

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

DATE: July 8, 2013

PERSONNEL LETTER #13-014
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: JULY 2013 SPECIAL SALARY ADJUSTMENTS

Pursuant to the memoranda of understanding, the California Department of Human Resources (CalHR) has approved a salary increase (SAL) or anniversary date change (330) for rank and file classes/ranges in bargaining units 1, 2, 3, 4, 6, 7, 9, 10, 11, 13, 14, 15, 17, 20, and 21, as well as Excluded, CalHR Exempt, and Statutory Exempt employees, effective July 1, 2013.

Employees are eligible for the SAL if they have been at the maximum of an eligible classification for 12 qualifying pay periods. Employees are eligible for a new anniversary date via a 330 transaction if they have not met the qualifying pay period criterion. The percentage of the salary increase varies based on the bargaining unit or bargaining unit and retirement category.

Please refer to CalHR's Pay Letter #13-09 and Exempt Pay Letter dated June 17, 2013 for specifics on the salary increase, including exceptions, rate differences, and ineligible class codes.

EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on July 8, 2013 to post a SAL and 330 transactions effective July 1, 2013 for eligible employees. Retired Annuitants in the specified bargaining units will have their anniversary dates updated from max to none as, per CalHR, Retired Annuitants are not eligible for the salary increase. A listing of these employees will not be provided.

SCO will process an EH mass update by July master payroll cutoff to post the SAL and 330 transactions, as applicable, for former MyCalPAYS (MCP) employees. SCO will also process an EH mass update to increase the hourly salary rates of Seasonal Clerks (class code 1120) prior to the end of the July pay period.

These updates will include the majority of the employees entitled to the SAL and 330; however, not all eligible employees can be processed within the automated updates. SCO is unable to automate the following groups of employees:

- Intermittent Employees
- The California Department of Corrections (CDCR) Academic Employees
- Employees with class or range change within 12 months
- Employees with less than 12 qualifying pay periods
- Employees with break in service

VIEWDIRECT

A ViewDirect report will be available by the end of July to identify the records of employees that were unable to be automated in the update including, but not limited to, those listed above. These records will need to be worked by departments. The report can be found on the ViewDirect on-line report system under report ID PDW6670 and report name, "07/01/13 Salary Change Exceptions." This listing will remain on ViewDirect for 90 days. Entries on the report are sorted by agency, then by unit, and then by social security number. Departments with no affected employees will not have the report listed in their ViewDirect report directory. This is a one-time report and a hard copy will not be provided to departments.

Only personnel staff authorized to access ViewDirect will be able to view and print this listing. For more information on accessing and printing ViewDirect reports, please see the ViewDirect User Manual on the [SCO web site](#).

Listing PDW6670 should be reviewed by departments to ensure that either the SAL or 330 is posted correctly. Employees who have been at the maximum of an eligible class for 12 qualifying pay periods are eligible for the SAL effective 07/01/2013. Employees who have been at the maximum salary of an eligible class for less than 12 qualifying pay periods are eligible for a 330 with a new anniversary date effective 07/01/2013. Failure to take the appropriate actions in a timely manner could result in underpayments or incorrect records for employees.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

CEAs

CEAs who have been at the maximum salary rate in their CEA level for a minimum of 12 qualifying pay periods will be included in SCO's mass update. CEAs who have not been at the old maximum salary rate in their CEA level or who are over the maximum salary rate in their CEA level AND have not received a salary increase in the last 12 qualifying pay periods may receive an increase, at the discretion of their department. These records will need to be manually identified and updated by departments.

Disability/Military Leave

Employees on Disability or Military leave at the time of the mass update will need to be identified and updated by departments.

Intermittents

Departments will be responsible for posting the increase or new anniversary date to the records of intermittent employees. If an intermittent employee has been at the maximum salary rate for less than 12 qualifying pay periods, the anniversary date should be changed to none.

Please refer to DPA Rule 599.682(b) for information regarding employee movement and eligibility.

Lump Sum

Employees who separated from state service without fault prior to the effective date of the salary increase with lump sum pay extending beyond 07/01/2013, and who were eligible for the SAL at the time of the separation, should have their lump sum adjusted to reflect the salary increase. Departments will need to manually process the SAL transactions for separated employees, as applicable. In order to assist departments in identifying these employees, SCO will provide a ViewDirect report. A subsequent Personnel Letter will be released when this report is available.

Out-of Sequence

Once the SAL transaction is posted to an employee's EH record, any new out-of-sequence transaction must have the old salary rate entered, if allowable on the transaction. If not entered, the salary rate information per the SAL transaction will be reflected on the new transaction and could cause an overpayment. See Personnel Action Manual (PAM) Section 9 for further processing information.

If correcting a 07/01/2013 effective date transaction that was processed prior to the SAL being posted, please send to PPSD for processing. Per the Department of Personnel Administration (DPA) rule 599.689, Merit Salary Adjustment (MSA) transactions with a 07/01/2013 effective date must be posted prior to the SAL, if applicable.

Plus Salary

Employees who have a base salary and a plus salary that together take their salary to the maximum salary rate are entitled to the SAL if they have been receiving this rate of pay for 12 qualifying pay periods. These records will need to be manually identified and updated by departments.

PAYROLL ADJUSTMENTS

Departments will need to submit Form STD. 674/674D to request adjustments for the following payments that may have issued without the salary increase for the 07/2013 pay period:

- Regular pay with dock applied for employees with a mid-month change.
- Regular pay for employees on an alternate work schedule or working shift and time paid does not equal time possible for the pay period.
- Industrial Disability Leave (IDL).
- Temporary Disability (TD).
- Nonindustrial Disability Leave (NDI) if benefits began after the 06/2012 pay period.
- NDI Annual Leave supplementation.

Please direct questions on the July 2013 Special Salary Adjustments 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