

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

DATE: April 10, 2007

PERSONNEL LETTER #07-006  
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services Division

RE: **STATE DISABILITY INSURANCE (SDI) LEAVE OF ABSENCE AND QUALIFYING PAY PERIOD**

Effective immediately, the 715 PAR transaction can be keyed to document a qualifying pay period when an employee is on an SDI leave of absence (S50 PAR transaction with reason code 35 or 36). System modifications were recently completed to allow departments to key enter the 715 transaction without receiving an employment history on-line message.

Process the 715 transaction according to the Personnel Action Manual (PAM) Sections 2.90 and 3.136. If a 215 PAR transaction was posted as an interim process to identify a qualifying pay period while the employee is on an SDI leave of absence, departments should void the 215 transaction(s) and post the 715 transaction(s) to properly identify the qualifying pay period(s). Continue to process an A03 transaction when an employee stops receiving SDI benefits and returns to work, per instructions in PAM Section 3.42. Reference Payroll Letter #06-005 dated April 3, 2006 for additional SDI processing information.

For departments using the California Leave Accounting System (CLAS), the 715 transaction will process in the same manner as it does for employees on Non-Industrial Disability Insurance. Departments will need to manually post State Service Credit and Leave Benefit Accruals to CLAS when a 715 PAR transaction is processed either current or retroactive to qualify a pay period during a SDI leave of absence. Please refer to the Employment History Impacts, 'Temporary Separations' section in the CLAS Manual located at <http://www.sco.ca.gov/ppsd/clas/pdf/manual.pdf> for further instructions.

If you have any questions concerning this letter, please contact Lynn Black at (916) 327-3926 or email at [lblack@sco.ca.gov](mailto:lblack@sco.ca.gov). For PAR documentation assistance, contact the Personnel Liaison Unit at (916) 322-6500. Revisions to the PAM are forthcoming.

DS:LB:PMAB