

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

DATE: July 17, 2020

PERSONNEL LETTER #20-017
(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 SALARY INCREASE FOR BU03 EXEMPT POSITIONS**

CalHR has approved a 5.00% special salary adjustment (SSA) for BU03 Exempt positions at Department of Education, effective 07/01/2020. Please refer to CalHR Exempt Pay Letter dated 07/10/2020 for further information regarding eligibility criteria.

EH MASS UPDATE PROCESSING

Departments should key a SAL a transaction effective 07/01/2020 for eligible employees in the following class codes and ranges and correct any resulting out-of-sequence transactions.

<u>CBID</u>	<u>Range</u>	<u>Class Code</u>
R03	A & B	9151, 9153, 9180, 9191
R03		9200
S03	A & B	9192, 9193, 9170
S03		9202
M03		9203

DEPARTMENTAL ACTION REQUIRED – EH DOCUMENTATION/PROCESSING INSTRUCTIONS**Disability/Military Leave**

Departments will need to identify and update records for employees on Disability or Military leave.

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 salary increase with lump sum pay extending beyond 07/01/2020, 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 PAM Section 9 for further processing information.

If correcting a 07/01/2020 effective date transaction that was processed prior to the SAL being posted, key enter the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to denote the old salary rate. Per DPA rule 599.689, MSA/SIS transactions with a 07/01/2020 effective date must be posted prior to the SAL, if applicable. Key enter the GSI Code O on the MSA/SIS transaction to denote the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date (i.e., overpayment).

PAYROLL ADJUSTMENTS

Departments will need to submit form STD. 674/674D to request adjustments for the following payments that have issued for the 07/2020 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)
- 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 SSA.

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

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
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

JEB:RK:PMAB