

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

DATE: July 1, 2022

PERSONNEL LETTER #22-010
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: JULY 1, 2022 GENERAL SALARY INCREASE AND SPECIAL SALARY ADJUSTMENT FOR RANK-AND-FILE AND EXCLUDED EMPLOYEES IN BARGAINING UNITS (BU) 1, 3, 4, 6, 7, 11, 12, 14, 15, 16, 17, 19, 20, AND 21

CalHR has approved a general salary increase (GSI) and special salary adjustment (SSA) for eligible Rank-and-File and Excluded employees, effective July 1, 2022 in Bargaining Units (BU) 1, 3, 4, 6, 7, 11, 12, 14, 15, 16, 17, 19, 20, 21.

Please refer to CalHR Pay Letter #22-14 for further information regarding eligibility criteria, including class codes eligible for an SSA. 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 EH mass updates on the following dates to implement the July 1, 2022 effective date:

- July 7, 2022 – GSI for eligible Rank-and-File and Excluded employees in (BU) 1, 3, 4, 6, 7, 11, 12, 14, 15, 16, 17, 19, 20, 21. The GEN transaction will reflect the GSI within the employee's base salary rate.
- July 12, 2022 – Special Salary Adjustments for eligible Rank-and File and Excluded employees in designated Class Codes in Bargaining Units (BU) 12 and 19. The SAL transaction will reflect the SSA within the employee's base salary rate.

Departments should refrain from updating EH records for impacted employees in the identified bargaining units on July 7, 2022 and July 12, 2022 to minimize fallout errors causing manual workload.

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. Turnaround PARs (TAD) will be issued and released on a flow basis. The PPSD will also notify departments of any situations requiring departmental action.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

In the case where an employee is eligible to receive both a GSI and SSA, the GEN must be keyed before the SAL.

- Departments with employees at the minimum or maximum for the GEN and SAL must submit the PAR package to SCO for processing
- Departments will be responsible for keying GEN transactions effective July 1, 2022 for eligible employees in class code 4687
- Departments will be responsible for keying GEN transactions effective July 1, 2022 for eligible employees in alternate range 7

Out-of-Sequence

After the GEN and 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 GEN and 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, 2022 effective date transaction that was processed prior to the GEN and SAL being posted, enter the 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 July 1, 2022 effective date must be posted prior to the GEN, if applicable. Enter 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).

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 July 1, 2022, and who were eligible for the GEN/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 GEN/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 submit form STD. 674/674D to request adjustments for the following payments that have issued for the July 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 GSI or SSA.

Please direct questions on the salary changes as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Statewide Customer Contact Center SCO	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division	PPSDOps@sco.ca.gov

SCO Key Initiatives:

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

JEB:DC:PMAB