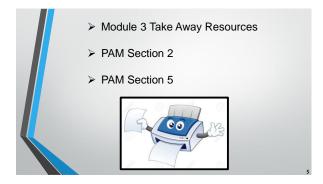
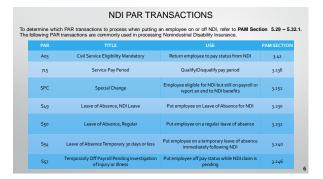


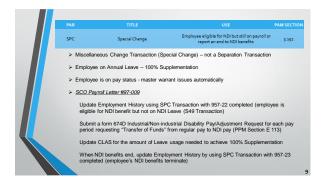
CONTACTS	
SCO Customer Contact Center 916/372-7200	
California Department of Human Resources Personnel Services Branch 916/323-3343 psb@CalHR.ca.gov	
Cindy Lunger, Instructor SCO Statewide Training 916/322-5495 clunger@sco.ca.gov	
<u>uungere soo.ca.gov</u>	4

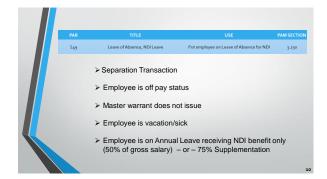




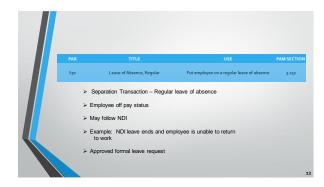


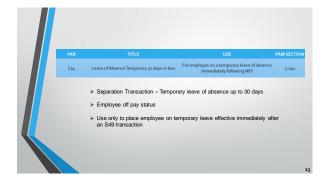






S49	SPC
SeparationTransaction	Miscellaneous ChangeTransaction
Off Pay Status	On Pay Status – Master Warrant Issues
Vacation/Sick – maximum \$135/week	Annual Leave – 100% supplementation
Annual Leave – 50% gross benefit only or 75% supplementation	



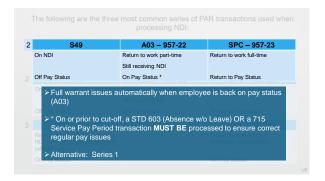






		processing NDI:	
1	S49		A03
	On NDI		Return to work
	Off Pay Status		On Pay Status
2	S49	A03 - 957-22	SPC - 957-23
	On NDI	Return to work part-time	Return to work full-time
		Still receiving NDI	
	Off Pay Status	On Pay Status *	Return to Pay Status
3	SPC - 957-22		SPC - 957-23
	Reduced work schedule while on NDI -or- 100% Supplementation (annual leave)		Return to work full-time No longer receiving NDI
	On Pay Status **		On Pay Status



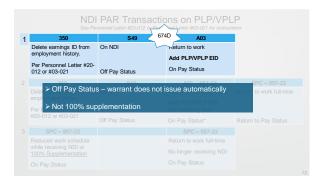


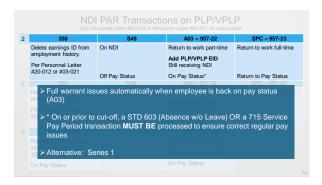
SPC - 957-22	SPC - 957-23
Reduced work schedule while on NDI –or– 100% Supplementation (annual leave)	Return to work full-time No longer receiving NDI
On Pay Status **	On Pay Status
On Pay Status – full warran	t issues automatically
Off F > ** Can go directly from an S	t issues automatically SPC to an S49 if employee no longer has intain the level of supplementation
OffF > ** Can go directly from an S enough leave credits to ma	SPC to an S49 if employee no longer has

STATE	OF CALIFORNIA	BETTY T. YEE California State Controller
PERSON P.O. BO	CONTROLLER'S OFFICE NNEL AND PAYROLL SERVICES DIVISION X 942850 MENTO, CA 94250-5878	
DATE:	July 13, 2020	PERSONNEL LETTER #20-012 (Civil Service Only)
TO:	All Agencies in the Uniform State Payroll Syste	em
FROM:	Jil Barraza, Chief Personnel and Payroll Services Division	
RE:	JULY 1, 2020 PERSONAL LEAVE PROGR	RAM/FURLOUGH 2020 IMPLEMENTATION
bargainii Statutory pay perio bargainii by an av	od. Furlough 2020 was established for the July 20 ng units 5, 9, 12, 13 and 19. The PLP and Furlou	8, 20, and 21, as well as Excluded, Exempt, and in (PLP) 2020 was established effective the July 2020
Salary S	chedule for further information. The Pay Letter a IHR website. The Exempt Salary Schedule can be	ial 378 and 386, Exempt Program Letters and Exempt and Pay Differentials can be accessed via the following accessed via the following link: Exempt Salary

