

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

DATE: February 1, 2024

PERSONNEL 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: JULY 1, 2023 GENERAL SALARY INCREASE – EMPLOYEES WITH INCORRECT ROUNDING FOR MSA/SIS

The State Controller's Office (SCO) has released a report of Rank-and-File and Excluded employees in Bargaining Units 1, 3, 4, 5, 6, 7, 11, 14, 15, 16, 17, 19, 20 and 21 who have a Merit Salary Adjustment (MSA) or Special In-grade Salary Adjustment (SISA) effective after the 7/1/2023 General Salary Increase (GSI), which was corrected by the mass updates. These employees may have an incorrect salary rate for the MSA or SIS transaction due to rounding.

The report is available on ViewDirect or Mobius View under report ID PDW4374A, report date January 17, 2024, and report name, "EMPLOYEES WITH MSA/SIS AFTER 7/1/2023 GEN". This listing is available for 90 days. Entries on the report are sorted by agency, then by unit, and then by social security number. Agencies with no affected employees will have no data listed under the report ID. This is a one-time report and a hard copy will not be provided to departments.

Only personnel staff authorized to access ViewDirect and Mobius View will be able to view and print this listing. For more information on accessing and printing ViewDirect and Mobius reports, please see the [ViewDirect and Mobius View webpage](#) on the SCO website.

Agencies must review listing PDW4374A to identify records of employees who had an MSA or SIS transaction after the GEN and who have an incorrect rate due to rounding (\$1 over/under). The MSA and SIS transactions that were corrected through the GEN mass update process will have an 'F' suffix (e.g. MSAF). Agencies must process corrections via an MSAC or SISC with the correct salary and any other resulting out-of-sequence transactions that may have been posted after the MSA or SIS. Some agencies have two agency code sections under the report, one for underpayment and one for overpayment. The PDW4374A report can assist to identify the fields that need to be keyed in order to correct the transactions. Please refer to SCO Personnel Letters [#23-026](#), [#23-030](#) and [#23-031](#) and [CalHR Pay Letters #23-38, #23-40, #23-41, #23-42, #23-43 and #23-44](#) for additional information on eligibility.

For additional questions, please use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email 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
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email 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](#)

LD:MS:BPA