

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

DATE: February 24, 2022

PERSONNEL LETTER #22-004
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

**RE: JULY 1, 2021 GENERAL SALARY INCREASE AND SPECIAL SALARY ADJUSTMENT –
EMPLOYEES WITH LUMP SUM ISSUED FOR JULY 2021**

The State Controller's Office (SCO) provided a list on February 18, 2022 of Rank-and-File, Excluded and Exempt employees who had lump sum issued for the July 2021 pay period. These employees may be entitled to the general salary increase (GEN) and/or special salary adjustment (SAL).

The report is on the ViewDirect on-line report system under report ID PDB7883, report date July 23, 2021, and report name, "EMPLOYEES WITH LUMP SUM ISSUED FOR 07/2021." This listing is available on ViewDirect for 90 days. Entries on the report are sorted by agency, then by unit, and then by social security number. Departments with no affected employees will have no data listed under the report ID. This is a one-time report and a hard copy will not be provided to departments.

Only personnel staff authorized to access ViewDirect will be able to view and print this listing. For more information on accessing and printing ViewDirect reports, please see the ViewDirect User Manual on the SCO web site [here](#).

Review listing PDB7883 to ensure that the records reflect the GEN and/or SAL, if entitled. Employees who separated from state service without fault prior to the effective date of the salary increase with lump sum pay extending beyond July 1, 2021 and who were eligible for the GEN and/or SAL at the time of separation should have their lump sum adjusted to reflect the increase. Please refer to SCO Personnel Letter [#21-012](#) and [#21-015](#) and CalHR Pay Letter #21-19 and Exempt Letter for additional information on eligibility.

For questions regarding the ViewDirect report, please contact Arlene Bailey at Abailey@sco.ca.gov. Please direct all other questions as follows:

Contacts:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email connecthrhelp@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:AFB:PMAB