

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

DATE: October 17, 2014

PAYROLL LETTER #14-017  
(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 13 ONE-TIME PAYMENT PAY**

As outlined in CalHR's Pay Letter 14-20, this Payroll Letter provides information for the one-time payment of \$250 to eligible bargaining unit 13 employees. 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 9G3.

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

The bonus pay is taxable income to the employee. The following taxes could be withheld depending upon the employee's tax status: federal income tax, state income tax, social security tax, and medicare tax. The aggregate tax withholding method will be used to compute state income tax amounts, while the federal taxes will be withheld using the flat rate method. Please refer to the Payroll Procedures Manual (PPM), section H 100 for further information. The bonus pay is not subject to retirement withholdings and not to be included in the calculation of an employee's overtime, disability, and lump sum pay rates (see One-Time Bonus Pay Differential 407)

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](mailto:psb@calhr.ca.gov).

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

LC:JR:PMAB