

BUDGET LETTER

SUBJECT: EMPLOYEE COMPENSATION ADJUSTMENTS--ITEM 9800	NUMBER: 20-06
REFERENCES: BL 19-16, BL 19-24, SEE SUPPORTING WORKBOOK	DATE ISSUED: March 5, 2020
	SUPERSEDES: BL 19-29

TO: Agency Secretaries
Department Directors
Departmental Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

BUDGET OFFICERS ARE EXPECTED TO FORWARD A COPY OF THIS BUDGET LETTER (BL) TO THEIR HUMAN RESOURCES AND LABOR RELATIONS OFFICES.

The BL provides departments with instructions for scheduling additional 2019-20 employee compensation adjustments as part of the 2020-21 budget process.

Deadlines and Deliverables	
March 27, 2020	Item 9800 Employee Compensation Workbook, adjustments in Hyperion, and supporting documentation, including but not limited to Management Information Retrieval System (MIRS) reports, due to your Finance Budget Analyst.

A. Background

As a result of the recent tentative agreement reached with bargaining unit 18 employees, the state now has current Memoranda of Understanding (MOUs) with all 21 collective bargaining units (see Worksheet 2 for a complete list of all 21 bargaining units). This BL addresses the distribution of additional 2019-20 employee compensation augmentations recently approved for **bargaining unit 18 employees** through the collective bargaining process and by the Director of the California Department of Human Resources (CalHR) for related employees excluded from collective bargaining. It also includes background information and instructions for departments to calculate and schedule 2019-20 and 2020-21 funding requests.

This BL does not apply to personnel of the University of California, the Hastings College of Law, the California State University, or State Active Duty personnel of the Military Department.

Glossary Relevant to this BL

The following terms are used throughout this BL:

- BBA = Baseline Budget Adjustments. These are baseline expenditure adjustments such as employee compensation, carryovers, etc.
- BR = Budget Request. These are issues identifying changes to dollar amounts and/or positions for any fiscal year in Hyperion.

BU	=	Business Unit. This four-digit number is equivalent to an organization code/entity.
BY	=	Budget Year (Fiscal Year 2020-21).
Category	=	An account code in the Chart of Accounts.
CY	=	Current Year (Fiscal Year 2019-20).
ENY	=	Enactment Year (formerly Year of Appropriation).

B. General Instructions

To request funding for eligible adjustments, departments must complete and submit the Item 9800 Employee Compensation Workbook, adjustments in Hyperion, and related supporting documentation, including but not limited to MIRS reports, to their Finance Budget Analyst **no later than Friday, March 27, 2020**. This information is necessary to support the department's funding request and to provide the necessary scheduling information to the State Controller's Office (SCO) to process the Budget Executive Order later in the fiscal year. **If a department fails to meet this deadline, Finance will have to calculate and schedule the adjustment; in such instances, departments may not have an opportunity to adjust any calculations and scheduling performed by Finance.** Please refer to the following instructions for each worksheet within the supporting workbook to calculate the appropriate adjustments. **Please note the adjustments related to this BL are in addition to those calculated in the fall pursuant to BL 19-29.**

C. Item 9800 Employee Compensation Workbook

Item 9800 Checklist

Departments should utilize the checklist provided in the Item 9800 Employee Compensation Workbook to verify accurate completion of the supporting workbook, the associated Hyperion entries, and the BBA Excel Upload Template, if used.

Worksheet 1: Item 9800 Summary Worksheet

This worksheet displays total adjustments that are calculated on Worksheets 4 and 5. Cells within this worksheet are all formula driven.

Worksheet 2: Item 9800 List of Bargaining Units

This worksheet provides a list of current bargaining units. This list should be referenced to ensure adjustments on Worksheets 4 and 5 correspond to the correct bargaining unit.

Worksheet 3: Item 9800 List of Eligible Salary and Benefit Adjustments

This worksheet provides a list of eligible Salary and Benefit Adjustment information necessary to complete Worksheets 4 and 5.

CalHR has or will be transmitting classification and pay adjustment data to departments through multiple pay letters. The pay letters that have been released and the associated Salary and Benefit Adjustments can be found on Worksheet 3.

Worksheets 3a and 3b: Item 9800 Benefit Adjustment Instructions and Detail

Worksheets 3a and 3b provide detailed health and dental benefit information and instructions necessary to complete Worksheet 5.

Worksheet 4: Item 9800 Salary Adjustment Worksheet

This worksheet is used to calculate Salary Adjustments, as listed on Worksheet 3. Augmentations will only be provided for adjustments detailed on Worksheet 3.

