

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

DATE: May 29, 2008

CALATERS LETTER #08-002

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 Software/Hardware Upgrades

In order to meet the needs of our customers and with the mandatory rollout of CalATERS in full gear, it has become necessary to upgrade our software and hardware products to ensure that the system continues to work efficiently. The upgrades will be installed in two phases over two weekend periods.

The first phase begins on May 30, 2008 through June 1, 2008 during which time the CalATERS Training Environment will be unavailable. The CalATERS Training Environment will become available for use on June 2, 2008, 8:30AM. The software upgrades and the new powerful server will be used to address system performance issues. The CalATERS Production Environment will be available to all users during this time.

The second phase starts on June 6, 2008 through June 8, 2008 during which time the CalATERS Production Environment will be unavailable, including report administration. The CalATERS Production Environment will become available for use on June 9, 2008.

Although the CalATERS website will remain active during the above events, end users attempting to access the "sign-in" button will receive a message. This message will indicate that the system is currently unavailable.

We appreciate your cooperation during the installation of the upgrades.

If you have questions, please contact the CalATERS Help Desk and reference this CalATERS Letter.

Thank you.