

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

DATE: October 15, 2024

PERSONNEL LETTER #24-016
(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 BARGAINING UNIT 05 AND EXCLUDED EMPLOYEES, SPECIAL SALARY ADJUSTMENT FOR BARGAINING UNIT 16 AND 17, SPECIFIC CLASSES

The California Department of Human Resources (CalHR) has approved General Salary Increases (GSIs) for Rank and File and Excluded employees in Bargaining Unit (BU) 05, effective July 1, 2024, and a Special Salary Adjustment (SSA) for eligible employees in BU 16 and 17. Please refer to CalHR Pay Letter #24-30 for further information regarding eligibility criteria. This letter can be accessed via the following link: <https://hrnet.calhr.ca.gov/CalHRNet/default.aspx>.

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update for eligible BU 05 employees on October 15, 2024, to implement the July 1, 2024 GSI. The GEN transaction will reflect the GSI within the employee's base salary rate. Adjustments will also issue for the 07/24, 08/24, and 09/24 pay periods.

Departments are responsible for keying SSAs for eligible BU 16 and 17 employees. The SAL transaction will reflect the SSA within the employee's base salary rate. Adjustments will also issue for the 07/24, 08/24, and 09/24 pay periods.

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. 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.

Departments should refrain from updating EH records for impacted employees on October 15, 2024, to minimize fallout errors causing manual workload.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Out-of-Sequence

After the GEN/SAL transactions are 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/SAL 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 07/01/2024 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/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 GEN/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 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 – Std. 674 Out of Class_On-call_Out of State (OOC, OC, OS) 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:RJC:PMAB