

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: August 28, 2007

CALATERS LETTER #07-004

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: ELEANOR ALVAREZ, Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CalATERS 2007-2008 FISCAL YEAR FILE LOAD SCHEDULE

The budget for fiscal year 2007/2008 has been signed by the Governor. The CalATERS staff will update various CalATERS files for the agencies that have requested assistance in modifying data in CalATERS for new budget year accounting data. The update process will be completed by September 7, 2007. The schedule of the updates is as follows:

August 28, 2007

Department of Parks & Recreation  
Department of General Services – Contract Fiscal Services  
Public Utility Commission  
State Controller's Office  
Water Resources Control Board

August 29, 2007

Department of Corrections and Rehabilitation – HQ  
Department of Corrections and Rehabilitation – RAO Bakersfield  
Department of Education  
Office of Statewide Health Planning & Development

August 30, 2007

Business, Transportation and Housing  
California Highway Patrol  
Department of Corporations  
State Treasurer's Office – HQ  
State Treasurer's Office – CDIAC  
State Treasurer's Office – TCAC

September 4, 2007

Alcohol and Drug Programs  
Boating & Waterways  
Department of Real Estate  
Department of Technology Services  
Office of Inspector General

September 6, 2007

California Community Colleges, Chancellor's Office  
Department of Finance  
Department of Mental Health  
Office of Systems Integration  
Veteran Homes – Bartow  
Veteran Homes – Chula Vista  
Veteran Homes - Yountville

Once the update is completed, the updated files will be provided to the agency. Upon receipt, please review the file to ensure that it reflects current agency employees.

Also, once the files are updated with the fiscal year 2007/2008 budget information, please remember to use specialized account coding to each fiscal year 2007/2008 expense claim that was in progress prior to the file updates or awaiting department accounting approval. Failure to use specialized account coding will require agencies to process fund corrections on claims with expenses incurred after June 30, 2007.

Please contact the CalATERS Help Desk if there are any questions regarding the above information.

EA:ea