Augmentations will not be provided for the following:

- **Overtime.**
- **Increased contract costs.**
- **Limited-term positions.**
- **Temporary help blanket positions.**
- **Additional or revised adjustments submitted in the fall pursuant to BL 19-29.**

On this worksheet, if an adjustment is applicable to all employees in the department, use the "Regular/Ongoing Positions" salaries total in the 2019-20 column from the Schedule 7A (see highlighted cell in Schedule 7A example below) for the 2019-20 and 2020-21 salary base. Some adjustments on Worksheet 3 will only impact specific classifications, bargaining units, etc. In those instances, use only the salary base specific to those impacted classifications. For additional instructions, refer to the footnotes included on the bottom of Worksheet 4.

Note that these adjustment amounts must be entered into Hyperion with a "Salary Adjustment" baseline adjustment type. For further instructions, refer to the Section D instructions—BRs in Hyperion and BBA Excel Upload Templates.

Although the pay letters and instructions on Worksheet 3 provide guidance regarding costing, departments are expected to review the terms of MOUs for additional clarification. Please refer to the [bargaining contracts](#) found on the CalHR website, which provide further details regarding each MOU.

Schedule 7A Example

ORGANIZATIONAL UNIT Classification	NUMBER OF POSITIONS			EXPENDITURES		
	Filled 2018-19	Authorized 2019-20	Proposed 2020-21	Actual 2018-19	Estimated 2019-20	Proposed 2020-21
	(Salary Range)					
Administration						
Exec Director	0.9	1.0	1.0	\$12,298-13,300	\$159,600	\$159,600
Program Mgr I	0.8	1.0	1.0	10,655-12,099	145,188	145,188
Assoc Program Officer	0.8	2.0	2.0	5,406-7,108	170,592	170,592
Exec Asst	0.6	1.0	1.0	3,964-4,961	59,532	59,532
Staff Services Analyst	0.9	-	-	3,987-5,360	-	-
TOTALS, AUTHORIZED POSITIONS	5.0	6.0	6.0	\$536,311	\$583,269	\$584,555
<i>Regular/Ongoing Positions</i>	4.0	5.0	5.0	497,891	534,912	534,912
<i>Temporary Help</i>	1.0	1.0	1.0	25,613	32,238	33,095
<i>Overtime</i>	-	-	-	12,807	16,119	16,548

Salary-Driven Benefit Calculations

The benefits listed below must be calculated as a percentage of the Salary Adjustment and included within the “Staff Benefits” column on Worksheet 4 for each applicable adjustment.

Other increased costs will not be funded.

- OASDI (Social Security)—6.2 percent of total salary up to the \$134,850 cap (for each position covered by OASDI) for 2019-20 and \$138,600 for 2020-21.
- Medicare—1.45 percent of total salary (no cap).
- Retirement—Departments must use the 2019-20 retirement rates as reflected in Control Section 3.60 ([BL 19-24](#)). This information will be used in completing Worksheet 4.
- Other Salary-Driven Compensation—Pay differentials that are calculated as a percentage of base salary that are not included in the salary on the Schedule 7A (e.g., longevity pay) must be included in the salary base to accurately capture increased benefit costs.

Note that these adjustment amounts must be entered into Hyperion with a “**Benefit Adjustments**” baseline adjustment type. For further instructions, refer to the Section D instructions—BRs in Hyperion and BBA Excel Upload Templates.

Worksheet 5: Item 9800 Benefit Adjustment Worksheet

Adjustments to the employer’s health benefits contribution for specific bargaining units were made as a part of their MOUs or as approved by CalHR for excluded employees. Based on the approved 2020 health rates adopted by the California Public Employees' Retirement System, the state’s contribution toward 2020 health premiums for a majority of bargaining units will be higher than the amount contributed by the state in 2019. CalHR has transmitted specific health contribution adjustment data to departments through Human Resources Manual updates. To calculate the 2019-20 Employer's Health Benefit Contribution adjustment, departments should refer to Worksheets 3a and 3b and calculate the adjustments on Worksheet 5. For additional instructions, refer to the footnotes included on the bottom of Worksheet 5.

Note that these adjustment amounts must be input into Hyperion with a “**Benefit Adjustments**” baseline adjustment type. For further instructions, refer to the Section D instructions—BRs in Hyperion and BBA Excel Upload Templates.

Worksheet 6: Item 9800 Salary and Benefit Adjustment Fund Split Worksheet

Provide the unique appropriation item information (BU, Reference, Fund, Program, and Category) for each adjustment. Please note there are several category codes that can be used for the various adjustments found in Worksheets 3, 3a, and 3b. For purposes of this BL, the following category codes must be used for each respective adjustment:

- **510XXXX** (Salaries and Wages) for Salary Adjustments calculated on Worksheet 4.
- **515XXXX** (Staff Benefits) for Benefit Adjustments calculated on Worksheets 4 and 5.

