

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

DATE: July 13, 2020

PERSONNEL LETTER #20-012  
(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 PERSONAL LEAVE PROGRAM/FURLOUGH 2020 IMPLEMENTATION**

As a result of agreements reached between the California Department of Human Resources (CalHR) and bargaining units 1, 2, 3, 4, 6, 7, 8, 10 11, 14, 15, 16, 17, 18, 20, and 21, as well as Excluded, Exempt, and Statutory Exempt employees, the Personal Leave Program (PLP) 2020 was established effective the July 2020 pay period. Furlough 2020 was established for the July 2020 pay period for represented employees in bargaining units 5, 9, 12, 13 and 19. The PLP and Furlough require that an employee's base salary be reduced by an average percentage amount equivalent to one or two days of leave credit. Statutory employees will not accrue personal leave credit.

Please refer to the CalHR Pay Letter 20-18, Pay Differential 378 and 386, Exempt Program Letters and Exempt Salary Schedule for further information. The Pay Letter and Pay Differentials can be accessed via the following link: [CalHR website](#). The Exempt Salary Schedule can be accessed via the following link: [Exempt Salary Schedule](#).

#### EH MASS UPDATE PROCESSING

The PLP and Furlough 2020 pay reductions will be achieved through the use of a pay differential established on each eligible employee's employment history (EH) record. Employees will have a reduction in pay equal to 9.23% through the use of the Earnings IDs (EID) 8PH2 for PLP or 8FH1 for furlough. The following exceptions apply:

- Bargaining Unit 5 employees shall have a reduction in pay equal to 4.62% through the use of the EID 8FH2 (Rank-and-File) and EID 8PH1 (Excluded/Exempt).
- Bargaining Unit 6 employees NOT in 7K ranges shall have a reduction in pay equal to 4.62% through the use of the EID 8PH1.
- Bargaining Unit 6 employees in 7K ranges shall have a reduction in pay equal to 4.50% through the use of the EID 8PH7.
- Bargaining Unit 6 employees in the Fire Captain classification, Class Code 9001, Alternate Ranges L and M (192 hour schedule), shall have a reduction in pay equal to 3.85% through the use of the EID 8PH9.
- Bargaining Unit 6 employees in the Fire Captain classification, Class Code 9001, Alternate Ranges N and P (216 hour schedule), shall have a reduction in pay equal to 3.42% through the use of the EID 8PH8.

- Bargaining Unit 7 employees in the State Park Peace Officer (Ranger) classification, Class Code 0983 (171 hour 7K schedule - Hearst Castle), shall have a reduction in pay equal to 8.64% through the use of the EID 8PH5.
- Bargaining Unit 7 employees in the Fire Fighter classification, Class Code 8979 (192 hour 7K schedule and 216 hour 7K schedule) shall have a reduction in pay equal to 6.58% through the use of the EID 8PH3.
- Bargaining Unit 7 employees in the Fire Fighter classification, Class Code 8979 (212 hour 7K schedule), Captain Firefighter/Security Officer classification, Class Code 8989 (212 hour 7K schedule) and Firefighter/Security Officer classification, Class Code 8990 (212 hour 7K schedule), shall have a reduction in pay equal to 6.97% through the use of the EID 8PH4.
- Bargaining Unit 8 employees shall have a reduction in pay equal to 7.50% through the use of the EID 8PH2 or 8PH6 (CEA).

The PLP and Furlough 2020 EIDs are negative percentage based pay differentials that reduce the base salary rate. As such, the PLP or Furlough reduction amount will not display with a negative sign on the EH record or turnaround PARs. The percentage based EIDs are rounded to the nearest cent; therefore, the PLP or Furlough pay reduction amount may contain cents. This means the employee’s PLP or Furlough reduced pay rate may also contain cents.

The State Controller’s Office (SCO) processed an employment history (EH) mass update to implement the PLP and Furlough 2020 reductions for eligible semi-monthly employees on July 8, 2020. The next mass update will be processed tonight, July 13, 2020 for monthly paid employees. A 350 transaction will be used to add the appropriate EID effective July 1, 2020 for all applicable employees.

**Departments should refrain from updating EH records for monthly employees on July 13, 2020 to minimize fallout errors causing manual workload.**

Regular pay (payment type 0) payments will reflect the PLP or Furlough reduction for both positive and negative pay employees. Overtime, as well as percentage based and step rate pay differentials/premium pays, are calculated on the unreduced base pay amount.

