STATE OF CALIFORNIA   BETTY T. YEE
                                                                California State Controller

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

DATE: July 6, 2021   PERSONNEL LETTER #21-011
                                          (Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
         Personnel and Payroll Services Division

RE: **PERSONAL LEAVE PROGRAM AND MINIMUM WAGE EQUITY ADJUSTMENT
         REMOVAL**

As a result of agreements reached between the California Department of Human Resources (CalHR) and
bargaining units 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21, as well as Excluded,
Exempt, and Statutory Exempt employees, the Personal Leave Program (PLP) 2020 and the Minimum Wage
Equity Adjustment Differential were abolished effective the July 2021 pay period.

Please refer to the CalHR Pay Letter 21-19, Pay Differential 386 and Pay Differential 443, 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

An employment history (EH) mass update will be processed on July 06, 2021 to post a 350 transaction effective
July 01, 2021. This mass update will delete the PLP Earnings ID (EID) 8PH1, 8PH2, 8PH3, 8PH4, 8PH5, 8PH6,
8PH7, 8PH8, and 8PH9 from employee records. This mass update will also delete the Minimum Wage Equity
Adjustment EID 8M3, 8M4, 8M5, 8M6, 8M7, 8M8, 8M9, 8M10, 8M11, 8M12, 8M13, 8M14, 8M15, 8M16,
8M17, 8M18, 8M19, 8M20, 8M21, 8M22, 8M23, 8M24, 8M25, 8M26, 8M27, 8M28, 8M29, 8M30, 8M31, 8M32,
8M33, 8M34, and 8M35 from employee records.

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
departments of any situations requiring department action.

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

**Departments must refrain from updating EH records for impacted employees in the above bargaining
units on July 06, 2021 to minimize fallout errors causing manual workload.**

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Out-of-Sequence
Once an employee's EH record is updated, the July 01, 2021 effective date transaction may create an

out-of-sequence condition. Departments should correct any out-of-sequence transaction(s) that occur in order to prevent incorrect payments. If the out-of-sequence transaction involves two Departments then send the PAR

package to PPSD for processing. Please see Personnel Action Manual (PAM), Section 9 for further processing information.

Separated Employees
Departments must process a 350 transaction for employees that separated from state service on, or after, 07/01/2021.

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.

LEAVE ACCOUNTING

During the PLP 2020, the California Leave Accounting System (CLAS) posted PLP 2020 – Earn (LX 05) transactions on the day following the last Green Cycle of every month. The hours were posted to the employee's record that contained a PLP EID, based on payment history. When the EID is removed, CLAS will no longer post PLP earnings.

For additional questions, please use the following contact information:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER/EMAIL
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	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division	PPSDOps@sco.ca.gov

SCO Key Initiatives:
- Cal Employee Connect Project
- California State Payroll System Project

JEB:DC:PMAB