

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

DATE: March 22, 2024

PAYROLL LETTER #24-002  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Acting Chief  
Personnel and Payroll Services Division**RE: PERSONNEL/PAYROLL SPECIALIST/SUPERVISOR ANNUAL RECRUITMENT AND RETENTION PAY**

As in previous years, the State Controller's Office (SCO) will provide employee listings and employment/payroll history summaries to assist agencies in processing the annual Personnel/Payroll Specialist/Supervisor classifications' Recruitment and Retention (R & R) Pay Differential 240. The outputs are now available on ViewDirect or Mobius on-line report system for 60 days. A hard copy version of these listings will not be provided. Agencies will be responsible for printing their listings/summaries via ViewDirect or Mobius to use in requesting the annual R & R payments.

Only personnel staff authorized to access ViewDirect and Mobius will be able to view and print these listings/summaries. For more information on accessing and printing ViewDirect and Mobius reports, please see the [ViewDirect and Mobius View webpage](#) on the SCO website. The listings and summaries can be found in ViewDirect and Mobius under the following report IDs and report names:

<u>Report ID</u>	<u>Report Name</u>
PDW5352	Employment History Summary
PDW5350	PIP Payroll Transaction List
PDW5354	Payment History Summary
PDW5355	Payroll Overtime Transaction List

Employees were selected for the reports if they were active in one of the eligible classes as of February 20, 2024. Entries on the reports and history summaries are sorted by agency, unit, and then social security number.

#### General Information:

- Eligible class codes are 1303, 1304, 1309, 1311, 1314, 1315, and 1317.
- As noted in Pay Differential 240, all employees in the above classifications who are performing duties outlined in the class specifications and who are employed for twelve (12) consecutive qualifying pay periods, shall be eligible for this recruitment and retention pay differential, payable thirty (30) days following the completion of every twelve (12) consecutive qualifying pay periods.
- R & R pay is to be issued from the employee's most recent eligible position, regardless of mid-year movement between agencies.

- If an employee promotes out of the Personnel Specialist/Supervisor and Payroll Specialist/ Supervisor classification series, they will be eligible for a prorated payment for those months. For the purpose of this pay differential, movement to Staff Services Analyst will be considered a promotion.
- When the employee is on an unpaid leave of absence or has a disqualifying pay period, only the time that qualifies before and after will count towards the qualifying time needed to satisfy the 12 months criteria. Time while on Workers Compensation or Industrial Disability Leave is considered qualifying.
- Employees at the Department of Corrections and Rehabilitation impacted by the realignment who currently receive this differential and who demote in lieu of layoff will be eligible for a prorated payment for those qualifying months served.
- Retired annuitants are not eligible for the R & R pay.
- Employees on Training and Development (T & D) assignments are not eligible for the R & R pay.

EXCEPTION: If an employee is appointed on a T & D assignment to the SSA classification, the employee will be eligible for a prorated payment for those qualifying months.

For additional questions regarding this letter, please use the following contact information:

**Contacts:**

- Affordable Care Act (ACA) Email [ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov)
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email [CLAS@sco.ca.gov](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto:PPSDMIRS@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

**SCO Key Initiatives:**

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

**Websites:**

- [HR](#)
- [State Employees](#)

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