Attached are employment history and payroll processing instructions for the PLP and Furlough 2020 pay reduction for eligible employees.

Please direct questions 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	<a href="mailto:PPSDHRSuggestions@sco.ca.gov">PPSDHRSuggestions@sco.ca.gov</a>

SUBJECT AREA

Escalation Email Inbox (HR  
Supervisors and Managers)

CONTACT

Personnel and Payroll Services  
Division

TELEPHONE NUMBER/EMAIL

[PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)

JEB:AL:PMAB

EMPLOYMENT HISTORY

Each department is responsible for maintaining correct PLP or Furlough eligibility on their employees' EH records. If an employee moves to a CBID or class code with different eligibility, departments are responsible for making the appropriate change on the appointment transaction. See PAM instructions for documenting established earnings (Item 351, page 2.48.1) on EH transactions.

## I. PLP and Furlough 2020 Pay Differentials

To continue to reflect the actual appointment or base salary rate for employees subject to PLP or Furlough, a negative pay differential EID was established. The EID reduces the employee's base salary rate (or actual salary rate for intermittent time base employees) to achieve the reduction pay rate.

The PLP and Furlough 2020 EIDs are defined as a 9.23% reduction (see exceptions above), which reflects the equivalent of 16 hours in a 21.667 day pay period (average # of work days in a 21 and 22 day pay periods). Since percentage based EIDs are rounded to the nearest cent, employees who normally have a pay rate defined in whole dollars will have a new pay rate in dollars and cents.

The PLP and Furlough pay reduction amounts are system generated and computed by multiplying the PLP or Furlough EID percentage rate by the base salary rate (or actual salary rate for intermittent time base employees) and rounding the amount to the nearest dollar/cent. To arrive at the reduced base salary, subtract the PLP or Furlough reduction amount from the base salary.

Examples

R06 Employee in 7K range:

$\$6144.00$  (base pay)  $\times$  4.50% (PLP 2020 EID percentage) =  $\$276.48$  (PLP amount)

$\$6144.00$  (base pay) -  $\$276.48$  (PLP 2020 amount) =  $\$5867.52$  (PLP reduced base pay rate)

## II. Established Earnings

There are three fields available on EH where established earnings can be entered. If all three fields are completed and the PLP or Furlough 2020 EID must be added, delete one of the existing EIDs and add the appropriate EID. The deleted pay differential will need to be keyed via the PIP system until the PLP or Furlough 2020 is discontinued. See PPM Sections G 100 and K for PIP processing information.

## III. Retired Annuitants

Retired annuitants appointed pursuant to Government Code Sections 19144, 21154, 21223, 21224, 21225 or 21227 are not subject to the PLP or Furlough 2020 reduction.

PPSD did not include any retired annuitants in the EH mass update process to add the PLP or Furlough EID to employee records. Each department is responsible for manually adding the EID to the EH record of any retired annuitant employee subject to the reduction.

## IV. Dock

Employees on dock during a pay period are still subject to the PLP or Furlough reduction. A 350 transaction to delete the EID should not be processed. The employees will earn PLP or Furlough on a pro-rated basis, per the Intermittent/Hourly accrual chart within each bargaining unit contract agreement. PLP and Furlough accruals should be adjusted accordingly based on the hours worked during the pay period.

#### V. Military Leave

Employees on military leave pursuant to Government Code Section 19775.18 are not subject to the PLP or Furlough reduction. Process a 350 transaction to delete the PLP or Furlough EID effective the date the employee begins active duty. Note: Deletion of the PLP or Furlough EID may be prior to the effective date of the EH military leave transaction if the employee is receiving regular pay for his/her first 30 days of military leave or elects to use leave credits.

Employees on military leave as of July 1, 2020 were not included in the EH mass update process to add the PLP or Furlough EID. Each department is responsible for manually deleting the PLP or Furlough EID for employees who began active duty on or after July 1, 2020. If an employee returns from military leave during the PLP or Furlough period, each department is responsible for adding the appropriate EID on the A03 reinstatement transaction.

#### VI. Involuntary Leave

Employees on involuntary leave are not subject to the PLP or Furlough reduction. However, employees on involuntary leave and using leave credits at the time of the EH mass update were included in the update. Departments must void the 350 transaction processed as part of the mass update to remove the PLP or Furlough EID from the record. If an employee is placed on an involuntary leave during the PLP or Furlough period and is using leave credits, process a 350 transaction to delete the PLP or Furlough EID effective the date the employee began the involuntary leave. If a disability retirement is denied, reinstate the PLP or Furlough EID at the time the employee is returned to pay status.