	CONTROLLER'S OFFICE NEL AND PAYROLL SERVICES DIVISION ( 942850 MENTO, CA 94250-5878	
TO: VIL	Disability Leave	
FRO		and Mrn. P. L. L. L.
		ect to the PLP or Furlough reduction.
RE:	Disability pay and disability supplementation pay are not subje However, any regular pay for actual time worked during a disa	
		ability period is subject to the reduction.  Thuman Resources (CalHR) and as well as Excluded, Exempt, and was established effective the July 2020 d for represented employees in at an employee's base salary be reduced.

			ons on PLP/VPL nnel Letter #03-021 for instructi	
1	350	S49	A03	
	Delete earnings ID from	On NDI	Return to work	
	employment history.		Add PLP/VPLP EID	
	Per Personnel Letter #20- 012 or #03-021	Off Pay Status	On Pay Status	
2	350	S49	A03 - 957-22	SPC - 957-23
	Delete earnings ID from	On NDI	Return to work part-time	Return to work full-time
	employment history.		Add PLP/VPLP EID	
	Per Personnel Letter #20-012 or #03-021		Still receiving NDI	
	#20"012 01 #03"021	Off Pay Status	On Pay Status*	Return to Pay Status
3	SPC - 957-22		SPC - 957-23	
	Reduced work schedule		Return to work full-time	
	while receiving NDI or 100% Supplementation		No longer receiving NDI	
	On Pay Status		On Pay Status	





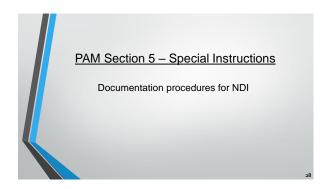
L	SPC - 957-22	SPC - 957-23
۸	educed work schedule hile receiving NDI or 00% Supplementation	Return to work full-time No longer receiving NDI
0	n Pay Status	On Pay Status
	Delete	us – full warrant issues automatically
	** Can go dir has enough chosen.	rectly from an SPC to an S49 if employee leave credits to maintain the level of supp
	has enough chosen.	rectly from an SPC to an S49 if employee leave credits to maintain the level of supp SPC-957-23
	** Can go dir has enough chosen. SPC = 957-22	rectly from an SPC to an S49 if employee leave credits to maintain the level of supplemental sup
	*** Can go dir has enough chosen.	rectly from an SPC to an S49 if employee leave credits to maintain the level of supp

	1	Knowledge Check  References: NDI References – Module 1 PAM Section 3 Personnel Letter #20-012
	1. Match the NDI chara	cteristics with the transaction
	S49	Separation Transaction Miscellaneous Change Transaction
		On Pay Status
		Off Pay Status
	SPC	Vacation/Sick – maximum \$135/week
		Annual Leave – 100% supplementation
		Annual Leave – NDI benefit only (50% gross) or 75% supplementation
-		26

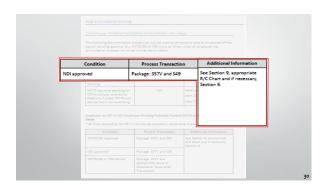
2. Your employee has a non-work related injury. You have completed all forms and you are waiting for approval/denial from EDD. What PAR transaction would you use to temporarily take the employee off pay status?

3. Is disability pay subject to the PLP or Furlough reduction?

4. If the employee is working while on NDI, is the pay for time worked by the employee while on disability leave subject to the PLP reduction?



Condition	Process Transact	ion Addition	al Information
WCTD/IDL or NDI approval is pending	\$57	Refer to R/C Chart	
Made			
	Package: 557V and 549		

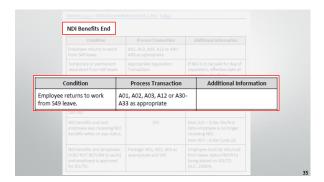


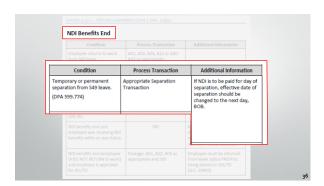
Section 5:30 – Non Industrial Disability Leave (NDI) (rev. 11/94)	
NOTE: If employee is unable to work and approval of NDI is pending – see charts on PAM page section 5.29.	
General Information	
NDI benefits, leaves and subsequent reinstatements are reported on the PAR by the use of Transaction Codes 549, SPC, A01, A02, A03, A12, A30 – A33 and 565. Conditions under which specific codes are used are provided below.	
Refer to PAM page 5.50 if returning employee to A04, A13, A20 or A21 after a S49 or S50.	
For employee with additional positions, process documentation according to NDI action taken for each position.	
For definition of NDI benefit period, contact the Employment Development Department.	
Documentation	
Use the following char(s) to determine the appropriate Transaction Code(s). In addition to the information provided, refer to the Required/Conditional Chart(s) for completion of other applicable items.	
NOTE: When using Transaction Codes A03, A12, or A30 - A33 to return employee from NOI leave, complete Item 606 - Time to Be Paid (New), for negative attendance employees only.	
FOR EMPLOYEES ON NOI AND TO CONCURRENTLY, use charts on PAM page 5.32, DO NOT USE THE FOLLOWING CHARTS.	
	31

