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

DATE: December 15, 2022

PERSONNEL LETTER #21-021
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: REVISED: EMPLOYMENT HISTORY MASS UPDATE TO CHANGE RETIREMENT CONTRIBUTION RATE FOR REPRESENTED (R18) EMPLOYEES IN BARGAINING UNIT 18; EFFECTIVE JULY 1, 2021

Effective July 1, 2021, Represented (R18) Safety, Tier 1 retirement members in Bargaining Unit 18 will receive a change to their employee retirement contribution rate. The State Controller's Office (SCO) processed an Employment History (EH) mass update on December 14, 2021 to implement the retirement rate changes effective July 1, 2021 for eligible employees.

The rate changes are as follows:

Represented (R18) Bargaining Unit 18 Safety, Tier 1 Members

Effective 7/1/2021, the employee retirement contribution rate changed from 11.00% to 11.50%.

EMPLOYMENT HISTORY (EH) MASS UPDATE PROCESSING

The SCO processed an EH mass update on December 14, 2021 to implement the retirement rate changes effective July 1, 2021 for eligible employees. The 505 transaction reflect the employee retirement contribution rates for impacted employees.

MASS UPDATE EXCEPTIONS

Departments must identify and manually process the 505 transactions for out of sequence employees, as applicable. For example, employees with an EH record reflecting an out-of-sequence status (i.e., the effective date on the most current transactions is after July 1, 2021), must be processed manually. 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 (approximately December 31, 2021). The Personnel and Payroll Services Division (PPSD) may also assist with out of sequence transactions as needed.

The PPSD is unable to update the EH records to reflect the new rates when the employee is off pay status (e.g., on a leave of absence, or an Appointment Expiration Date prior to July 1, 2021). These employees' Item

505 – Account Code field must be updated by the appointing agency once their appointment is extended or the employee returns to active pay status following a leave of absence.

Although Item 505 is not a required field when returning an employee to pay status, the account code must be entered on the PAR in order to reflect the new retirement rate on the employee's record. If the account code is not entered, the retirement contribution will be withheld at the incorrect rate and will require future adjustments.

RETIREMENT ACCOUNT CODES EFFECTIVE JULY 1, 2021

Represented (R18) Bargaining Unit 18 SAFETY, Tier 1 members. See below for impacted employee account code movement:

- From Retirement Account Code CD to SC
- From Retirement Account Code CF to SC
- From Retirement Account Code CK to SC
- From Retirement Account Code CP to SC
- From Retirement Account Code CS to SC
- From Retirement Account Code CV to SC
- From Retirement Account Code C9 to SC
- From Retirement Account Code CL to SB
- From Retirement Account Code 1C to 7J
- From Retirement Account Code 1D to 7J
- From Retirement Account Code 1F to 7J
- From Retirement Account Code 1J to 7J
- From Retirement Account Code 1K to 7J
- From Retirement Account Code 1P to 7J
- From Retirement Account Code 1S to 7J
- From Retirement Account Code 1E to 7B
- From Retirement Account Code 1L to 7B
- From Retirement Account Code 1R to 7B

A Payroll Letter will be forthcoming regarding adjustments to impacted contributions.

Please direct questions on Bargaining Unit 18 retirement rate changes as follows:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email connecthrhelp@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & 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
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

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

JEB:PM:PMAB