

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

DATE: January 31, 2024

PERSONNEL LETTER #23-032  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

RE: **REVISED – JULY 1, 2023 SPECIAL SALARY ADJUSTMENT FOR BARGAINING UNIT (BU) 07 RANK AND FILE AND EXCLUDED EMPLOYEES**

The California Department of Human Resources (CalHR) has approved various Special Salary Adjustment (SSA) for eligible Rank and File and Excluded employees in Bargaining Unit (BU) 07 effective July 1, 2023. Please refer to CalHR Pay Letter #23-43 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 Employee History (EH) mass update on December 18, 2023 to implement the July 1, 2023 SSA for eligible Bargaining Unit (BU) 07 employees. The SAL transaction will reflect the SSA within the employee's base salary rate. Adjustments will also issue for the 07/2023, 08/2023, 09/2023, 10/2023 and 11/2023 pay periods. The issue date for these payments will be 12/20/2023.

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. PPCS 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 December 18, 2023 to minimize fallout errors causing manual workload.**

#### SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Effective July 1, 2023 designated Rank & File and Excluded BU 07 employees are eligible for a Special Salary Adjustment (SSA) if they have been at the old maximum of an eligible classification for 12 qualifying pay periods. Employees are eligible for a new anniversary date via a 330 transaction if they have not met the qualifying pay period criterion. Employees that have separated from state service and have lump sum payments that extend beyond July 1, 2023, and who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods, shall receive the increase. The lump sum payments shall be adjusted to reflect

the salary increase. Departments are responsible for keying the SAL or 330 transaction effective July 1, 2023 for all eligible employees in BUs 07.

Retired Annuitants should have their anniversary dates updated from Max to None via a 330 transaction, per CalHR, Retired Annuitants are not eligible for the salary increase.

~~CEA's are eligible for the SSA if they have been at the maximum of an eligible classification for 12 qualifying pay periods. CEA's are eligible for a new anniversary date via a 330 transaction if they have not met the qualifying pay period criterion.~~

If an intermittent employee has been at the maximum salary rate for less than 12 qualifying pay periods, the anniversary date should be changed to none.

### **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.

If correcting a July 1, 2023 effective date transaction that was processed prior to the SAL being posted, key the General Salary Increase (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 07/01/2023 effective date must be posted prior to the SAL, 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).

To assist departments with identifying transactions effective on or after July 1, 2023, that were processed prior to the SAL being posted, a Management Information Retrieval System (MIRS) report is available in the MIRS Common Library, cataloged as TEMP022. For departments with access to MIRS, subscribed users may access TEMP022 in the MIRS Common Library. Instructions for copying the report to personal or departmental libraries can be found on page 195 of the [MIRS Handbook](#) from the [MIRS References](#) web page.

### **RETROACTIVITY CHARGES**

The transactions resulting from the July 1, 2023 SSA update are considered to be non-controllable personnel and payroll transactions. The EH 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 EH 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, 2023 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, 2023, 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, submit a STD. 674 via CS Payroll Military ConnectHR to request a payment adjustment after the SAL transaction with an effective date of July 1, 2023 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 July 1, 2023 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. In order 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 July 2023 to November 2023 pay periods:

- 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 – (OOC, OC, OS) Out of Class, On-call, 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](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 & 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](#) (916) 372-7200

**SCO Key Initiatives:**

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

**Websites:**

- [HR](#)
- [State Employees](#)

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