

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

DATE: February 16, 2023

PAYROLL LETTER #23-002  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: UNIVERSAL ADMINISTRATIVE FEE RATE CHANGE**

The California Department of Human Resources (CalHR) has announced that the monthly Universal Administrative Fee will increase from \$2.73 to \$3.06 per pay period per employee, effective November 1, 2022. The Universal Administrative Fee is identified in the payroll system as Deduction Code/Organization Code 356-002.

The State Controller's Office will process the rate changes beginning with the February 2023 pay period. Retroactive adjustments for the November 2022 through January 2023 pay periods will be processed in the March 2023 pay period. No action is required from Agencies.

For additional information regarding the Universal Administrative Fee increase, please reference [CalHR's Human Resources Manual Section 1426](#). If you have any questions concerning this letter, please contact the Deductions Program Coordinators at (916) 322-7968 or via email at [deductionsprogram@sco.ca.gov](mailto:deductionsprogram@sco.ca.gov).

**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 Project](#)
- [California State Payroll System Project](#)

**Websites:**

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