

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

DATE: November 14, 2024

PERSONNEL LETTER #24-018  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

**RE: NOVEMBER 1, 2024, SPECIAL SALARY ADJUSTMENT FOR BARGAINING UNIT 08  
RANK AND FILE, EXCLUDED AND CEA EMPLOYEES**

The California Department of Human Resources (CalHR) has approved various Special Salary Adjustments (SSA) for eligible Rank and File, Excluded and Career Executive Assignment (CEA) employees in Bargaining Unit (BU) 08 effective November 1, 2024. Please refer to [CalHR Pay Letter #24-33](#) for further information regarding eligibility criteria.

#### EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an EH mass update on November 14, 2024, to implement the November 1, 2024, SSA for eligible BU 08 employees. The SAL transaction will reflect the 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 November 14, 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, 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.

## **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, then 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 November 1, 2024 has been keyed in Employment History.

## **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, then submit a STD. 674 via CS Payroll Military ConnectHR to request a payment adjustment after the SAL transaction with an effective date of November 1, 2024 has been keyed in Employment History.

## **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 November 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 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, 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 November 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 an SSA.

Please direct questions on the salary changes as follows:

**Contacts:**

- Affordable Care Act (ACA) Email [ACASupport@sco.ca.gov](mailto: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](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto: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