

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

DATE: February 26, 2014

PAYROLL LETTER #14-002

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: FTP AND PAYMENT HISTORY CHANGES FOR PAYMENT TYPES 9, A, G, H, AND S

PLEASE SHARE THIS INFORMATION WITH YOUR DEPARTMENT'S INFORMATION TECHNOLOGY STAFF.

With the advent of the Public Employees' Pension Reform Act of 2013, the State Controller's Office, Personnel/Payroll Services Division found it necessary to expand the Earnings Identifiers (EID) from two to four digits (reference the Payroll Procedures Manual (PPM) Section G105) EID. Because of this change, effective March 14, 2014, an EID will be required on the FTP payroll transaction file generated for payment types 9, A, G, H and S. This change will impact those departments and campuses who submit payroll transaction(s) utilizing the FTP 676 format, STD 674, as well as the Payroll Online Information System (HIST) and those who receive the monthly Payment History File at the close of each business month.

Transaction 676 FTP file

Currently, the process to create a transaction 676 FTP file does not require an EID for payment types 9, A, G, H, and S. As of March 14, 2014, transactions 676 must have an EID for the above listed payment types. If the EID is left blank the transaction will reject. For further questions about the FTP process please contact Samantha Kelly at (916) 324-7268.

STD 674

When submitting a STD 674, the EID field in Item 6 (a through c, when applicable), must be completed for the aforementioned payment types.

Note: Enter the EID that would be used to key on Payroll Input Process (PIP).

Payroll Online Information System (HIST)

Presently, HIST displays the EID for payment type 8 premium pays (EID 8XXX). Effective March 18, 2014, all payments issued for payment types 9, A, G, H, and S will also display an EID in the "ERNS ID" field.

Payment History File

A number of agencies and campuses receive a Payment History File at the close of each Business Month. The Payment History File does not contain an EID for payment types 9, A, G, H, and S. Beginning with the March 2014 Business Month (file dated 04/01/14) an EID will be displayed for the above-mentioned payment types.

If you have any questions regarding this Payroll Letter, please contact Kari Jackson at kjackson@sco.ca.gov.

LC:KJ:SACS