STATE OF CALIFORNIA   MALIA M. COHEN
                                                                                        California State Controller

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

DATE: October 17, 2024   PERSONNEL LETTER #24-017
                                                       (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, SPECIAL SALARY INCREASE FOR BARGAINING UNIT 10 RANK AND FILE AND EXCLUDED EMPLOYEES

The California Department of Human Resources (CalHR) has approved various Special Salary Increases (SSIs) for eligible Rank and File and Excluded employees in Bargaining Unit (BU) 10, effective July 1, 2024. Please refer to CalHR Pay Letter #24-31 for further information regarding eligibility criteria. This letter can be accessed via the following link at CalHRNET.

EMPLOYMENT HISTORY MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on October 17, 2024, to implement the July 1, 2024, SSI for eligible BU 10 employees. The SAL transaction will reflect the Special Salary Adjustment (SSA) within the employee's base salary rate.

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 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 17, 2024, to minimize fallout errors causing manual workload.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Out-of-Sequence

Departments are responsible for keying out-of-sequence employees.

After the 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, then the salary rate information, per the 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.

RETROACTIVITY CHARGES

The transactions resulting from the July 1, 2024, SSA updates are considered to be non-controllable personnel and payroll transactions. The Employment History transactions and payroll adjustments resulting from the EH mass updates or initiated by PPSD, will be reflected on the Monthly Retroactivity Report but should be removed. The Employment History transactions and payroll transactions that are key entered by the department will also appear on the department's report. The department should return the report identifying the items associated with the July 1, 2024, salary changes, along with the appropriate explanation.

Disability

Departments must manually identify and update the records of employees on Disability leave at the time of the mass update. If an employee is on a Disability leave, submit a STD. 674 and/or STD. 674D to Disability via ConnectHR to request a payment adjustment after the SAL transaction with an effective date of July 1, 2024 has been keyed in EH.

Military Leave

Departments must manually identify and update the records of employees on Military leave at the time of the mass update. If an employee is on a Military leave, submit a STD. 674 and/ via Civil Service (CS) Payroll Military on ConnectHR to request a payment adjustment after the SAL transaction with an effective date of July 1, 2024, has been keyed in EH.

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 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. To assist departments in identifying these employees, SCO will provide a [ViewDirect](#) report. A subsequent Personnel Letter will be released when this report is available.

PAYROLL ADJUSTMENTS

Departments will need to upload form STD. 674 via ConnectHR to 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 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 SSA.

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