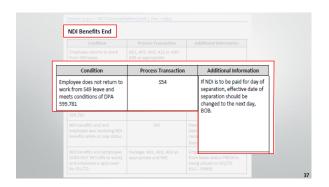
Condition	Process Transaction	Additional Information
Condition	Process Transaction	Additional Information
Initial or new NDI benefit period begins and employee goes off pay status.	\$49	Item 210 - Enter date NDI benefits begin (enter BOB or number of hours on pay status in the HOURS column. Item 215 - Enter "A/L" if employee is participating in the Annual Leave Program and/or "NDI-FCL" if approved for Family Care Leave. Item 832 - Enter last day on pay statu
remains on pay status.		(i.e., last day worked or on paid leave).  Item 215 - Enter "A/L" if employee is participating in the Annual Leave

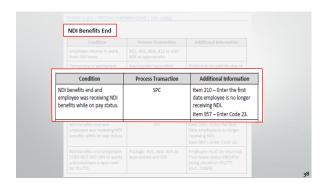
NDI Benefits Continue After Reinstatement				
Condition	Process Transaction	Additional Information		
Employee returns to pay status from S49, but NDI benefits continue.	A03, A12, or A30-A33 as appropriate	Item 957 – Enter Code 22		
Employee returns to pay status from S49, NDI benefits continue – employee is entitled to both TD/IDL and NDI.	Package: A01, A02, A03, A12, or A30-A33 as appropriate and 565 transaction	Enter on appointment and 565: Item 957 – Enter Code 22		

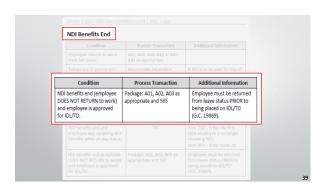
Condition	Process Transaction	Additional Information
Employee on S49 temporarily returns to work. NDI is subsequently resumed for the SAME benefit period. Pay period remains NON- QUALIFYING for State service.	DO NOT PROCESS A PAR.	Intervening periods are certified on form STD. 674.
Employee on S49 temporarily returns to work. NDI is subsequently resumed for the SAME benefit period. Pay period is QUALIFYING because of this activity.	715	Item 715 – Enter month and year of qualifying pay period.
Employee on S49 returns to work. A subsequent NDI leave begins for a NEW benefit period.	Package: A01, A02, A03, A12 or A30-A33 as appropriate and S49 (for the NEW period).	If other transactions occur within this period, they should also be included in this package.

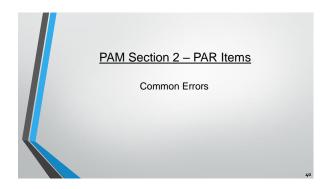


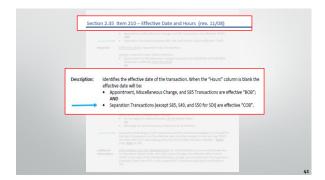


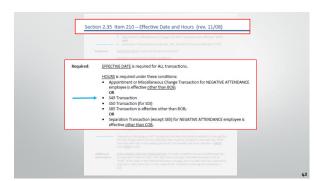


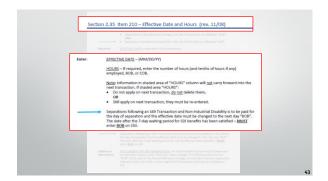




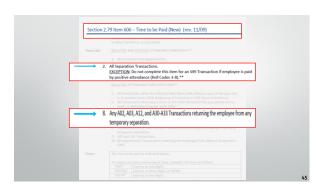


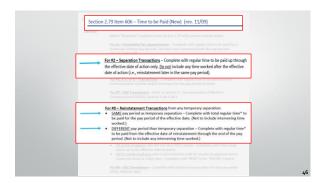








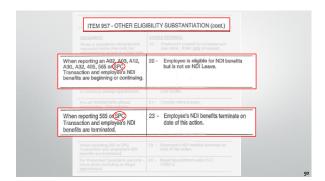


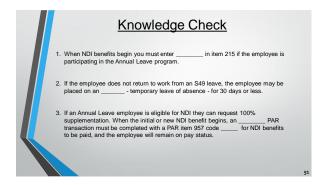


	of Regulations (CCR) 599.608.
Description:	Identifies a qualifying or non-qualifying pay period of State service per California Code of Regulations (CCR) 599.608.
Required:	1. When the effective date of a transaction DOES NOT reflect a qualifying or non-qualifying part port of a transaction. 2. When reporting a 21.5 Iransaction. 3. When reporting a 21.5 Iransaction. 4. The reporting a 21.5 Iransaction the state of the st









Cindy Lunger, Instructor SCO Statewide Training 916/322-5495	
916/322-5495 clunger@sco.ca.gov	
Thanks and have a great day!	
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