

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

DATE: September 23, 2013

PERSONNEL LETTER #13-019
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: JULY 1, 2013 GENERAL SALARY INCREASE FOR BARGAINING UNIT 5 EMPLOYEES

Pursuant to the memorandum of understanding, the California Department of Human Resources (CalHR) approved a 4.0% general salary increase (GSI/GEN) for all classes/ranges in bargaining unit 5, effective July 1, 2013. Please refer to CalHR's Pay Letter #13-15 for further information.

The new salary rate will be reflected in the employees' September 2013 master payroll. Adjustments will also issue for the 07/2013 and 08/2013 pay periods. See below for additional information on the adjustment payments.

EH UPDATE PROCESSING

The State Controller's Office (SCO) processed an Employment History (EH) mass update on September 12, 2013 to post a GEN effective July 1, 2013 for employees due a GSI. The GEN transaction reflects the GSI within the employee's base salary rate. In addition, out-of-sequence transactions were included in the mass update process.

PPSD manually updated the EH records not included in the mass update. PPSD will notify the department of any situations requiring department action.

Turnaround (TAD) Personnel Action Requests (PARs) will be issued and released on a flow basis.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Once the GEN 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 GEN transaction will be reflected on the new transaction and could cause an overpayment. See the 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 GEN being posted, key enter the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to denote the old salary rate. Per the Department of Personnel Administration (DPA) rule 599.689, Merit Salary Adjustment (MSA)/ Special Ingrade Salary Adjustment (SIS) transactions with a 07/01/2013 effective date must be posted prior to the GEN, if applicable. Key enter the GSI Code O on the MSA/SIS transaction to denote the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date (i.e., overpayment).

PAYROLL ADJUSTMENTS

Adjustments for regular pay payments and overtime payments (i.e., non- Fair Labor Standards Act (FLSA) overtime pay) that have already been issued will be automatically made after the employees' EH records are updated for the salary change.

Departments will need to request GSI adjustments for the following payments that have issued for the 07/2013, 08/2013, and 09/2013 pay periods via the Payroll Input Process (PIP) system on form STD. 671. See the Payroll Procedures Manual (PPM) Section K for PIP system instructions.

- FLSA Overtime Pay (Payment Type 1, Payment Type Suffix F) – see PPM Section G 024 for further information.
- Out-of-Class Pay (Earnings ID SI only) – see PPM Section G 831 for further information.
- Awards/Bonus/Special Pay (Payment Types A, G, 9, and S (except Holiday Pay)) if the pay rate is based on the employee's based on salary and the employee is receiving a GSI. Determine the difference in gross due and key the difference in the gross field on the PIP system's miscellaneous detail screen.

Departments will need to submit form STD. 674/674D to request adjustments for the following payments that have issued for the 07/2013, 08/2013, and 09/2013 pay periods:

- Regular pay with dock applied for employees with a mid-month change.
- Regular pay for employees on an alternate work schedule or working a shift and time paid does not equal time possible for the pay period.
- LC 4800 Time.
- Industrial Disability Leave (IDL).
- Temporary Disability (TD).
- Nonindustrial Disability Leave (NDI) if benefits began after the 07/2013 pay period.
- NDI Annual Leave Supplementation.
- Out-of-Class Pay – Earnings IDs 8G and 8G2 only.
- Supplemental Premium Payment Type 8 only if the pay rate is based on a percentage of the employee's based on salary rate and the employee is receiving a GSI.

RETROACTIVITY CHARGES

The transactions resulting from the July 1, 2013 GSI update are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update or initiated by PPSD will be reflected on the Monthly Retroactivity Report, but should be removed. The EH transactions and payroll transactions that are key entered by the department will also appear on the department's report. The department should return the report identifying the items associated with the July 1, 2013 salary change, along with the appropriate explanation.

Please direct questions on the GSI 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