

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

DATE: September 23, 2008

CALATERS LETTER #08-008

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 2008-2009 FISCAL YEAR FILE LOAD SCHEDULE

The budget for fiscal year 2008/2009 has been signed by the Governor. The CalATERS staff will be updating the Calprofile, Calxref and Calaccount files for the departments that have requested assistance in modifying data in CalATERS for new budget year accounting data. The update process will be completed by September 30, 2008.

The fiscal year file load schedule is as follows:

September 24, 2008

Department of General Services – Contract Fiscal Services
Department of Parks & Recreation
Fire and Forestry Protection (CalFire)
Public Utilities Commission
State Controller's Office
Water Resources Control Board
Office of Inspector General

September 25, 2008

Agriculture Labor Relations Board
California State Library
Department of Education
Department of Health Care Services
Department of Public Health
Office of Statewide Health Planning & Development

September 26, 2008

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

September 29, 2008

Alcohol and Drug Programs
Boating & Waterways
Department of Conservation
Department of Real Estate
State Public Defender
California Horse Racing Board
Secretary of State
Department of Finance

September 30, 2008

California Community Colleges, Chancellor's Office
Department of Developmental Services
Department of Insurance
Department of Mental Health
Office of Systems Integration
State Personnel Board
Department of Consumer Affairs
Department of Corrections and Rehabilitation

Once the update is completed, the Calprofile, Calxref and Calaccount files will be provided to your department for review. Please verify that the files contain your department's current employees and correct account coding information.

Also, once the files are updated with the fiscal year 2008/2009 budget information, please remember to use specialized account coding to each fiscal year 2008/2009 expense claim that was in progress prior to the file updates or awaiting department accounting approval. By omitting the above step in using the specialized account code, departments will have to process fund corrections on claims with expenses incurred after June 30, 2008.

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

EA:ea