STATE OF CALIFORNIA   John Chiang,
                                                       California State Controller

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

DATE: July 24, 2014   PAYROLL LETTER #14-010
                                       (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 (BU)16 LICENSURE – CONTINUING MEDICAL EDUCATION
         EXPENSE PAYMENT**

As outlined in CalHR's Policy Memo 2014-018, the State Controller's Office (SCO) has changed the method of
processing a Continuing Medical Education (CME) Expense payment. The State Controller's Office has
processed an annual mass update for July master payroll to issue a one-time CME payment for full time and
fractional employees via a 676 payroll transaction.

Permanent Intermittent employees were excluded from this mass update. The CME payment for these
employees must be processed by their department.

The change in method of processing this payment is intended to ensure that eligible employees receive their
payment in a timely manner. As a result of this change, **employees can no longer** submit claims via
CalATERS.

PROCESSING PROCEDURES FOR INTERMITTENT EMPLOYEES:
Departments should request this payment via the Payroll Input Process System (PIP) using the IM Earnings ID.
Refer to Payroll Procedures Manual (PPM) Section G 150 for STD. 671 or 672 completion instructions or PPM
Section N127.1 for tax information.

BLANKET SERIAL NUMBER
The SCO has used a 999 blanket serial number to issue this payment. Previously, we asked the agencies to use
separate and unique blanket serial numbers when issuing a fringe benefit payment such as CME. SCO and
CalHR decided to use the 999 blanket serial number for the CME payment. We are asking that agencies do not
request a transfer of funds to another blanket serial number.

For questions regarding the CME one-time payment contact the Customer Contact Center at (916) 372-7200 or
Duwayne Nielsen at (916) 319-9381 or via email at DNielsen@sco.ca.gov.

LC:DN:PMAB