

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

DATE: July 21, 2020

PERSONNEL LETTER #20-020  
(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 CIVIL SERVICE MINIMUM WAGE INCREASE**

In accordance with Federal Law, effective July 1, 2020, the California minimum wage increased. Please refer to CalHR Pay Letter #20-23 and Pay Differential 443 for additional information, including updated salary rates and Earnings IDs (EIDs) to offset Personal Leave Program (PLP) 2020 if reduced salary falls below minimum wage. 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 21, 2020 to post a SAL transaction effective July 1, 2020 for eligible employees. The SAL transaction will reflect the SSA within the employee's base salary rate.

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. PPSD will notify departments of any situations requiring department action.

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

#### DEPARTMENTAL ACTION REQUIRED - EH DOCUMENTATION/PROCESSING INSTRUCTIONS

SAL transactions manually processed by departments must accomplish the following:

1. Update employee's base salary in accordance with CalHR Pay Letter #20-23. In the case where an employee is subject to PLP and the employee's salary after PLP reduction is less than \$2,600/month or \$15/hour, add a Minimum Wage EID to bring employee's salary back to minimum wage in accordance with Pay Differential 443.

#### **Out-of-Sequence**

After the SAL transactions are 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 transactions will be reflected on the new transaction and could cause an overpayment. See Personnel Action Manual (PAM) Section 9 for further processing information.

If correcting a July 1, 2020 effective date transaction that was processed prior to the SAL being posted, 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 July 1, 2020 effective date must be posted prior to the SAL, if applicable. 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).

**Disability/Military Leave**

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

**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 07/01/20, 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.

**Plus Salary**

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

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 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 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 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

SUBJECT AREA

CONTACT

TELEPHONE NUMBER/EMAIL

HR Suggestions Email Inbox (All HR Staff)

Personnel and Payroll Services  
Division  
SCO

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

Escalation Email Inbox (HR Supervisors and Managers)

Personnel and Payroll Services  
Division  
SCO

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

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