

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

DATE: February 3, 2023

PERSONNEL LETTER #23-004
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: SHIFT DIFFERENTIAL KEYING PROCESS FOR BARGAINING UNITS 13, 18 AND 19

Effective January 1, 2023, the State Controller's Office (SCO) implemented a change to the payroll system for Bargaining Unit (BU)13 and BU19 to not withhold retirement contributions for shift differential payments that are locked-in to Employment History (EH) and included in the salary total for payment type 0 and for shift differential payments issued as supplemental payment type 2.

Departments can lock in the shift earnings ID for BU13 and BU19 by keying a 345 transaction beginning with the January 2023 pay period for eligible employees. SCO's quarterly retirement contribution refund process will be modified to end the refund process beginning with the January 2023 pay period.

Furthermore, shift differential payments for BU18 are subject to CalPERS deductions effective October 1, 2022, per CalHR's [Pay Letter 22-37](#) and updated [Pay Differential 85](#). Departments can key a 345 transaction for eligible employees to lock-in the shift earnings ID in EH. SCO's quarterly retirement contribution refund process has been modified to end the refund process beginning with the October 2022 pay period.

Shift differential payments can still be keyed via the Payroll Input Process (PIP) if the shift earnings ID is not locked-in EH and will issue as a supplemental payment type 2.

For questions regarding information in this letter, please contact the Statewide Customer Contact Center at (916) 372-7200.

For additional questions, please use the following contact information:

- Affordable Care Act (ACA) Email 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
- 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](#)

Websites:

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

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