

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

DATE: July 23, 2026

PAYROLL LETTER #26-006
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Chief
Personnel and Payroll Services Division

RE: BARGAINING UNIT 16 LICENSURE – CONTINUING MEDICAL EDUCATION PAYMENT

Pursuant to the Bargaining Unit agreement between the State of California and the Union of American Physicians and Dentists (UAPD), Unit 16, the State Controller's Office (SCO) will process the annual \$2,500 Continuing Medical Education (CME) benefit payment for eligible employees. The payment will be issued on July 24, 2026, for full-time and fractional employees.

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

Please note employees can **no longer** submit claims via CalATERS for this payment.

Disability Leave of Absence

Agencies must identify and request payment for eligible employees on Disability leave status.

Agencies must submit a STD. 674 through ConnectHR, and use 'Disability – Std 674 Earnings Not Locked on the PAR' option from the dropdown menu to request payment.

- Industrial Disability Leave (IDL) and Enhanced Industrial Disability Leave (EIDL)
- Non-Industrial Disability Insurance (NDI) or Enhanced Non-Industrial Disability Insurance (ENDI)
- State Disability Insurance (SDI)
- Temporary Disability (TD)

Military or Regular Leave of Absence

Agencies must identify and request the payment for employees with an on-leave status that is eligible.

1. Employees on Military Leave

Agencies must submit a STD. 674 via ConnectHR to request payment, and use 'CS Payroll – STD. 674 Military Only' from the dropdown menu.

2. Employees on Regular Leave of Absence

Agencies must submit a STD. 674 Form via ConnectHR to request payment, and use 'Premium Pay STD. 674 Payments' from the dropdown menu.

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 STD. 672 completion instructions or [PPM](#) Section N – Non-Uniform State Payroll System and Fringe Benefits/Employees Business Expenses (Non-USPS / FB/EBEs) for tax information.

BLANKET SERIAL NUMBER

The State Controller's Office will use 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. The State Controller's Office and the California Department of Human Resources 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 additional questions regarding this letter, please use the following contact information:

All PPSD Contact Information:

- [PPSD Contacts and Additional Information](#)

Web Resources:

- [For HR Personnel](#)
- [For State Employees](#)

LD:RJC:BPA