

PAY LETTER: 11-20
ISSUE DATE: November 1, 2011

**DEPARTMENT OF PERSONNEL ADMINISTRATION
SECTION I**

**SUMMARY OF REVISIONS TO THE FIFTY FOURTH EDITION (JULY 2007)
OF THE CALIFORNIA STATE CIVIL SERVICE PAY SCALES
LOCATED ON DPA'S PUBLIC WEB SITE
<http://www.dpa.ca.gov/publications/pay-scales/index.htm>**

For questions regarding Section I, call (916) 323-3343
Technical questions will be referred to the appropriate DPA analyst.

The following changes are now updated on the electronic Pay Scales. Changes to the Alphabetical and Schematic Listing (Section 15) will be updated within the first week of each month.

SECTION 14: PAY DIFFERENTIALS

PAY DIFFERENTIAL 386
PERSONAL LEAVE PROGRAM 2010/2011 DIFFERENTIAL – UNITS 1, 2, 3, 4, 6, 7, 9, 10, 11, 13, 14, 15, 17, 20, 21 AND EXCLUDED EMPLOYEES is amended: (Effective 11/01/11)

- The following CBIDs are deleted from this pay differential.

Rank and File

R01, R03, R04, R11, R14, R15, R17, R20, R21; U01, U04, U15

Excluded

C01, C02, C03, C04, C06, C07, C09, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, C21

E01, E04, E11, E21

S01, S02, S03, S04, S06, S07, S09, S10, S11, S12, S13, S14, S15, S16, S17, S18, S19, S20, S21

M01, M02, M03, M06, M07, M09, M10, M12, M14, M16, M17, M18, M19, M21, M99

U01, U02, U04, U07, U09, U10, U12, U15, U16, U19

E48, E58, E59, E67, E68, E77, E78, E79, E97, E98, E99

- The pay differential is retitled to: PERSONAL LEAVE PROGRAM 2010/2011 DIFFERENTIAL – UNITS 2, 6, 7, 9, 10, and 13.

- The section titled "The Following Classes and Employees Are Not Subject to the Personal Leave Program 2010/2011" is updated to remove classes within CBIDs that no longer apply to this pay differential.
- "Pay Differential 386 History" section is updated.

DOCUMENTATION:

The State Controller's Office will process an employment history mass update to delete the Personal Leave Program (PLP) 2010/2011 Earnings ID (EID) 8PLP for rank-and-file employees in bargaining units 1, 3, 4, 11, 14, 15, 17, 20, and 21, as well as excluded, exempt, and statutory employees. A 350 transaction effective 11/01/11 will result from the update process and turnaround PARs will be issued.

PLP will be removed from biweekly employees effective 10/23/11. The instructions below also apply to biweekly employees with a 10/23/11 effective date.

The 350 transaction to delete PLP effective 11/01/11 should be posted on employment history prior to any other 11/01/11 effective date transactions. This is to prevent the generation of online employment history messages when correcting a non-350 transaction (e.g., 11/01/11 effective date MSA transaction) that reflects the invalid PLP EID 8PLP. In these circumstances, special processing is needed to prevent the audit messages (e.g., voiding and re-processing of the 11/01/11 effective date transactions).

To minimize additional processing steps, the MSA mass update process scheduled for 10/28/11 to post the 11/01/11 effective date MSA or SIS transactions is postponed until after the employment history mass update to delete the PLP EID occurs. Also, departments should not process any transactions with an effective date of 11/01/11 or later until after the employment history mass update. The exceptions are transactions for separated employees and Employee Action Request (EAR) transactions. Please process separation transactions as follows:

- For separations with an October 2011 effective date, process separation transactions per the PLP procedures outlined in SCO Personnel Letter #11-015.
- For separations with an effective date of 11/01/11 or after,
 - Process a 350 transaction to delete the PLP EID 8PLP;
 - Process an MSA/SIS transaction effective 11/01/11. If applicable; and
 - Process the 11/01/11 or after effective date separation transaction.

A personnel letter with specific information regarding the mass updates to delete the PLP EID and post the 11/01/11 MSA/SIS transactions will be issued soon.