#### VII. Disability Leave

Disability pay and disability supplementation pay are not subject to the PLP or Furlough reduction. However, any regular pay for actual time worked during a disability period is subject to the reduction. PPSD did not include any employee who was on a disability leave via a S49, S50, or 565 injury code 1 or 2 or 5 transaction as of July 1, 2020, in the EH mass update process.

#### VIII. Eligibility for State Sponsored Health Benefits

Rank-and-File and Excluded employees in SEIU classifications and all Exempt employees who are not eligible for state-sponsored health benefits enrollment in a CalPERS health plan are not subjected to PLP reduction and were not included in the mass updates. An employee is eligible for health benefits if the employee is currently in a position that meets one of the following sets of criteria:

1. The employee is a retirement member (Retirement Account Code is NOT N, NA, NM, NO, TD, or TM) with a time base that is full time, or equal to or greater than half-time, and an appointment tenure that is permanent, CEA, or emergency.

2. The employee is a retirement member (Retirement Account Code is NOT N, NA, NM, NO, TD or TM) with a time base that is intermittent, and an appointment tenure that is permanent or CEA.
3. The employee is a retirement member (Retirement Account Code is NOT N, NM, NA, NO, TD, or TM) with a time base that is full time or equal to or greater than half-time and an appointment tenure that is temporary (LT or TAU) and appointment number of month that is greater than 6 months or is M or RM.

Each department is responsible for manually adding the EID to the EH record of any employees who become eligible for health benefits during the PLP period.

**Each department is responsible for manually adding/deleting the PLP or Furlough EID as follows:**

- A. For employees with 3 locked in EIDs, process a 350 transaction to replace one of the existing EIDs. The SCO will provide a ViewDirect report to assist departments with identifying these employees. A subsequent Personnel Letter will be released when this report is available.
- B. Employees with 350 transactions effective July 1, 2020 will be excluded from the mass update on July 13, 2020. Departments must manually process 350C transactions to add applicable PLP/furlough 2020 EIDs and correct any out-of-sequence data resulting from the 350C transaction for eligible employees. SCO will provide a ViewDirect report to assist departments with identifying these employees. A subsequent Personnel Letter will be released when this report is available.
- C. For employees who separated with an effective date of July 1, 2020 and were keyed prior to the mass update, process a 350 transaction to include the 962 code to issue lump sum pay at the correct salary rate.
- D. For employees approved for disability leave and taken off payroll (S49, S50, or 565 injury code 1 or 2 or 5 transaction except for employees on intermittent NDI/Family Care Leave), process a 350 transaction to delete the PLP or Furlough EID from their EH records effective the same date/hours as the S49, S50, or 565 transaction. The 350 transaction should be keyed before the S49, S50, or 565 transaction and must be keyed before master payroll cutoff if the employee is due pay for the current month. (Note: The effective date/hours field on the S49 or S50 for SDI should be completed with BOB or the appropriate hours).
- E. For employees retroactively approved for disability who previously received regular pay while their disability was pending, process a 350 transaction effective the beginning of the current pay period to delete the PLP or Furlough EID.
- F. For employees retroactively approved for disability who did not receive regular pay while their disability was pending, process a 350 transaction to delete the PLP or Furlough EID effective the same date/hours as the S49, S50, or 565 transaction. The 350 transaction should be keyed before the S49, S50, or 565 transaction. If the effective date of the disability approval is prior to the PLP or Furlough period, void the 350 transaction. (Note: The effective date/hours field on the S49 or S50 for SDI should be completed with BOB or the appropriate hours).

The PLP or Furlough EID should remain on EH records of employees placed on disability leave, but not taken off payroll (i.e., SPC transaction). For employees returning from disability leave/off pay status, process a 350 transaction to re-establish the PLP or Furlough EID as long as their return date

falls within the PLP or Furlough period. Failure to include the PLP or Furlough EID on these employees' EH records could cause overpayments.

See below for disability payroll processing instructions.

