

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

DATE: January 8, 2020

PERSONNEL LETTER #20-001  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Personnel and Payroll Services Division

**RE: JULY 1, 2019 GENERAL SALARY INCREASE AND SPECIAL SALARY ADJUSTMENT –  
BU 07 EMPLOYEES WITH LUMP SUM ISSUED FOR JULY 2019 AND BEYOND  
VIEWDIRECT REPORT**

The State Controller's Office (SCO) provided a list on December 30, 2019 of Rank-and-File and Excluded employees in bargaining unit 07 who had lump sum issued for the July, August, September, October, November, and December 2019 pay periods. These employees may be entitled to the general salary increase (GEN) and/or special salary adjustment (SAL).

The report is on the ViewDirect on-line report system under report ID PDB7883, report date 12/30/2019, and report name, "EMPLOYEES WITH LUMP SUM ISSUED FOR 07/2019." This listing is available 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 web site at the [ViewDirect](#) page.

Review listing PDB7883 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, 2019 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 Le via phone at (916) 322-3791 or [ale@sco.ca.gov](mailto:ale@sco.ca.gov). For additional questions, please use the following contact information: [Statewide Customer Contact Center](#) at (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov), or Escalation Email Inbox (HR Supervisors and Managers) – [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov).

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