

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

DATE: February 22, 2023

PERSONNEL LETTER #23-006
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: JANUARY 1, 2023 GENERAL SALARY INCREASE FOR BARGAINING UNIT 08 EMPLOYEES

The California Department of Human Resources (CalHR) has approved a general salary increase (GSI) effective January 1, 2023 for Bargaining Unit 08 employees. Please refer to CalHR Pay Letter #23-05 for further information regarding eligibility criteria. This letter can be accessed via the following link: [CalHR Website](#).

The new salary rate will be reflected in the employees' March monthly master payroll. Adjustments will also issue for the 01/2023 and 2/2023 pay periods. See below for additional information on the adjustment payments.

EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process an Employment History (EH) mass update on February 22, 2023 to implement the GSI effective January 1, 2023 for eligible employees. The GEN transaction will reflect the GSI within the employee's base salary rate. In addition, out-of-sequence transactions will be included in the mass update process.

It is advised that departments do not key EH records for employees in BU08 on February 21, 2023 and February 22, 2023 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. The PPSD will notify departments of any situations requiring department action.

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

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Departments will be responsible for identifying and keying GEN transactions effective January 1, 2023 for eligible employees designated in E08 and M01, class code 7500 referenced in the pay letter, including employees who may have transferred or separated prior to the mass update. Departments may begin keying GEN transactions on February 23, 2023.

Out-of-Sequence

After the GEN transaction is 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 transaction 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, 2023 effective date transaction that was processed prior to the GEN being posted, key 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 01/01/2023 effective date must be posted prior to the GEN, 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).

Disability/Military Leave

Departments must manually identify and update the records of employees on Disability or Military leave at the time of the mass update.

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, 2023 and who were eligible for the GEN 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 transactions for separated employees, as applicable.

PAYROLL ADJUSTMENTS

Departments will need to request GSI adjustments via the PIP system on form STD. 671 or STD. 683, for the following payments that have issued for the January 2023 – February 2023 pay periods. See PPM Section K for PIP system instructions.

- FLSA Overtime Pay (Payment Type 1, Payment Type Suffix F) – see PPM Section G 024 for further information.
- Out-of-Class Pay (Earnings ID SI only) – see PPM Section G 831 for further information.
- Awards/Bonus/Special Pay (Payment Types A, G, 9, and S [except Holiday Pay]) if the pay rate is based on the employee's based on salary and the employee is receiving a GSI. Determine the difference in gross due and key the difference in the gross field on the PIP system's miscellaneous detail screen.

If the retroactive payment does not issue departments will need to upload form STD. 674 via ConnectHR Premium Pay Adjustments to request adjustments for the above payments that have been issued for the January 2023 – February 2023 pay periods.

Departments will need to upload form STD. 674 via ConnectHR to request adjustments for the following payments that have issued for the January 2023 – February 2023 pay periods:

- 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.

Departments will need to upload form STD. 674D via ConnectHR to Disability adjustments for the following payments that have been issued for the January 2023 – February 2023 pay periods:

- Industrial Disability Leave (IDL)
- Temporary Disability (TD)
- Nonindustrial Disability Leave (NDI)
- State Disability Leave (SDI)
- LC 4800

Departments will need to upload form STD. 674 via ConnectHR to Premium Pay to request adjustments for the following payments that have issued for the January 2023 – February 2023 pay periods:

- 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.

RETROACTIVITY CHARGES

The transactions resulting from the January 1, 2023 GSI 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 keyed by the department will also appear on the department’s report. The department should return the report identifying the items associated with the January 1, 2023, GSI change, along with the appropriate explanation so the charges can be adjusted.

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](#)

Websites:

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

JEB:RH:PMAB