#### IX. Additional Positions

Employees are subject to the PLP or Furlough reduction up to a maximum equivalent of a full-time position (i.e., employees shall not earn more than 16 hours of PLP or Furlough in any pay period). Therefore, if an employee is appointed to more than one position, the department designated as the employee's primary employer will need to coordinate with the other employing department(s) to ensure the PLP or Furlough is administered appropriately according to the following instructions:

- If an employee has other position(s) in addition to a full-time position, the PLP or Furlough pay reduction shall apply to the full-time position only.
- If an employee has multiple part-time or intermittent time base positions that together total more than one full-time position, the PLP or Furlough pay reduction shall apply to all positions that total the equivalent of one or more full-time position. If the PLP or Furlough reduction occurs for more than one full-time position, the primary department will be responsible for coordinating with the other department(s) to request adjustment(s) for any excess PLP or Furlough reduction(s) taken. See below for payroll processing information and instructions.

Departments must monitor personnel actions (time base changes, new additional positions, and separations from one of the additional positions) and take the appropriate actions.

#### X. Separating Employees

Separating employees do not earn any additional PLP or Furlough credits beyond the effective date of their separation. PLP and Furlough may not be cashed out, except as permitted in very limited circumstances (see bargaining unit contract agreement for details). In addition, lump sum pay is not subject to the PLP or Furlough reduction.

To pay lump sum time at the correct rate, Item 962 must be entered on the separation PAR. Item 962 identifies an alternate salary rate to pay all or part of separation pay. Separation pay includes lump sum vacation, overtime, holidays, etc. Sick leave can also be paid out as lump sum in cases of disability retirement.

Departments should use the employee's EH base salary rate or actual salary rate for an intermittent time base employee for Item 962's total salary rate for employees who do not have any other special pay (plus salary, shift differential, pay differentials or premium pays) to be included in the lump sum rate. For employees who do have other special pay, include all additional special pay to derive Item 962's total salary rate.

Please note: If the total lump sum vacation time in Item 620 is to be paid at the Item 962 rate, then the time in Item 962 (code 2) must equal the time in Item 620. If lump sum vacation time in Item 620 and lump sum overtime in Item 625 are both to be paid at the Item 962 rate, then the time in Item 962 (code 2) must only equal the time in Item 620. If the total lump sum overtime in Item 625 is to be paid at the Item 962 rate, then the time in Item 962 (code 3) must equal the time in Item 625.

Failure to enter Item 962 on the separation PAR will cause a delay in issuing separation pay. See PAM page 2.149 for detailed completion instructions for Item 962.

Due to system limitations, the following separation PAR documents must be sent to PPSD for special processing:

- Intermittent time base employees with Item 962 completed;
- Employees with lump sum to be paid at more than one pay rate (e.g., MSA occurring during the lump sum projection period). Enter Item 962 data related to the second pay rate in Item 215 of the separation PAR.

## PAYROLL PROCESSING

### I. Regular Pay

Generally, no special processing is required to issue regular pay (original or adjustments). However, employees with additional positions whose pay was reduced by more than the equivalent of one full-time position will require an adjustment.

#### Example

Position A:

$\$2,500$  (base pay) x 4.62% (PLP EID percentage) =  $\$115.50$  (PLP amount)

$\$2,500$  (base pay) -  $\$115.50$  (PLP amount) =  $\$2384.50$  (PLP full-time reduced base pay rate)

$\$2384.50$  (PLP reduced base pay rate) x 003/004 (time base) =  $\$1788.38$  (regular full month pay gross)

$\$1788.38$  (regular full month pay gross) = 6 hours PLP credit

Position B:

$\$15.25$ /hour (base pay) x 4.62% (PLP EID percentage) =  $\$.70$ /hour (PLP amount)

$\$15.25$ /hour (base pay) -  $\$.70$ /hour (PLP amount) =  $\$14.55$  (PLP reduced base pay rate)

$\$14.55$  (PLP reduced base pay rate) x 150 hours to be paid =  $\$2182.50$  (regular pay gross)

$\$2182.50$  (regular pay gross) = 7 hours PLP credit

Position A is the employee's primary position. Position B's regular pay will need to be adjusted to have the PLP pay reduction applicable to only 31 hours (equivalent to 2 hours of PLP credit).

Departments will need to submit Form STD. 674 to request the adjustment. See PPM Section D 010 for form completion instructions. In the Remarks Area, enter "Adjust pay for PLP or Furlough over charge." In the Payment Should Be section, complete one line for the time due at the PLP or Furlough rate and the second line for the time due at the non-PLP or Furlough pay reduction rate (for the above example, 31 hours @  $\$14.55$  in line one and 119 hours @  $\$15.25$  in line two).

