

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

DATE: January 11, 2017

PERSONNEL LETTER #17-002  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief  
Personnel and Payroll Services Division (PPSD)

**RE: JANUARY 1, 2017 CIVIL SERVICE MINIMUM WAGE INCREASE**

In accordance with Federal law, effective January 1, 2017, the California minimum wage increased. The salary rates for the following class codes will change.

<u>Class Code</u>	<u>Class Title</u>
0790	Fish and Wildlife Seasonal Aid
0987	Maintenance Aide (Seasonal)
0989	Maintenance Aide (Seasonal) (Angel Island)
1080	Fire Lookout (Seasonal)
1083	Fire Fighter I
1120	Seasonal Clerk
1122	Temporary Clerk
1161	Exposition Assistant II
1164	Exposition Assistant I
4857	Exhibit Superintendent I
4863	State Fair Activity Supervisor
4870	Student Assistant
4872	Graduate Student Assistant
5564	Survey Interviewer
6743	Fairground Aid, District Fairs
6744	Fairground Attendant, District Fairs
8077	Disaster Worker Clerical Services (Various Disasters)
8162	Foster Grandparent Field Supervisor
9679	Student Aid
9991	Youth Aid

Please refer to CalHR's [Pay Letter #17-01](#) for additional information, including the updated salary rates.

## EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on January 11, 2017 to post a SAL transaction effective January 1, 2017 for eligible employees. Only employees with a salary rate below the new minimum salary rate for each range and or/step will be updated to increase their salary to the new minimum salary range and/or step; employees already above the new minimum are not entitled to an increase.

## SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

### **Disability/Military Leave**

Departments must update EH for employees on Disability or Military leave at the time of the mass update.

### **Lump Sum**

Employees who separated from state service without fault prior to the effective date of the salary increase with lump sum pay extending beyond 01/01/17, and who were eligible for the SAL at the time of the separation, should have their lump sum adjusted to reflect the salary increase. Departments must identify and manually process the SAL transactions for separated employees, as applicable.

### **Out-of Sequence**

Once the SAL transaction is posted to an employee's EH record, any new out-of-sequence transaction must have the old salary rate entered, if allowable on the transaction. If not entered, the salary rate information per the SAL transaction will be reflected on the new transaction and could cause an overpayment. See the Personnel Action Manual (PAM) Section 9 for further processing information.

### **330 Transaction**

Employees who were not entitled to an increase but show "max," departments must identify and manually process a 330 transaction to change the employee's anniversary date from "max" to "none."

If correcting a 01/01/17 effective date transaction that was processed prior to the SAL being posted, please send to PPSD for processing. Per CalHR rule 599.689, MSA transactions with a 01/01/17 effective date must be posted prior to the SAL, if applicable.

## PAYROLL ADJUSTMENTS

Departments shall submit Form STD. 674/674D to request adjustments for the following payments that may issue without the salary increase for the 01/2017 pay period:

- Regular pay with dock applied for employees with a mid-month change.
- Regular pay for employees on an alternate work schedule or working shift and time paid does not equal time possible for the pay period.
- Industrial Disability Leave (IDL).
- Temporary Disability (TD).
- Nonindustrial Disability Leave (NDI).
- State Disability Insurance (SDI).

Please direct questions on the January 1, 2017 Minimum Wage Increase as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
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	(916) 372-7200

DS:JR:PMAB