

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

DATE: December 31, 2018 PERSONNEL LETTER #18-026

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division

RE: EARNINGS ID FOR ADDITIONAL HOURS WORKED

Effective with the December 2018 pay period, employees with a part-time time base that work additional hours over their scheduled time base (up to 40 hours per week) should be keyed via PIP using Earnings ID AP. Unlike most of the overtime Earnings ID, the gross must be calculated for Earnings ID AP. Please refer to the [PPM](#) for PIP keying instructions and exceptions.

Per CalPERS laws, Government Code sections 20636 and 7522.34, employer and employee retirement contributions are required to be withheld for all hours worked up to 40 hours per week. Earnings ID AP will effectively capture additional gross earned to ensure compliance with CalPERS laws.

This letter is being issued pursuant to the CalHR policy on Part-time Employee Compensation.

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
Program Administration (e.g., rules, regulations)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures	Statewide Customer Contact Center SCO	(916) 372-7200

MR:KM:PMAB