The only exception is if scheduling adjustments as Distributed Administrative Costs (Program 9900200), which use Category 5342500 (Indirect Distributed Cost). If reimbursement adjustments are necessary, select the appropriate category code referenced above, based on the adjustment type, scheduled to Fund 0995. The totals from Worksheets 4 and 5 must tie to the Item 9800 Summary Worksheet in the supporting workbook. For additional instructions, refer to the footnotes included on the bottom of Worksheet 6.

To correctly classify funds and reduce errors, the Item 9800 Salary and Benefit Adjustment Fund Split Worksheet includes a drop-down list of all funds by fund number as well as all applicable adjustment categories to select from rather than keying in manually. The fund classification will auto-populate based on the fund/category selected by the department. While this process *should* help mitigate errors, departments must verify each fund classification by reconciling it to the Uniform Codes Manual (UCM). Please refer to the [UCM, Numerical Fund Listing](#).

Federal funds and bond funds will be classified as non-governmental cost funds.

Worksheet 7: Item 9800 Crossties

To ensure that all adjustments within the Item 9800 Employee Compensation Workbook agree, the formula-driven crossties on this worksheet must all reflect "0" for both 2019-20 and 2020-21.

D. Instructions—BRs in Hyperion and BBA Excel Upload Templates

General Information

After completing all applicable worksheets in the Item 9800 Employee Compensation Workbook, departments are required to **complete up to two separate BRs in Hyperion**:

- **One for Salary Adjustments.**
- **One for Benefit Adjustments.**

Adjustments in Hyperion must correspond to the adjustments listed on the Item 9800 Salary and Benefit Adjustment Fund Split Worksheet (Worksheet 6). If uploading to Hyperion, departments must use the latest [BBA Excel Upload Template Workbook](#).

Departments must use the following for each BR created:

1. Use the standard naming convention to provide a unique BR name.

To improve coordination and reduce system kick outs, departments and Finance Budget Analysts should use BR sequencers that match the last three digits of the BR identifier in Hyperion. For example, BR identifier: BR0010 with BR Name: 2222-010-BBA-2020-MR. Please refer to the [Budget Request Naming Convention in Hyperion](#), which is found on the Department of Finance website, for additional information.

2. For purposes of this BL, the following BR titles must be used for tracking purposes and consistency statewide:

- **"Allocation for Employee Compensation"** for Salary Adjustments.
- **"Allocation for Staff Benefits"** for Benefit Adjustments.

3. For departments using the BBA Excel Upload Template, use the drop-down menu to select the appropriate BU, Request ID, Version, and Year.

Baseline Adjustment Type

Departments must select a Baseline Adjustment type from the drop-down menu in the Baseline Adjustment Type tab. For purposes of this BL, the following BBA types must be selected:

- "Salary Adjustment" for Salary Adjustments calculated on Worksheet 4.
- "Benefit Adjustment" for Benefit Adjustments calculated on Worksheets 4 and 5.

Baseline Adjustments (CY Expenditures and BY-BY4 Expenditures)

Using the drop-down menus, specify the Item, ENY, Program, and Category for each unique combination of funding needed for the adjustment. For purposes of this BL, the acceptable Categories to select are 510XXXX (Salaries and Wages) for Salary Adjustments and 515XXXX (Staff Benefits) for Benefit Adjustments, unless scheduling adjustments as Distributed Administrative Costs (Program 9900200), in which instances the code to select is Category 5342500 (Indirect Distributed Cost). Using the dollars scheduled in 2019-20 and 2020-21 in the Item 9800 Employee Compensation Workbook, enter the adjustments in the CY Expenditures and BY-BY4 Expenditures tabs in whole dollars rounded to the nearest thousand. Departments should refer to Worksheet 6 when determining the dollars that should be scheduled in the 2019-20 (ENY 2019) and 2020-21 (ENY 2020). All ongoing BY expenditures must be copied to the BY1-4 columns.

Distributed Administration Costs

Departments that continue to distribute administrative costs will need to reflect that distribution for applicable Item 9800 Adjustments. To properly reflect the in-and-out nature of distributed administrative costs, a three-entry scheme is required:

1. Program 9900100 (positive adjustment) and Category 51XXXXX to show the positive total being distributed to a particular program(s).
2. Program 9900200 (negative adjustment) and Category 5342500 to reflect total distributed cost.
3. The program (positive adjustment) that pays for the distributed cost using Category 5342500.

This process allows the dollars associated with a particular program to be included in the program total. For more details, refer to [Treatment of Distributed Administration](#).

E. Questions

Please direct questions related to Human Resources Manual updates, Pay Letters, or provisions of an MOU to departmental personnel, labor relations officers, or CalHR. For the treatment of budget documents, please direct questions to your Finance Budget Analyst.

/s/ Jennifer Whitaker

Jennifer Whitaker
Program Budget Manager