

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

DATE: June 25, 2013

PERSONNEL LETTER #13-009
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: 2012 PLP AND FURLOUGH REMOVAL

The Personal Leave Program (PLP) established in July 2012 for Bargaining Units 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, and 21, as well as Excluded, CalHR Exempt, and Statutory Exempt employees, and the Furlough program established in July 2012 for Bargaining Units 9 and 13, have concluded. Please refer to CalHR's Pay Letter #13-08 for further information.

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

An employment history (EH) mass update will be processed on June 25, 2013 to post a 350 transaction effective July 1, 2013 to delete the PLP Earnings IDs (EIDs) 8PLP, 8PL2, 8PL3, 8PL6, 8PL7, 8PL8, 8PL9, 8PLF, and 8PLG, and the Furlough EID 8FR3 from the records of employees listed above. The Merit Salary Adjustment (MSA) program and the Alternate Retirement Program (ARP) will both be run as regularly scheduled to post Merit Salary Adjustment (MSA)/ Special Ingrade Salary Adjustment (SIS) and/or 505 transactions with an effective date of July 1, 2013. Turnaround (TAD) Personnel Action Requests (PARs) will be issued and will reflect a July 1, 2013 effective date for the 350, MSA/SIS, and/or 505 transactions, if applicable.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Once an employee's EH record is updated, the July 1, 2013 effective date transaction may create an out-of-sequence condition. If an out-of-sequence transaction is posted, the PLP or Furlough EID must be entered on that transaction. If the EID is not posted, an overpayment could be created. Please see the Personnel Action Manual (PAM), Section 9 for further processing information.

Correcting a transaction effective July 1, 2013 that has a PLP or Furlough EID may generate an EH audit message indicating the premium pay table record is not found. To achieve a successful update, the following actions must be taken in the order indicated:

- Void all 07/01/13 effective date transactions;
- Process a 350 transaction effective 07/01/13 to delete the PLP or Furlough EID; and
- Process the remaining 07/01/13 effective date transaction(s).

LEAVE ACCOUNTING

During the 2012 PLP/Furlough, the California Leave Accounting System (CLAS) posted PLP or Furlough – Earn (05) transactions on the Monday following the payroll cutoff date each month. The hours were posted to the record of an employee whose record contained a PLP or Furlough EID, based on payment history. When the EIDs are removed, the CLAS will no longer post PLP or Furlough earnings.

Please direct questions on the Personal Leave Program and Furlough Program as follows:

<u>SUBJECT</u>	<u>AREA CONTACT</u>	<u>TELEPHONE NUMBER</u>
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center	(916) 372-7200

LC:RB:PMAB