

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: October 15, 1999

PERSONNEL LETTER # 99-038  
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: JULY 1, 1999 GENERAL SALARY INCREASE - UNITS 01, 03-07,11-15, 17, 20, 21 AND  
STATUTORY STATE OFFICERS

Pursuant to the memorandum of understandings, the Department of Personnel Administration (DPA) has approved a general salary increase for rank and file classes/ranges in 14 bargaining units. Also, DPA has approved a special salary adjustment for certain classes/ranges in those units. Both the general salary increase and special salary adjustment are effective July 1, 1999. The following are the 14 bargaining units and corresponding DPA Pay Letters, which should be referenced for further information regarding the increases.

<u>BARGAINING UNIT</u>	<u>PAY LETTER #</u>
01	99-34
03	99-35
04	99-47
05	99-36
06	99-37
07	99-38
11	99-39
12	99-40
13	99-41
14	99-42
15	99-43
17	99-44
20	99-45
21	99-46

Employees designated as follows in the above bargaining unit classes/ranges are entitled to the salary increase:

Rank and file (CBID R01, R03-R07, R11-R15, R17, R20, R21)

Confidential (CBID C01, C03-C07, C11-C15, C17, C20, C21)

Excluded (CBID E01, E03-E07, E11-E15, E17, E20, E21)

Excluded confidential (CBID E67, E77 or E97 employees in one of the above bargaining unit class/range)

Also, in accordance with applicable statutes, DPA has authorized an increase to the salaries of the Statutory State Officers effective July 1, 1999. Refer to the related DPA Exempt Pay Letter for additional information.

The salary increase for the above employees will occur through either an Employment History (EH) mass update or manually for the employees who cannot be included in the mass update (see below). The mass update will be processed on the weekend of October 16, 1999. As a result, the EH On-Line System will not be available on Saturday, October 16, 1999 for use until approximately 11:00 a.m. If any problems are encountered with the mass update, the system may not be available until a later time or not at all.

## I. EH UPDATE PROCESS

### A. General Information

The salary increase shall be documented via the EH GEN transaction with a 07/01/99 effective date. The GEN transaction will reflect the general salary increase and the special salary adjustment, if applicable, within the employee's base salary rate. See the above DPA Pay Letters regarding the special salary adjustments.

Employees who received the Excluded Salary Differential (Earnings ID 8PFP) shall also have the pay differential deleted effective July 1, 1999. The salary increase will be provided via the GEN transaction.

### B. EH Mass Update

The mass update process will post the 07/01/99 effective date GEN transaction. The update will include employees designated per above as of 07/01/99, except confidential and E97 employees. Turnaround PARs will be issued from the update process. The TAD PARs will be released on a flow basis. PPSD will resolve any discrepancies resulting from the mass update and the TAD PARs will be distributed to departments after the records are corrected (see below).

## II. EH MANUAL UPDATE PROCESSES

PPSD and departments will need to manually update the EH records of employees who cannot be included in the above mass updates.

### A. PPSD

PPSD will manually update the EH records of the confidential and E97 employees. Also, PPSD will manually update the EH records of employees who were rejected from the above mass update.

The manual process will begin on October 18, 1999 and TAD PARs will be issued as the employees' EH records are updated. If a TAD PAR for an employee is not received within 10 days after receiving the majority of the TAD PARs for your department, please contact the Personnel Operations Liaison Unit at (916) 322-6500 or CALNET 492-6500.

## B. Departments

Departments will need to manually update the EH records of employees meeting the following situations:

### 1. Unit 06 intermittent time base employees

Process a 07/01/99 effective date GEN transaction with the new hourly rate entered on the transaction. If the new rate is not entered, EH automated audit messages will be received on the GEN transaction.

### 2. Employees under the 9/12, 10/12 or 11/12 pay plan

If the employee is on work status as of 07/01/99, process a 07/01/99 effective date GEN transaction. When key entering the GEN transaction for a 9/12 or 11/12 employee, the new salary rate must be entered. If the salary rate is not entered, the rate will be computed incorrectly by the EH On-line System.

If the employee is not on work status as of 07/01/99, process a SAL transaction effective the date the employee returns to work status. Enter the new salary rate on the SAL transaction.

### 3. Employees in the Brand Inspector classification (class code 0303) and who have a various salary range (Item 350, Special Pay, code V)

Process a 07/01/99 effective date GEN transaction with the new rate entered on the transaction. If the new rate is not entered, the rate may be computed incorrectly by the EH On-line System.

## III. SPECIAL EH PROCESSING INFORMATION/INSTRUCTIONS

### A. Confidential and E97 Designated Employees

The Excluded Salary Differential (Earnings ID 8PFP) was in lieu of increasing the employee's base salary rate when the 07/01/99 effective date general salary increase was implemented for excluded employees. Thus, the pay differential needs to be deleted when providing the salary increase within the employees' base rate. PPSD will eliminate the 07/01/99 effective date 350 transaction that initially added the pay differential and process a 07/01/99 effective date GEN transaction.

