

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

DATE: July 22, 2020

PAYROLL LETTER #20-012
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: BU16 LICENSURE – CONTINUING MEDICAL EDUCATION EXPENSE PAYMENT**

Per CalHR's Policy Memo [PML 2014-018](#), the State Controller's Office (SCO) will process a one-time Continuing Medical Education (CME) Expense payment for eligible employees. The payment will issue on July 22, 2020 for full-time and fractional employees via a 676 payroll transaction.

Permanent Intermittent employees are excluded from this mass update; therefore, departments must process the CME payment for these employees.

NOTE: The SCO will continue to issue the CME payments annually during July's pay period until further notice.

The intent of the process change for this payment is to ensure that eligible employees receive their payment in a timely manner. This change means; **employees can no longer** submit claims via CalATERS.

PROCESSING PROCEDURES FOR INTERMITTENT EMPLOYEES:

Departments should process this payment via the Payroll Input Process System (PIP) using the IM Earnings ID. Refer to [Payroll Procedures Manual \(PPM\) Section G 154](#) for STD. 671 or 672 completion instructions or [PPM Section N 127.1](#) for tax information.

BLANKET SERIAL NUMBER:

The SCO uses a 999 blanket serial number to issue this payment. Agencies typically use separate and unique blanket serial numbers to issue a fringe benefit payment such as CME. SCO and CalHR decided to use the 999 blanket serial number for the CME payment. We ask that agencies **do not request** a transfer of funds to another blanket serial number.

If you have questions regarding the CME one-time payment, contact Allison Master at (916) 324-5879 or via email at amaster@sco.ca.gov. For additional questions regarding this letter, please use the following contact information.

SUBJECT AREA
General Payroll Procedures

CONTACT
Statewide Customer Contact Center

TELEPHONE NUMBER/EMAIL
(916) 372-7200

HR Suggestions Email Inbox (All
HR Staff)

PPSDHRSuggestions@sco.ca.gov

SUBJECT AREA
Escalation Email Inbox (HR
Supervisors and Managers)

CONTACT

TELEPHONE NUMBER/EMAIL
PPSDOps@sco.ca.gov

JEB:AM:PMAB