## II. Holiday and Overtime Pay

Holiday and overtime pay are not subject to the PLP or Furlough reduction. The payroll system will generate the correct salary rate for the system generated holiday/overtime rate EIDs (OT7, OT8 or OT9 for overtime pay and H, H5 or H6 for holiday pay). See PPM Sections G 024 and G 929 for additional information on the EIDs including the EIDs to request holiday and overtime pay with evening and night shift rates.

## III. Premium Pay

Percentage based or step rate premium pay is not subject to the PLP or Furlough reduction. No special processing is required to request premium pay through the PIP system. Follow the normal PIP procedures to request pay.

## IV. Disability Pay for Employees on TD, IDL, or NDI

Disability pay and disability supplementation pay are not subject to the PLP or Furlough reduction. However, pay for time worked by an employee while on disability leave is subject to the PLP or Furlough reduction.

Depending on the employee's situation, the actions required to issue disability related pay will vary as follows:

### A. Employees on Disability Leave and Off Payroll

1. The employee's EH record should be updated to delete the PLP or Furlough pay differential at the time the EH disability leave transaction is processed. See above EH processing section for further information.
2. If the disability action is retroactive and the employee did not receive regular pay while his/her disability leave status was pending:
  - a. Process the disability and any IDL supplementation pay requests via the PIP system for the retroactive pay periods, as well as, current and future pay periods.
  - b. Submit Form STD. 674/674D to request any NDI supplementation and/or regular pay for actual time worked during the disability period. Include the appropriate pay rate and corresponding total time to be paid for each pay type on Form STD. 674/674D.
3. If the disability action is retroactive and the employee received regular pay while his/her disability leave status was pending:
  - a. Submit Form STD. 674/674D to request the appropriate adjustments for the retroactive pay periods. Include the appropriate pay rate and corresponding total time to be paid for each adjustment type on Form STD. 674/674D.
  - b. Process the disability and any IDL supplementation pay requests via the PIP system for current and future pay periods.
  - c. Submit Form STD. 674/674D to request any NDI supplementation and/or regular pay for actual time worked during the disability leave period for current and future pay periods.

Include the appropriate pay rate and corresponding total time to be paid for each pay rate/pay type on the Form STD. 674/674D.

4. If the disability action is effective current month:

- a. Process the disability and any IDL supplementation pay requests via the PIP system for current and future pay periods.
- b. Submit Form STD. 674/674D to request any NDI supplementation and/or regular pay for actual time worked during the disability period for current and future pay periods. Include the appropriate pay rate and corresponding total time to be paid for each pay type on the Form STD. 674/674D.

B. Employee on Disability Leave and On Payroll

1. The PLP or Furlough pay differential should not be deleted from the employee's EH record. Doing so could cause overpayments should the employee work during the disability period.
2. Continue to submit Form STD. 674/674D to request the appropriate adjustments for any retroactive pay periods, as well as, current and future pay periods. Include the appropriate pay rate and corresponding total time to be paid for each adjustment type on the Form STD. 674/674D.

C. Additional Processing Guidelines

1. For an employee off payroll, if the PLP or Furlough pay differential is not deleted from the employee's EH record, the PIP disability and IDL supplementation pay request transactions will reject and will need to be re-processed once the EH record is updated.
2. If an employee is supplementing his/her disability pay with leave credits, the supplementation pay is based on the employee's unreduced pay rate. To compute the rate, include any special pay(s) (plus salary, shift differential, pay differentials or premium pays) that should be included in the supplementation pay rate.
3. The Enhanced NDI calculator cannot be used when an employee works during the disability period and receives regular pay that is subject to PLP or Furlough at this time. Please refer to SCO Payroll Letter # 04-13 and SCO Personnel Letter# 09-013 for PLP and Furlough disability worksheets. The IDL/S calculator can be used when different salary rates are involved in the IDL pay period. See PPM Section E 458 for instructions.

V. Retirement

Both employee and state share for retirement are based on the reduced PLP or Furlough pay rate. However, for purposes of reporting final compensation to CalPERS for retirement calculations, the unreduced rate is used. The State Controller's Office will report the appropriate salary rates to CalPERS for employees subject to the PLP or Furlough pay reduction.

VI. Salary Advances

Regular pay salary advances should be based on the PLP or Furlough reduced base salary rate. Salary advances for any other pay types can be based on the unreduced base salary rate.

## VII. Earnings Statement

Earnings statements will not reflect the actual PLP or Furlough reduction amount. Instead, the statement will show the regular pay gross amount reduced by the PLP or Furlough amount. The gross amount can be in dollars and cents when previously the employee had an amount reflected in whole dollars. See above Employment History section for an explanation.