

STATE OF CALIFORNIA

JOHN CHIANG,
California State Controller

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

DATE: February 19, 2009

CALATERS LETTER #09-003

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 PROCESSING DURING THE FURLOUGH PROGRAM - ADDENDUM

On February 6, 2009, the CalATERS data and file transfers were suspended due to the first Friday furlough day. This Friday, February 20, 2009 marks the second Friday furlough day and CalATERS data and file transfers will again be suspended. CalATERS data processing and interfaces will resume the next business day, Monday, February 23, 2009. Refer to CalATERS letter 09-002 for further information.

Until further notice, the process of suspending data and file transfers will occur on future first and third Fridays of each month. CalATERS will remain available for employees to create and submit claim forms, to have the forms approved by their approvers and for departmental accounting offices to approve the forms.

If you have any questions regarding this letter, please contact the CalATERS Help Desk at (916) 324-9991.

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