

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

DATE: August 6, 2018

PERSONNEL LETTER #18-015
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division

**RE: JULY 1, 2018 GENERAL SALARY INCREASE AND SPECIAL SALARY ADJUSTMENT –
EMPLOYEES WITH LUMP SUM ISSUED FOR JULY 2018 VIEWDIRECT REPORT**

The State Controller's Office (SCO) is providing departments with a listing of their Rank-and- File and Excluded employees in bargaining units 1, 2, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21 who had lump sum issued for the July 2018 pay period. These employees may be entitled to the general salary increase (GEN) and/or special salary adjustment (SAL).

The report can be found on the ViewDirect on-line report system under report ID PDB7883 and report name, "EMPLOYEES WITH LUMP SUM ISSUED FOR 07/2018 – MAY BE ENTITLED TO GEN AND/OR SAL." 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 have no data listed under the report ID. 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 website at [SCO ViewDirect](#)

Listing PDB7883 should be reviewed by departments to ensure that the records reflect the GEN and/or SAL, if entitled. Employees who separated from state service without fault prior to the effective date of the salary increase with lump sum pay extending beyond July 1, 2018 and who were eligible for the GEN and/or SAL at the time of separation should have their lump sum adjusted to reflect the increase. Please refer to SCO Personnel Letter #18-009 for additional information on eligibility. This letter can be accessed via the following link: [SCO Personnel Letter 18-009](#).

For questions regarding the ViewDirect report, please contact Ashley Boyer at (916) 322-3791 or aboyer@sco.ca.gov. For processing questions, please call the Customer Contact Center at (916) 372-7200.

MR:AVB:PMAB