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

DATE: July 13, 2021

FISCAL YEAR-END LETTER #21-005
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: PRELIMINARY BUDGET REPORTS**

As stated in [FISCAL YEAR-END LETTER #21-001](#) and in conjunction with the Department of Finance (DOF) and the State Controller's Office (SCO) paperless initiative, the SCO will no longer provide a hard copy of the annual Schedule 8 Report beginning with reports for July 2021.

Agencies will be able to review the Regular SCH 8 Report as well as the Supplementary report via the ViewDirect system. Agencies can access ViewDirect Report ID: PD59, Report Name "SCH 8 REGULAR" and PD 60, Report Name "SCH 8 SUPPLEMENTAL". For information on how to obtain access and procedures, please refer to the [ViewDirect Manual](#).

This letter is to assist Agencies in identifying and working with the various reports by providing a brief description of each. Attachment A is a description of the annual Preliminary Budget Reports.

All of the reports are included on view direct except the electronic spreadsheet (Excel version of the Schedule 7A) of last year's budget, which will be released by the DOF within the next few weeks. Questions regarding reconciliation between the Schedule 8 and the electronic spreadsheet should be referred to your finance budget analyst.

Attachment B is a survey form. If there are any comments, suggestions or problems, please feel free to use this form to identify them. This office will review/analyze your comments and make every effort to incorporate them into next year's process. Please return the completed survey form to [Chuck Lucas](#) by November 1, 2021.

If you have any questions regarding this letter, please contact [Chuck Lucas](#) in the Systems Activities Coordination and Support Unit.

For questions related to personnel and/or payroll, please use the following contact information:

Contact:

- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- CSU Inquiry Email (HR Supervisors and Managers) PPSDCSUInquiry@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

SCO Key Initiatives:

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

JEB:LD:AB:CL

I. SCHEDULE 8

This report lists **all authorized established positions** (filled and unfilled) as of 06/30/21, except those with abolished agency codes or abolished class codes.

DATA ON SCHEDULE 8 AND SUPPLEMENTARY SCHEDULE 8

The source of data on the Schedule 8 is information on the Controller’s Office data base as of the run date printed on the Schedule 8 report. Data reflected is as of June 30, 2021, and does not include MSAs or reorganizations that become effective July 1, 2021.

A. TERMINATION DATE

1. The termination date of authorized established positions (filled and unfilled) will be printed.
2. For unauthorized positions, the expiration date of the employee’s appointment will be shown.
3. Positions with a termination date other than the last day of the pay period should be verified.

B. SURNAME

1. The employee’s surname will be printed for all filled positions, both authorized and unauthorized.
2. “VACANT” will be printed for unfilled authorized established positions.
3. “TERMIN” will be printed for positions terminated.

C. SALARY RATE

1. This field will show the employee’s salary full rate (including locked-in premium/special pay, shift differential and plus salary) for all filled authorized and unauthorized positions. Premium pay on employee’s Employment History record may be included in the calculations. Multiple premium pay amounts may be applied to an employee’s record. Up to three (3) lines in the Earnings ID (EARN ID) column may display for premium pay data. Additional premium pay may display in the Special Pay (SPC) column.
2. For classes with monthly salary rates, the first step (of the minimum range class) will be assigned for all unfilled positions except:
 - a. those with fire mission rates (Dept. of Forestry and Fire Protection) or; those in 10/12 agencies that have 10/12 rates.
3. The salary rate will not be printed for:
 - a. terminated positions or;
 - b. unfilled positions with other than monthly salary rates

D. SALARY PER

- | | | |
|-------|---|----------------|
| Blank | - | No salary rate |
| A | - | Annual Rate |
| M | - | Monthly Rate |
| H | - | Hourly Rate |
| D | - | Daily Rate |

E. SOCIAL SECURITY/MEDICARE

Blank - No Social Security/Medicare
Y - Yes Social Security/Medicare

F. RANGE CODE

Refer to Salary Schedule in the Payscale for range code definitions.

G. FRACTION

1. The time base fraction of the authorized established positions (both filled and unfilled) will be printed.
2. For unauthorized positions, employee's time base fraction will be shown.

H. SPECIAL PAY AND EARNINGS IDENTIFIER

1. This indicates the type of special pay included in the salary rate or identifies the type of special salary rate. Up to three (3) codes may be displayed in the "EARN ID" column.
2. Special Pay Codes:
 - Blank - No special pay
 - F - Fire mission pay
 - N - Non-fire mission pay
 - V - Variable pay
 - R - Red circle rate/HAM with plus salary
3. Earnings Identifier
 - Blank - No premium paySee Payroll Procedures Manual Section B036 for Earnings Identifier and description (Payroll Procedures Manual should be available from your departmental Personnel/Payroll Section).

