

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

DATE: January 13, 2022

PERSONNEL LETTER #22-001
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: JANUARY 1, 2022 SPECIAL SALARY ADJUSTMENT FOR BU 08 EMPLOYEES

CalHR has approved a special salary adjustment (SSA) for bargaining unit (BU) 08 employees, effective January 1, 2022. Please refer to [CalHR Pay Letter #22-02](#) for further information regarding eligibility criteria, including class codes eligible for an SSA.

EH MASS UPDATE PROCESSING

The State Controller's Office will process an Employment History (EH) mass update on January 13, 2022 to implement the January 1, 2022 effective date SSA for employees in eligible Class Codes for BU 08. The SAL transaction will reflect the SSA within the employee's base salary rate.

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. The PPSD will notify departments of any additional situations requiring department action.

Turnaround PARs (TAD) will be issued and released on a flow basis.

Departments should refrain from updating EH records for impacted employees in the above bargaining units on January 13, 2022 to minimize fallout errors causing manual workload.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Disability/Military Leave

Employees on Disability or Military leave at the time of the mass update will need to be identified and updated by departments.

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 January 1, 2022, 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.

Out-of-Sequence

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 January 1, 2022 effective date transaction that was processed prior to the SAL being posted, enter 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 DPA rule 599.689, MSA/SIS transactions with a January 1, 2022 effective date must be posted prior to the SAL, if applicable

PAYROLL ADJUSTMENTS

Departments will need to submit form STD. 674/674D to request adjustments for the following payments that have issued for the January 2022 pay period:

- Regular pay with dock applied for employees with a mid-month change.
- Regular pay for employees on an alternate work schedule or working a shift and time paid does not equal time possible for the pay period.
- Industrial Disability Leave (IDL)
- Temporary Disability (TD)
- Nonindustrial Disability Leave (NDI)
- State Disability Insurance (SDI)
- LC 4800
- 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.

For additional questions, please use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- 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
- 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](#)

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