

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

DATE: July 24, 2025

PAYROLL LETTER #25-007
(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 the [Tentative Agreement](#), 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 be issued on July 24, 2025, 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 use 'Disability - Std. 674 (EIDs not on PAR)' 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 Section N for tax information.

BLANKET SERIAL NUMBER

The State Controller's Office will use 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. The State Controller's Office and the California Department of Human Resources decided to use a 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
- [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](#) (SCCC) (916) 372-7200

SCO Key Initiatives:

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

Websites:

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

LD:RJC:BPA