

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

DATE: May 8, 2017

PAYROLL LETTER #17-003
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division

RE: SEIU ONE-TIME BONUS PAYMENT

This Payroll Letter is to provide information on the one-time \$2,500 bonus pay for rank and file employees represented by the Service Employees International Union (SEIU) Local 1000. Employees can be identified by CBID designations E01, E03, E04, E11, R01, R03, R04, R11, R14, R15, R17, R20 and R21. Please refer to the Department of Human Resources (CalHR) Pay Letter [17-12](#) and Pay Differential 414 for specific information, including eligibility criteria.

The State Controller's Office (SCO) will issue the one-time \$2,500 bonus payment during the week of May 8, 2017 to employees who have been appointed as Permanent or Limited Term and Full-Time or Part-Time, on or prior to December 2, 2016, and remained in an eligible CBID through March 15, 2017. *PLEASE NOTE: This excludes any employees who were on a temporary separation. Please see below for the manual processing of those employees.* The employee's position number as of March 15, 2017 will be reflected on the bonus payment.

SPECIAL PROCESSING INSTRUCTIONS

Agencies must identify and process the following employees by keying a miscellaneous transaction via the Payroll Input Process (PIP) System using Earnings ID 9G5. Please process this payment using the April 2017 pay period to ensure that proper taxes are applied. This payment should be issued from the employee's position number as of March 15, 2017.

ELIGIBILITY BASED ON STATUS

1. Employees on Industrial Disability Leave, Enhanced Industrial Disability Leave or Military Leave.
2. Employees on State Disability Insurance or Non-Industrial Disability Insurance who have been appointed as Permanent or Limited Term and Full-Time or Part-Time on or prior to December 2, 2016 and remained in an eligible CBID through March 15, 2017.
3. Employees in an eligible CBID, who hold a TAU appointment as of December 2, 2016 with prior limited-term or permanent status, and who accepted the TAU appointment without a break in service.
4. Employees in an eligible CBID, who hold multiple positions and the combined time base is equal to one-quarter (1/4) time.
5. Retired Annuitants appointed under Government Code 21228.

ELIGIBILITY BASED ON LOOK-BACK PERIOD

If an employee meets the below criteria, their eligibility for the bonus is based on having been paid for at least 519 hours (or equivalent) during the look-back period of December 1, 2015 through December 1, 2016. Eligibility may be determined by reviewing payroll history. All payment types are acceptable in the calculation of hours during the look-back period.

1. Employees who have been appointed as the following, on or prior to December 2, 2016 and remained in an eligible CBID through March 15, 2017.
 - Temporary Intermittent
 - Temporary Full-Time
 - Temporary Part-Time
2. Employees who have been appointed as the following, on or prior to December 2, 2016 and remained in an eligible CBID through March 15, 2017.
 - Permanent Intermittent
 - Limited-Term Intermittent
 - Seasonal Intermittent
3. Employees on State Disability Insurance or Non-Industrial Disability Insurance, who have been appointed as the following, on or prior to December 2, 2016 and remained in an eligible CBID through March 15, 2017.
 - Temporary Intermittent
 - Temporary Full-Time
 - Temporary Part-Time
 - Permanent Intermittent
 - Limited-Term Intermittent
 - Seasonal Intermittent
4. Employees on an unpaid leave of absence.

For employees with multiple positions, the one-time bonus payment should be issued from the primary position number as of March 15, 2017. Please coordinate with the State Agency who maintains the primary position. 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, medicare tax, and state disability insurance tax. The aggregate tax withholding method will be used to compute the federal and state income tax amounts. The bonus pay is not subject to retirement withholdings and is not included in the calculation of an employee's overtime, disability, and lump sum pay rates.

Please direct questions on the bonus payment as follows:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center SCO	(916) 372-7200

DS:AVB:PMAB