

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

DATE: July 26, 2024

PAYROLL LETTER #24-006  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Acting Chief  
Personnel and Payroll Services Division

**RE: BARGAINING UNIT 16 LICENSURE – CONTINUING MEDICAL EDUCATION PAYMENT**

Pursuant to [Side Letter 21-025](#), between the State of California and the Union of American Physicians and Dentists (UAPD), Unit 16, the State Controller's Office (SCO) will process the annual \$2,500 Continuing Medical Education (CME) benefit payment for eligible employees. The payment will issue on July 26, 2024, for full-time and fractional employees.

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

Please note employees can **no longer** submit claims via CalATERS for this payment.

#### Disability Leave of Absence

Agencies must identify and request payment for eligible employees on Disability leave status.

Agencies must submit a STD. 674 form through ConnectHR, and upload to 'Disability - Std. 674 (EIDs not on PAR)' from the dropdown to request payment.

- Industrial Disability Leave (IDL) and Enhanced Industrial Disability Leave (EIDL)
- Non-Industrial Disability Insurance (NDI) or Enhanced Non-Industrial Disability Insurance (ENDI)
- State Disability Insurance (SDI)
- Temporary Disability (TD)

#### Military or Regular leave of absence

Agencies must identify and request the payment for employees with an on-leave status that are eligible.

1. Employees on Military Leave

Agencies must submit a STD. 674 form to request payment via ConnectHR, CS Payroll Military only.

2. Employees on Regular Leave of absence

Agencies must submit a STD. 674 form to request payment via ConnectHR, Premium Pay STD. 674 Payment.

## PROCESSING PROCEDURES FOR INTERMITTENT EMPLOYEES

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

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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