

## TRANSACTION SUPERVISORS' FORUM QUESTIONS & ANSWERS – JULY 2024

The following questions were submitted during the forum:

**Question:** Does state service count towards a Special In-Grade Salary Adjustment/Merit Salary Adjustment (SISA/MSA) when an employee is on Limited-Term (LT)? For example, an employee is LT for nine (9) months, does the nine (9) months count toward the MSA or does it start once they become permanent?

**Answer:** MSAs and SISAs require qualifying pay periods, the same as state service, and LT employees that may receive them. A nine (9) month LT would be long enough for an employee to receive the SISA, but MSAs typically require 12 qualifying pay periods. Refer to CalHR Rule 599.682, Qualifying Service for MSA and SISA. You may also refer to CalHR Rule 599.687 for the Effects of Breaks in Service on MSAs and SISAs if the employee is not made permanent prior to the expiration of the LT assignment. 599.683 is the MSA Rule and 599.685 is the SISA rule.

**Question:** If an agency needs to submit a STD. 674 form to collect Accounts Receivables (A/Rs) for an employee that has transferred to another agency, who is responsible to submit the STD. 674 form to collect those A/Rs?

**Answer:** If the employee is unable to be searched within ConnectHR, Human Resources staff can utilize the "New to State Service/No History in Database" feature to submit an upload.

**Question:** If an employee transfers to another agency and we submit the STD. 674 A/R to establish the Accounts Receivable (A/R), can the other agency collect the A/R established at our agency through ConnectHR? Or should we submit a STD. 674 A/R to establish and collect?

**Answer:** The prior agency can submit a STD. 674 A/R via ConnectHR to the appropriate unit and SCO will be able to set up the 035 deduction.

**Question:** We have an employee refusing to complete the CalHR 781 form but provides the verification documents, what would CalHR recommend our agency do in this situation?

**Answer:** The employee is required to acknowledge their obligations by initialing the form, in order to meet the requirements of the re-verification process and maintain benefits coverage for their eligible dependents.

**Question:** Regarding CalHR 781 form (re-verification of disabled dependents), there are no documents to verify except to have the form complete. Is this correct?

**Answer:** Please email your question to [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov) for further assistance.

**Question:** Is the Open Enrollment ([OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)) mailbox open to all Payroll and Benefits staff, or is it for Managers and Supervisors only?

**Answer:** The Open Enrollment inbox is available to all staff within a Departmental Personnel Office.

**Question:** Why is the Benefits Administration Manual (BAM) password protected?

**Answer:** The BAM is password protected because the information included is only for Departmental Personnel.

**Question:** When will the pay scales be updated? It reflects a change as of 7/11/2024 but the salaries are not updated.

**Answer:** Per the Section I Pay Letters, the alphabetical and schematic listings are updated once per month. The last update reflected is August 5, 2024. Additionally, we always recommend that departments use Civil Service/Exempt Payscales (CSP) within the SCO system.

**Question:** When will the General Salary Increase (GSI) for the Exempt, Career Executive Assignment (CEA), and Excluded staff tied to Bargaining Unit (BU) 10 be keyed?

**Answer:** A broadcast email and Personnel Letter will be released when the mass update processing date has been confirmed.

**Question:** Is there a specific order in which the SAL and GEN transaction codes must be keyed in the Employment History (PIMS HIST)?

**Answer:** Yes, CalHR has confirmed for SCO that GENs must be keyed first if a record is eligible for both a General Salary Increase (GEN) and a Special Salary Adjustment (SAL).

**Question:** Class 0990, Bargaining Unit (BU) 07 is showing \$20.38 in Civil Service/Exempt Payscales (CSP) as of 7/1/2024, but the GEN amount on the Personnel Action Request (PAR) is only reflecting \$20.00, is there another update to be ran to that class/BU?

**Answer:** CSP and Employment History (PIMS) records were updated 7/17/2024. SCO has completed mass updates for this group. If you believe a particular record has an inaccurate salary, you may key a GEN Correct (GENC) with the correct amount, once you have confirmed that the employee is eligible. Please reference Pay Letter 24-20 and [Personnel Letter #24-010](#).

**Question:** Did SCO update the General Salary Increases (GSIs) for employees with Plus Salaries? Also, if SCO makes a salary error on the GEN, who will correct it?

