

STATE OF CALIFORNIA

KATHLEEN CONNELL,
Controller of California

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OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300 Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: April 15, 1997

PAYROLL LETTER # 97-005

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Chief
Personnel/Payroll Operations Bureau

RE: NONINDUSTRIAL DISABILITY INSURANCE PAY FOR
EMPLOYEES WHO ARE WORKING

PLEASE NOTE: YOU WILL NOT RECEIVE A HARD COPY OF THIS
PAYROLL LETTER

Effective immediately, Nonindustrial Disability Insurance (NDI) pay requests for employees who are working while on NDI may be submitted via the Payroll Input Process (PIP) system. The Earnings Id used to request NDI pay for employees working while on NDI is "NDIW".

These pay requests can be keyed via the PIP system using the Miscellaneous Detail screen. The Days field must be completed with the total NDI days to be paid and the Rate field must be completed with the salary rate that was in effect at the inception of the employee's NDI benefit period. The STD. Form 671 may be used to document the information for entry into the PIP system.

Before requesting NDI pay requests for employees who are working while on NDI, please refer to the Payroll Procedures Manual (PPM) Section E and Payroll Letter #96-008 for additional information.

Revisions to the PPM are forthcoming. Questions should be directed to the Disability Liaison at 323-3619 or (CALNET) 473-3619.

RZ:SD:bjs/SPB