

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

DATE: May 24, 2024

PERSONNEL LETTER #24-008
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division

RE: **JULY 1, 2023 SPECIAL SALARY INCREASE FOR BARGAINING UNIT 01, 04, 07, 19 RANK AND FILE AND EXCLUDED EMPLOYEES**

The California Department of Human Resources (CalHR) has approved various Special Salary Increases for eligible Rank and File and Excluded employees in Bargaining Units (BUs) 01, 04, 07 and 19 effective July 1, 2023. Please refer to [CalHR Pay Letter #24-14](#) for further information regarding eligibility criteria.

SPECIAL EMPLOYMENT HISTORY (EH) DOCUMENTATION/PROCESSING INSTRUCTIONS

Departments are responsible for keying Special Salary Adjustments (SSAs) for eligible BU01 employees in class codes 4277, 4280, 4320, 4331, 4332, 4333, 4335, 4346, 4352, 4357, 4358, 4738, 7208, and BU04 employees in class codes 1873 and 1887 via a Special Salary Increase (SAL) transaction.

Departments are responsible for keying (SSAs) for eligible BU07 employees in class codes 0971, 0973, 0974, 0976, 0978, 0980, 0988, 0991, 8405, 8407, 8412, 8418, 8522 and 8523. Employees who have been at the previous maximum salary rate for less than 12 qualifying pay periods shall receive a new salary anniversary date based on qualifying service via a 330 transaction [qualifying service towards the 12 qualifying pay periods shall be in accordance with CalHR Rules 599.682(b) and 599.687].

Bargaining Unit 07 (BU07) employees that have separated from state service and have lump sum payments that extend beyond July 1, 2023, and who have been at the previous maximum salary rate for a minimum of 12 qualifying pay periods shall receive the increase. The lump sum payments shall be adjusted to reflect the below salary increase.

All other BU07 employees shall retain their salary and their salary anniversary date.

Departments are responsible for keying (SSAs) for eligible BU19 employees in class codes 2143, 7963, 7964, 7981, 7996, and 8874. Employees in class code 9251, who have been at the previous maximum salary rate for less than 12 qualifying pay periods, shall receive a new salary anniversary date based on qualifying service via a 330 transaction [qualifying service towards the 12 qualifying pay periods shall be in accordance with CalHR Rules 599.682(b) and 599.687].

Bargaining Unit 19 (BU19) employees in class code 9251 that have separated from state service and have lump sum payments that extend beyond July 1, 2023, and who have been at the old maximum salary rate for a

minimum of 12 qualifying pay periods shall receive a 10-percent increase. The lump sum payments shall be adjusted to reflect the below salary increase.

All other BU19 employees shall retain their salary and their salary anniversary date.

Note: To ensure the accuracy of mass salary updates with July 1, 2024 effective dates per the current Memorandums of Understanding for these bargaining units, departments must have these adjustments processed by June 30, 2024.

The following CalSTRS class codes 4663 and 4665 in BU M01 received an erroneous General Salary Increase on July 1, 2023. CalSTRS must process a void transaction no later than June 30, 2024. Refer to [CalHR Pay Letter #24-14](#).

- Out-of-Sequence: Departments are responsible for keying out-of-sequence employees.
- Disability/Military Leave: Departments must manually identify and update the records of employees on Disability or Military leave.
- Plus Salary: Departments must manually identify and update the records of employees who have a plus salary.
- 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 July 1, 2023 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 must identify and manually process the SAL transactions for separated employees, as applicable.

PAYROLL ADJUSTMENTS

Departments will need to upload form STD. 674 via ConnectHR to Civil Service (CS) Payroll Adjustments for the following payments:

- 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.

Departments will need to upload form STD. 674D via ConnectHR to Disability to request adjustments for the following payments that have been issued for the July 2023 pay period:

- Industrial Disability Leave (IDL)
- Temporary Disability (TD)
- Nonindustrial Disability Leave (NDI)
- State Disability Leave (SDI)
- LC 4800/4811

Departments will need to upload form STD. 674 via ConnectHR to Premium Pay – (OOC, OC, OS) On-call, Out of Class, Out of State dropdown, for the following:

- Out-of-Class pay – Earnings ID 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 SAL.

Note: A corrected Form W-2, Wage and Tax Statement (Form W-2) will not be issued as the payment will be included on the 2024 Form W-2 based on the issue date of the payment.

Please direct questions on the salary changes as follows:

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)

LD:MV:BPA