**Answer:** Please reference [Personnel Letter #24-010](#) for clarification.

**Question:** If an employee is on an S50 returning on 7/22/2024 and is due for a Merit Salary Adjustment (MSA) effective July 2024, do I key the A03 first, the MSA second, and then the July 2024 General Salary Increase (GSI) third?

**Answer:** They must complete the qualifying time to receive the MSA. Refer to CalHR rule 599.687 for the Effects of Breaks in Service on MSA/Special In-Grade Salary Adjustment (SISA). Also, the GEN must be keyed before the A03 or you will be processing out-of-sequence.

**Question:** What is the process for employees who are participating in the Catch-Up program? Do they select "Full Deferral Option" and attach the Catch-Up approval, or do they select the "Custom Deferral Option" and include the Catch-Up in the amount entered? If an employee selects the "Full Deferral Option" or the "Custom Deferral Option" for both years, does the state agency still complete two (2) Personnel Action Requests (PARs) or do they submit one PAR with the full lump sum amount to be paid and SCO completes the calculations for the Lump Sum Pay (LSP) to issue each tax year?

**Answer:** If an employee is utilizing 457b Traditional Catch-Up, they should complete the "Custom Deferral Option" and attach their Traditional Catch-Up letter. In the custom deferral table, they should be sure to include the regular limits, as well as the additional amounts they have been approved for under Traditional Catch-Up. The custom deferral table should be used for Traditional Catch-Up because an individual who has been approved for 457b Traditional Catch-Up qualifies to contribute more than the standard contribution limits, and the amounts vary based on their approval. It is the responsibility of the individual to specify in the table how much they are claiming under their Traditional Catch-Up approval, if they would like to contribute more than the regular contribution limits.

Individuals using Age-Based Catch-Up (for those 50 or older) may still select the "Full Deferral Option." The Age-Based Catch-Up is an automatic set amount, it does not vary by individual. Selecting the "Full Deferral Option" for those 50 or older will allow SCO to automatically process up to the Annual contribution limit including the age-based increase.

SCO will still require two (2) PARs to be submitted. The first transaction (i.e., S70) must be keyed by the last payroll cycle of the first tax year for the lump sum pay and contributions to issue in the current tax year, and the 2nd transaction (S70C) must be keyed the following year to issue the remaining lump sum pay and contributions for the 2nd tax year.

**Question:** Is SCO processing telework stipends via STD. 674 form that are over a year old?

**Answer:** The Premium pay team is processing documents on a current basis.

**Question:** Regarding the Bargaining Unit (BU) 02 salary increase effective 7/1/24 for Attorney III (max and 12 qualifying pay periods (QPP)), when changing the anniversary date (if not at max) will that generate a 5% Merit Salary Adjustment (MSA) when they hit the max at 12 QPP or will it generate the 10% that they should receive based on the Memorandum of Understanding (MOU)?

**Answer:** According to Pay Letter 24-20, employees at the old max for more than 12 qualifying pay periods receive the Special Salary Adjustment, and those at the old max with less than 12 qualifying pay periods receive a new anniversary date. Employees who are not at the old max, are not eligible for the Special Salary Adjustment or a new anniversary date. Please reference [Personnel Letter #24-010](#) for clarification.

**Question:** Is there a contact for advanced salary determination questions? If we have specific scenarios, can we reach out to someone?

**Answer:** All salary determination questions should be sent to [PSB@calhr.ca.gov](mailto:PSB@calhr.ca.gov) by the department's designated contacts.

**Question:** We are experiencing agencies keying in appointments for employees transferring to their agency without requesting the Personnel Action Request (PAR) and 612, resulting in us being unable to complete paperwork on our side. Has something in this process changed?

**Answer:** Nothing has changed. Human resource offices must work together to ensure timely processing of appointed or transfer employees.

**Question:** What is the chronological order of sequence when keying a Merit Salary Adjustment (MSA), GEN, and A03 transaction codes? What should be keyed first, second, and third?

**Answer:** The California Code of Regulations (CCR) 599.689, Effect of Salary Rate Changes, states the following:

“When salary range changes become effective the same date as an employee's salary adjustment anniversary date, the employee shall first receive any salary adjustment to which entitled and then receive the range differential adjustment.

“When salary range changes become effective the same date as an employee's promotion, the salary adjustments shall be made in such order that the employee shall gain the maximum benefit from the adjustments.”

Therefore, the MSA is keyed first, then the A03 or GEN, whichever gives the employee the best benefit.