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: January 29, 2025   PERSONNEL LETTER #25-003

TO: All Agencies/Campuses in the Uniform State Payroll System

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

RE: MASS R01 TO CORRECT CALPERS ENROLLMENT LEVEL

Per the State Controller's Office (SCO) Personnel Letter #21-009, SCO implemented an Employment History (EH) system modification to add a new E-LVL [Public Employees' Retirement System (CalPERS) Enrollment Level] field in the Personnel Information Management System (PIMS) and California State University (CSU) RST screens.

As a continuing effort to ensure the E-LVL field is accurate per the enrollment level CalPERS has determined, and to prevent inaccuracies in maximum Retirement contribution tracking, on December 12 and 18, 2024 and January 8, 9, and 15, 2025, SCO implemented an R01 EH transaction effective 12/12/2024 (CSU) and 12/01/2024, 12/18/2024, or 01/08/2025 (Civil Service) based on the employee's Enrollment Level in MyCalPERS.

CIVIL SERVICE SPECIAL PROCESSING INSTRUCTIONS

For Civil Service only, as this Mass R01 EH update will be in effect December 1 or 18, 2024, or January 8 or 15, 2025, for records that received a Retirement Account Code correction (Classic to PEPRA or PEPRA to Classic), departments are responsible for researching when the corrected Retirement Account Code should be effective and for keying a 505 EH Transaction with the correct Retirement Account Code back to the appropriate effective date.

Semi-Monthly records for whom the December 18, 2024 R01 was voided, and a December 01, 2024 R01 keyed in place, may need to have their Payroll Input Process (PIP) batch re-keyed for the December 2024 second half payroll to issue.

The State Controller's Office will be emailing reporting on impacted records to departmental universal emails that are on the California Personnel Office Directory (CPOD).

For questions about an employee's enrollment level, please contact the Personnel and Payroll Services Division Statewide Customer Contact Center.

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

- Inquiry Email (HR Supervisors and Managers) PPSDCSUInquiry@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
- Campus Information Retrieval System CIRS@calstate.edu
- Statewide Customer Contact Center (916) 372-7200

SCO Key Initiatives:
- Cal Employee Connect
- California State Payroll System Project

Websites:
- HR
- State Employees

LD:PAM:BPA