

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

DATE: August 19, 2024

PERSONNEL LETTER #24-014
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

RE: JULY 1, 2024, GENERAL SALARY INCREASE FOR EXEMPT AND STATUTORY EXEMPT EMPLOYEES

The California Department of Human Resources (CalHR) has approved a 3.0% General Salary Increase (GSI) for CalHR Exempt and statutory positions with Collective Bargaining Identification Designation (CBID) R03, S03, M03, R20, E50, E79, E97, E98, and E99, effective July 1, 2024. Please refer to CalHR Exempt Pay Letter dated September 19, 2024, for further information regarding eligibility criteria.

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update August 19, 2024, to implement the July 1, 2024, GSI for eligible employees. The GEN transaction will reflect the GSI within the employee's base salary rate. Adjustments will also issue for the July/2024 pay period.

The Personnel and Payroll Services Division (PPSD) will manually update EH records not included in the mass update, except as instructed below under Special EH Documentation/Processing Instructions. The Personnel and Payroll Services Division (PPSD) will notify departments of any additional situations requiring department action.

Turnaround Personnel Action Requests (PARs) will be available on [Mobius View](#) for one year. Hard copy versions of the Turnaround PARs will not be provided.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Out-of-Sequence

After 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 transactions, 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 July 1, 2024, effective date transaction that was processed prior to the GEN being posted, key 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 CalHR rule 599.689, MSA/SIS transactions with a July 11, 2024, effective date must be posted prior to the GEN, if applicable. Key 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).

Disability/Military Leave

Departments must manually identify and update the records of employees on Disability or Military leave at the time of the mass update.

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, 2024, and who were eligible for the GEN at the time of the separation, should have their lump sum adjusted to reflect the salary increase.

Departments must identify and manually process the GEN 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 2024 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 - (OC, OOC, 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 GSI.

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](#) (SCCC) (916) 372-7200

SCO Key Initiatives:

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

Websites:

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

LD:MV:PMAB