 months

Calculation Example (continuing from above) –

New Salary: \$5,974
5% SAL: *1.05
New SSA Salary: \$6,272.7 round to \$6,273

- Item 205 – Transaction Code: SAL
- Item 210 – Effective Date: 07/01/2023
- Item 215 – Employment History Remarks: PL#23-43
- Item 320 – Based On Salary: Enter new SSA Salary

Out-of-Sequence

Departments are responsible for keying out-of-sequence employees.

After the GEN transaction is 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 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 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).

To assist departments with identifying transactions effective on or after July 1, 2023, that were processed prior to the GEN being posted, a Management Information Retrieval System (MIRS) report is available in the MIRS Common Library, cataloged as follows: BU 05 – TEMP017, BU 07 – TEMP018, BU 16 – TEMP019, BU19 – TEMP020. For departments with access to MIRS, subscribed users may access these reports in the MIRS Common Library. Instructions for copying the report to personal or departmental libraries can be found on page 195 of the [MIRS Handbook](#) from the [MIRS References](#) web page.

RETROACTIVITY CHARGES

The transactions resulting from the July 1, 2023 GSI update are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass updates or initiated by PPSD will be reflected on the Monthly Retroactivity Report but should be removed. The EH transactions and payroll transactions that are key entered by the department will also appear on the department's report. The department should return the report identifying the items associated with the July 1, 2023 salary changes, along with the appropriate explanation.

Disability

Departments must manually identify and update the records of employees on Disability leave at the time of the mass update. If an employee is on Disability leave submit a STD. 674 and/or STD. 674D to Disability via ConnectHR to request a payment adjustment after the GEN transaction with an effective date of July 1, 2023, has been keyed in Employment History.

Military Leave

Departments must manually identify and update the records of employees out on Military leave at the time of the mass update. If an employee is on Military leave, submit a STD. 674 to Civil Service (CS) Payroll Military via ConnectHR to request a payment adjustment after the GEN transaction with an effective date of July 1, 2023, has been keyed in Employment History.

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 GSI 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 transaction 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 CS Payroll Adjustments for the following payments:

- 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 – (OOC, OC, OS) Out of Class, On-call, Out of State dropdown, for the following:

- 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:

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 Administration (DSA) & 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 \(SCCC\)](#) (916) 372-7200

SCO Key Initiatives:

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

Websites:

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

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