### B. Unit 01 Special Salary Adjustments

Per DPA Pay Letter 99-34, the Recruitment and Retention Differential Pay - Actuary (Earnings ID 8K6) is to be deleted for employees in certain classifications (see the pay letter for the affected classes). The mass update process will delete the pay differential on the GEN transaction and subsequent transactions, if applicable.

Likewise, the pay differential needs to be deleted on a GEN transaction and subsequent transactions, if applicable, that is/are to be manually processed for an affected employee. If the pay differential is not deleted, an overpayment could occur.

### C. Unit 07 Special Salary Adjustments

Certain Unit 07 classes received a special salary adjustment at the maximum salary rate. Per DPA Pay Letter #99-38, the employees in the classes who are at the old maximum salary rate are entitled to the special adjustment or a new anniversary date. The affected employees will be included in the above EH GEN mass update and will receive the general salary increase only.

PPSD will manually update the employees to provide the special adjustment or change their anniversary date. A 07/01/99 effective date GENF transaction (for the special adjustment) or a 07/01/99 effective date 330 transaction (for the anniversary date change) will be processed. Refer to the pay letter for the affected classes and employee movement instructions. PPSD will begin the annual update process at the end of October 1999. TAD PARs will be issued as the EH records are updated.

#### D. Unit 12 Special Salary Adjustments

Per DPA Pay Letter 99-40, the Commercial Drivers License Class A or Class B pay differential (Earnings IDs 8DLA, 8DLB, 8DLC, 8DLD, 8DLN) is to be deleted for employees in certain classifications (see the pay letter for the affected classes). The mass update process will delete the pay differential on the GEN transaction and subsequent transactions, if applicable.

Likewise, the pay differential needs to be deleted on a GEN transaction and subsequent transactions, if applicable, that is/are to be manually processed for an affected employee. If the pay differential is not deleted, an overpayment could occur.

#### E. Unit 17 Special Salary Adjustments

For employees at the minimum or maximum salary rate of the Health Facilities Evaluator Nurse classification (class code 8011), the new salary rate must be entered on the GEN transaction, including the GEN correct (GENC) transaction. If the new rate is not entered, EH automated audit messages may be received on the GEN/GENC transaction

#### F. 07/01/99 Effective Date MSA Transaction

Per DPA, an MSA shall be applied before a salary range change. Thus, the 07/99 MSA must be posted on an employee's EH record before the 07/01/99 salary increase and must be based on the salary rate in effect as of 06/30/99.

If the 07/01/99 effective date MSA transaction has not been processed, key enter the GSI Code O on the MSA transaction to denote old salary rate.

If the 07/01/99 effective date MSA transaction is already posted and needs to be corrected, key enter the GSI Code O on the MSAC transaction to denote old salary rate

Key enter the GSI Code as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in an incorrect base salary rate and anniversary date on the MSA transaction (i.e., overpayment).

### IV. PAYROLL ADJUSTMENTS

A. All Employees

Adjustments for the 07/99 through first semi-monthly/biweekly half of the 10/99 pay period regular payments (except as indicated below), regular (i.e., non-FLSA) overtime payments and lump sum payments that have already been issued will be automatically made once the employees' EH records are updated to reflect the salary increase. For employees updated via the EH mass update, the adjustments should be issued during the week of October 18, 1999. Employees updated manually will have their adjustments issued once their EH records are updated.

Departments will need to submit Form STD. 674/674D to request adjustments for the following payments that have been issued for the 07/99 through the 10/99 first half pay periods.

Regular pay with dock applied for employees with a mid-month change

Regular pay for employees on alternate work schedules or paid from a shift designated agency code and time paid does not equal time possible for the pay period

Industrial Disability (IDL)

Temporary Disability (TD)

Nonindustrial Disability Leave (NDI) if benefits began in the 07/99 pay period

NDI Annual Leave Supplementation

FLSA Overtime

Holiday pay issued under the user computed salary rate earnings ID beginning with HG

Out-of-class

Supplemental premium/special pay if the pay has a rate change effective 07/01/99 (see above DPA Pay Letters for the affected premium/special pay differentials)

B. Biweekly Paid Employees - Last 06/99 Pay Period

Departments must submit Form 674/674D to request adjustments to all payments already issued for the last 06/99 biweekly pay period (07/01/99 - 07/03/99 pay period).

V. RETROACTIVE CHARGES

All transactions as a result of the July 1, 1999 salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update should not be reflected on the Monthly Retroactivity Report. The EH transactions, except the GEN transaction, and payroll transactions that are key entered/initiated by PPSD and departments will appear on the department's report. The department can return the report identifying the items associated with the salary increase along with the appropriate explanation.

VI. TELEPHONE CONTACTS

Questions regarding the salary increases and the EH/payroll processing information can be directed as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NO.</u>
Salary Program	DPA	(916) 324-0439 CALNET 454-0439
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500 CALNET 492-6500
Disability Procedures	Disability Liaison Unit	(916) 322-3619 CALNET 473-3081
General Payroll Procedures	Payroll Liaison Unit	(916) 323-3081 CALNET 473-3081

RZ: LMS/PMAB