

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

DATE: July 23, 2018

PAYROLL LETTER #18-009
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Marissa Revelino, 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 [PML 2014-018](#), the State Controller's Office (SCO) will process a one-time Continuing Medical Education (CME) Expense payment for eligible employees. The payment will issue on July 23, 2018 for full-time and fractional employees via a 676 payroll transaction.

Permanent Intermittent employees are excluded from this mass update; therefore, departments must process the CME payment for these employees.

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

The intent of the process change for this payment is to ensure that eligible employees receive their payment in a timely manner. This change means; **employees can no longer** submit claims via CalATERS.

PROCESSING PROCEDURES FOR INTERMITTENT EMPLOYEES:

Departments should process 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 uses a 999 blanket serial number to issue this payment. Agencies typically use separate and unique blanket serial numbers to issue a fringe benefit payment such as CME. SCO and CalHR decided to use the 999 blanket serial number for the CME payment. We ask 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.

MR:AM:PMAB