

The PPSD Register



It is the mission of the Personnel and Payroll Services Division to provide accurate and timely personnel and payroll services through quality customer service.

HELPFUL TOOLS

[COVID-19 FAQ](#)

[EPSLA/E-FMLA FAQ](#)

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[Civil Service Weekly
Processing Dates](#)

[Decentralized Payroll
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[Personnel Action
Manual \(PAM\)](#)

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[Requesting
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SCO KEY INITIATIVES

[Cal Employee Connect](#)

[California State Payroll
System Project](#)

Statewide Civil Service Payroll Program: Employees Working While On Supplemental Paid Sick Leave (SPSL)

Per the federal Department of Labor, employees shall be paid at their regular rate of pay for hours claimed as SPSL. This means that employees will be paid their unreduced salary (Personnel Action Request (PAR) - Item 320). The rate will not include earnings IDs (EID) that decrease the employee's pay such as the Voluntary Personal Leave Program (VPLP), Personal Leave Program (PLP), etc. (PAR - Item 350).

The hours and days paid under the SPSL program will include any locked-in pay differentials that increase an employee's salary total.

The PLP, furlough, and VPLP hours for the pay period will be prorated based on the hours paid that are not SPSL using the intermittent chart.

To assist human resources (HR) offices with requesting pay, please refer to the [COVID-19 SPSL Toolkit](#), which includes a helpful calculator and form Std. 674 samples.

This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.