

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

DATE: July 7, 2020

PERSONNEL LETTER #20-011
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: JULY 1, 2020 PAYROLL CYCLE CONVERSION FOR CALTRANS BARGAINING UNIT 12 EMPLOYEES**

In accordance with Bargaining Unit (BU) 12 Memorandum of Understanding (MOU), Rank-and-File and Excluded California Department of Transportation (Caltrans) employees in classes designated R12, S12, M12, and U12 on a semi-monthly payroll cycle will convert to a monthly payroll cycle effective July 1, 2020. Please refer to CalHR Pay Letter #20-17 and Pay Differential 439 for further information regarding eligibility criteria. The Pay Letter and Pay Differential can be accessed via the following link: [CalHR website](#).

EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on July 7, 2020 to implement the July 1, 2020 effective date Payroll Cycle/Pay Frequency Change for eligible employees. The 315 transaction will convert Rank-and-File and Excluded Caltrans employees in Bargaining Unit 12 from a semi-monthly payroll cycle to a monthly payroll cycle.

Additionally, the SCO will re-establish deduction code 038 (Child Support Garnishment) affected by the pay frequency change and issue supplemental transition payments for eligible employees. A Payroll Letter is forthcoming with additional information.

The Personnel and Payroll Services Division (PPSD) will manually update EH records not included in the mass update, except as instructed below under Special EH Documentation/Processing Instructions. The PPSD will notify Caltrans of any other situations requiring action.

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

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

All manual processing of the Pay Frequency Change by Caltrans must be completed prior to July 9, 2020, (semi-monthly cutoff). Any Pay Frequency Change transactions not completed prior to July 9, 2020 will result in the issuance of a first half-semimonthly warrant.

Out-of-Sequence

Employees' EH records containing transactions effective after July 1, 2020 will be excluded from the Pay Frequency Change mass update on July 7, 2020. Caltrans must manually process 315 transactions and correct any out-of-sequence data resulting from the 315 transaction for eligible employees.

After the 315 transaction is posted to an employee's EH record, any new out-of-sequence transaction must have the old pay frequency entered, if allowable on the transaction. See Personnel Action Manual (PAM) Section 9 for further processing information.

Disability/Military Leave

Employees on Disability or Military leave at the time of the mass update will need to be identified and updated by Caltrans.

Plus Salary

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

Lump Sum

Any lump sum payment issued after July 1, 2020 will continue to be issued as a monthly payment for eligible employees.

PAYROLL ADJUSTMENTS

Effective July 1, 2020, any payment that would normally issue based on an employee's previous semi-monthly payroll cycle, must now follow a monthly payroll cycle.

RETROACTIVITY CHARGES

The transactions resulting from the pay frequency change are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass updates or initiated by PPSD will be reflected on the Monthly Retroactivity Report, but should be removed. The EH transactions and payroll transactions that are keyed by the department will also appear on the department's report. The department should return the report identifying the items associated with the July 1, 2020 pay frequency change, along with the appropriate explanation so the charges can be adjusted.

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)	Personnel and Payroll Services Division SCO	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division SCO	PPSDOps@sco.ca.gov

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