I. HAM CODE

1. This indicates the class is designated Hiring-Above-Minimum (HAM) as designated by the Pay Scales, Section 5.
2. Codes:
 - Blank - Not a HAM class
 - H - HAM Class

J. SHIFT DIFFERENTIAL CODE

1. Indicates that shift differential is included in the salary full rate. See Payroll Procedures Manual Section B008 for codes and CBID.

K. LEAVE TYPE

1. Identifies employee’s status as of June 30, 2021.
2. Codes:
 - Blank - Active (not on leave)
 - I - Industrial Disability Leave
 - L - Others (leave without pay)
 - M - Military/Maternity Leave
 - N - Non-Industrial Disability Leave
 - P - Punitive Suspension
 - T - Temporary Leave
 - W - Workman’s Compensation Temporary Disability Leave

L. ANNIVERSARY DATE

1. The employee’s valid anniversary date will be printed for all filled positions, both authorized and unauthorized.
2. An estimated anniversary date will be assigned if the employee’s record has an invalid anniversary date or if the position is unfilled.
 - a. January 2022 will be assigned to SISA classes, unless the employee’s salary rate is not the minimum step.
 - b. July 2022 will be assigned to non-SISA classes and to SISA employees not paid at the minimum step.
 - c. An asterisk (*) in the “EST” (Estimated Anniversary Date) column will be printed to indicate that the anniversary date is estimated.

M. ESTIMATED PERSONNEL YEARS

1. This is computed based on the fraction and termination date.
2. If a termination date appears, the estimate will not extend beyond that date.

N. ESTIMATED EXPENDITURES

1. Only those positions with monthly salary rates have estimated expenditures computed.
2. Computations are based on the salary full rate, fraction, anniversary date and termination date. Verify those records with locked-in premium pay to ensure proper computations.
3. Non-fire seasons are considered for Department of Forestry and Fire Protection fire mission employees.
4. Certain “HAM” classes (identified by “H” HAM Code) will not be projected at a rate higher than the maximum of Range A.
5. If a termination date appears, the projected expenditures will not extend beyond the termination date.

6. The anniversary date is ignored in the following cases:
 - a. employee has a red circle rate or;
 - b. employee has a plus salary or;
 - c. employee's salary rate is not a valid salary step.

Estimated expenditures for these positions will be computed using the printed salary rate, without including any salary increases. Also, an asterisk (*) will be printed in the "NMS" (No MSA Considered) column.

7. Employees in 9/12 and 11/12 Pay Plans

Annual salary projections may be incorrect. As a result, annual projections may be overstated. Departments should verify the annual projections and correct as needed.

8. Vacant positions with termination dates may or may not correctly calculate. Verify these records.

II. SUPPLEMENTARY SCHEDULE 8

- A. Listed on this report are all employees in the following:

1. Unauthorized positions
2. Abolished or non-existent class codes
3. Abolished agency codes
4. Positions terminated on 06/30/21
5. Positions filled by more than one employee –in this case, one employee will be listed on the Schedule 8 Report and others on this report.

- B. This report lists unfilled authorized established positions with abolished agency codes or class codes.

III. FINANCE CONVERSION CODE LISTING

- A. The FCC listing is no longer being produced.

STATE CONTROLLER'S OFFICE
PROGRAM MANAGEMENT AND ANALYSIS BUREAU
SCHEDULE 8 SURVEY – JULY 2021

RETURN TO: CHUCK LUCAS
STATE CONTROLLER'S OFFICE
PPSDSACS@SCO.CA.GOV
RE: SCHEDULE 8 SURVEY - JULY 2021

**MUST BE RETURNED BY
NOVEMBER 1, 2021**

1. Did you experience any problems working with the Schedule 8?
 NO
 YES (Please attach copies of examples with brief explanations and references to documents - PAR, 607, etc.)

2. Was the Schedule 8 accessed via FTP or View Direct?
 FTP
 View Direct

3. Did you have any issues with access?
 NO
 YES

4. Do you have any changes to recommend?
 NO
 YES (Please attach examples with full descriptions)

5. Please provide the name and phone number of the person who completed this form.
Contact _____
Telephone # _____
Department Name/Code _____