

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

DATE: January 27, 2022

CALATERS GLOBAL LETTER #22-001

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: CALATERS GLOBAL – TELEWORK STIPEND FOR CERTAIN BARGAINING UNITS

The California Department of Human Resources has announced agreements reached with Bargaining Units (BU) 2, 7, 9, 10, 12, and 13, and all excluded employees for a Telework Stipend. Upon Legislative approval (sometime after January 1, 2022), the stipend will be effective October 1, 2021. A Payroll Letter with details on how the stipend will be paid will be released at a future date. The Telework Stipend does not currently apply to Units 1, 3, 4, 5, 6, 8, 11, 14, 15, 16, 17, 18, 19, 20, and 21.

Effective immediately, CalATERS recommends Department Accounting Office Technicians carefully audit and not process any reimbursement or travel expense claims received for internet, cable, phone, or utility expenses incurred after September 30, 2021, for BUs 2, 7, 9, 10, 12, 13, and all excluded employees. Reimbursements or travel claims received for these types of expenses for employees in BUs 1, 3, 4, 5, 6, 8, 11, 14, 15, 16, 17, 18, 19, 20, and 21 may continue to be submitted and approved.

Please note, Departmental policies may supersede this letter and staff should verify their Departmental policy prior to submitting telework-related expense reimbursement claims.

If you have questions, please email the CalATERS Help Desk at CalATERS@sco.ca.gov and refer to this letter.

SCO Key Initiatives:

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

JEB:DM