

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

DATE: July 16, 2014

PAYROLL LETTER #14-009
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: BARGAINING UNIT 12 ONE-TIME BONUS PAY

As outlined in CalHR's Pay Letter 14-08, this Payroll Letter provides information for the one-time bonus up to \$1200 to eligible bargaining unit 12 employees (Pro Rata Share does apply, please refer to Pay Differential 404 for applicable method). Specifically, this pay should be keyed by all agencies that have employees who are entitled to this pay via the Payroll Input Process (PIP) System using Earnings ID 9G1.

The time frame for keying this pay is July 17, 2014 through July 29, 2014. Furthermore, if this pay is not keyed by July 29, 2014 (last daily cycle in July), agencies will need to request payment via form STD. 674, Payroll Adjustment Notice.

For questions regarding this bonus pay, including employee eligibility, please contact CalHR's Personnel Services Branch at (916) 323-3343, or email psb@calhr.ca.gov.

For questions regarding the bonus payment process can be directed to the Customer Contact Center at (916) 372-7200.

LC:JR:PMAB