

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

DATE: February 26, 2009

CalATERS LETTER #09-004

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

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: CalATERS SUSPENDED CLAIMS THROUGH FEBRUARY 23, 2009

This letter provides information regarding the payment of CalATERS suspended claims.

The State Controller's Office has approved payment of general fund claims suspended for February 2009. This will include all claims approved through the department accounting offices as of 5:00PM, February 23, 2009. These payments will have an issue date of March 3, 2009. General fund claims approved after 5:00PM February 23, 2009 will be suspended until further notice to provide for the release of payments that would have been issued in the February pay period.

As a reminder, the information in an employee's profile at the time a claim is created is used to process the claim. Subsequent changes to the profile (e.g., mailing address, funding) do not affect claims already submitted. Payments for the February 2009 suspended claims will be mailed to the addresses or deposited into the accounts that were reflected in the profiles at the time the claims were created.

In order to issue the suspended payments, the daily batching process will be stopped until February 27, 2009. Non General fund claims that are submitted and approved will be processed as normal after that date. In the meantime, CalATERS is available for employees to create and submit claim forms, to have the forms approved by their approvers and for the department accounting offices to approve the forms.

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

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