

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

DATE: April 3, 2020

PAYROLL LETTER #20-003
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

**RE: THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES AND THE STATE
CONTROLLER'S OFFICE PART-TIME, SEASONAL, TEMPORARY RETIREMENT
PROGRAM ADMINISTRATIVE AND SERVICE FEE INCREASE**

The California Department of Human Resources (CalHR) announced changes to the Administrative and Service Fees effective January 1, 2020:

CalHR Administrative Fees

The Civil Service Administrative Fee will decrease from \$4.45 to \$4.34 per participant. The administrative fees cover the cost to administer the CalHR Part-time, Seasonal, Temporary Program. The administrative fees are charged directly to the departments' appropriations.

State Controller's Office (SCO) Service Fees

The SCO service fee of \$.30 cents per withholding will no longer be assessed to CalHR. The service fees will be charged directly to the department's appropriations.

These administrative and service fees are processed on a quarterly basis. The first quarterly process with these changes will occur by June 30, 2020.

Contact Information

For additional information please reference CalHR's Human Resources Guide Section 1806. If you have any questions, please contact Sarah Reeder via phone at (916) 324-0519.

JEB:KEH:PMAB