

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

DATE: April 16, 2020

PERSONNEL LETTER #20-010
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: **OCTOBER 31, 2019 BILINGUAL PAY INCREASE FOR BARGAINING UNIT 1, 3, 4, 9, 11, 14, 15, 17, 20, 21 AND RELATED EXCLUDED EMPLOYEES**

Based on an agreement between the State of California and Bargaining Unit 1, 3, 4, 9, 11, 14, 15, 17, 20, 21 and related excluded employees, a bilingual pay increase has been approved effective October 31, 2019. Please refer to CalHR Pay Letter #20-14 for further information. This letter can be accessed via the following link: <https://hrnet.calhr.ca.gov/CalHRNet/default.aspx>.

EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on April 16, 2020 to post a 350 transaction effective October 31, 2019 for eligible employees. The 350 transaction will reflect within the employee's 'salary total' rate.

PPSD will manually update EH records not included in the mass update and will notify departments of any situations requiring department action.

Turnaround (TAD) PARs will be issued and released on a flow basis.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Plus Salary

Departments must manually identify and update the records of employees who have a plus salary.

Lump Sum

Employees who separated from state service without fault prior to the effective date of the bilingual pay increase with lump sum pay extending beyond October 31, 2019, and who were eligible for the increase at the time of the separation, should have their lump sum adjusted to reflect the increase. Departments must identify and manually process the increase for separated employees, as applicable.

Out-of-Sequence

After the 350 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 350 transaction will be reflected on the new transaction and could cause an overpayment for the employee. Departments will also need to re-enter the appropriate Earnings IDs for each subsequent transaction if allowable. See PAM Section 9 for further processing information.

PAYROLL ADJUSTMENTS

Adjustments for regular pay and overtime payments (i.e., non-FLSA overtime pay) that have already been issued will be automatically made after the employees' EH records are updated for the pay differential change.

Departments will need to process an adjustment, via the PIP system on form STD.671 for FLSA Overtime Pay (Payment Type 1, Payment Type Suffix F) that have issued for the November 2019 – April 2020 pay period. See PPM Section G 024 for further information.

Departments will need to submit form STD. 674/674D to PPSD to request adjustments for the following payments that have issued for the October 2019 – April 2020 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 a 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)
- LC 4800
- Out-of-Class pay – Earnings ID 8G and 8G2 only.
- Supplemental Premium Payment Type 8 only if the pay rate is based on a percentage of the employee's based on salary rate and the employee is receiving a GSI.

Please direct questions on the salary changes as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</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	Statewide Customer Contact Center SCO	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff) Escalation Email Inbox (HR Supervisors and Managers)	-	PPSDHRSuggestions@sco.ca.gov PPSDOps@sco.ca.gov

JEB:JR:PMAB