

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

DATE: April 5, 2022

PERSONNEL LETTER #22-008
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: EMPLOYMENT HISTORY RECORDS WITH ABOLISHED PERSONAL LEAVE PROGRAMS, FURLOUGH, OR \$15 MINIMUM WAGE EIDS VIEWDIRECT REPORT

The California Department of Human Resources (CalHR) abolished all pay differentials for Personal Leave Programs (PLP), Furlough Programs and \$15 Minimum Wage Equity Adjustment. As a result, the Personnel and Payroll Services Division (PPSD) processed mass updates to remove the earnings identifiers (EIDs) associated with these pay differentials from Employment History (EH) for active employees. However, the mass updates did not remove the specified EIDs for employees on leave, inactive pay status, or separated from state service. Departments should have removed the abolished EIDs from EH upon processing the transaction to return an employee to active pay status and/or reinstatement.

The PPSD created a report to identify active employees with abolished EIDs on EH. The report can be accessed using the ViewDirect on-line report system dated March 21, 2022 with report ID PDW8650, "Employees with Abolished PLP, Furlough or \$15 Minimum Wage EIDs". Entries on the report are sorted by agency, by unit, and then by social security number. Departments not impacted will not receive a report.

Please note: This listing is available on ViewDirect for 90 days (from March 21, 2022 to June 18, 2022). This is a one-time report. A hard copy will not be provided to departments. Only personnel staff authorized to access ViewDirect will have access to view and print this report.

DEPARTMENTAL ACTION REQUIRED

1. Departments are responsible for reviewing report ID PDW8650 to identify and correct EH records for employees with abolished EIDs no later than **June 18, 2022**.
2. Departments are responsible for submitting form STD. 674/674D to request payment adjustments for those payments that are not automatically adjusted by the payroll system once the EH corrections are keyed.

For more information on accessing and printing ViewDirect reports, please see the [ViewDirect User Manual](#) or [Mobius View Manual](#) on the State Controller's Office (SCO) website.

If you have any questions regarding this letter, please use the following contact information:

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
- ConnectHR Feedback Email (All HR Staff) 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:JLS:PMAB