STATE OF CALIFORNIA   BETTY T. YEE
                                                      California State Controller

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

DATE: July 27, 2017   PAYROLL LETTER #17-011
                                           (Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief
        Personnel and Payroll Services Division

RE: BU16 LICENSURE – CONTINUING MEDICAL EDUCATION EXPENSE PAYMENT

As stated in Payroll Letter #14-010 and CalHR's Policy Memo 2014-018 PML 2014-018, the State Controller's Office (SCO) processed a one-time Continuing Medical Education (CME) Expense payment on July 21, 2017 for full-time and fractional employees via a 676 payroll transaction.

Permanent Intermittent employees were excluded from this mass update. The departments must process the CME payment for these employees.

NOTE: The SCO will continue to issue the CME payments annually during the July pay period until further notice.

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 154 for STD. 671 or 672 completion instructions or PPM Section N 127.1 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 Allison Master at (916) 324-5879 or via email at amaster@sco.ca.gov.

DS:AM:PMAB