
STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: January 2, 2002

PAYROLL LETTER # 02-001
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Operations BureauRE: **PERSONNEL/PAYROLL SERVICES SPECIALIST/SUPERVISORY CLASSIFICATION
RECRUITMENT AND RETENTION ANNUAL PAYMENT**

DPA Pay Letter 01-23 established Pay Differential 240, Annual Recruitment and Retention Pay Differential (R & R), Personnel Services Specialist/Supervisor and Payroll Services Specialist/Supervisor Series. This Payroll Letter provides information for the initial annual R & R payments.

The Controller's Office will provide listings and history summaries to assist agencies in processing the initial payments. After the initial payments it will be the agencies responsibility to track an employee's eligibility and request the pay.

The listings identify employees potentially eligible for the R & R pay.

1. One listing will be formatted for agencies to request the R & R pay via the PIP process.
2. The other listing will be formatted to request overtime adjustments. This listing will need to be returned to the Controller's Office for processing.

Please note, overtime payment salary rate adjustments per annual recruitment and retention payments do not require adjustment payments to be reflected for each payment. Instead agencies will compute the overtime adjustment amount for the entire 12-month period and one adjustment payment will be issued. The listing provided should be used for the initial adjustment. For future adjustments, a cover Form STD. 674 and an agency prepared listing must be submitted to request overtime adjustments.

In addition to the listings, employment history summaries, overtime payment summaries, and intermittent regular payment summaries for the January 2001 through December 2001 pay periods will be provided.

The above outputs will be routed to the agency personnel offices during the second week in January 2002. A cover memo explaining how to complete the listings, determine eligibility, and compute the overtime adjustments will accompany the outputs.

If you have any questions regarding the above, please contact Jenny Drennan at (916) 322-3055, email jdrennan@sco.ca.gov. For questions regarding the R & R program, contact Camille Hollis at DPA, (916) 327-1886, email CamilleHollis@dpa.ca.gov.

RZ:JLD:PMAB