

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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

Date: January 14, 2000 LEAVE ACCOUNTING LETTER # 00-001  
CIVIL SERVICE ONLY

To: All Agencies in the California Leave Accounting System

From: Vicki Korach, Manager  
Customer Support Section

Re: BENEFIT OVER MAX (BOM) REPORT

We are pleased to announce the addition of the BOM report to the ViewDirect on-line report distribution system. Effective with the January 2000 BOM report, all departments with ViewDirect access who receive the BOM report will have on-line access to their report.

ViewDirect departments will begin receiving their BOM report each month. For departments who currently receive the report other than on a monthly basis, they will receive the report each month. The BOM report will be available on ViewDirect the morning after the report is produced (refer to the Civil Service Decentralized calendar for specific dates). Two versions of the report (with or without security numbers) will be provided on-line, depending upon the version a department currently receives.

ViewDirect departments will also receive a hard copy version of the BOM report each month through March 2000. Effective with the April 2000 report, the hard copy BOM report will no longer be distributed. Departments will be responsible for printing their report via ViewDirect if they are needed.

Accessing and printing the on-line BOM report is similar to accessing and printing the on-line Leave Activity and Balance (LAB) report. The BOM report is assigned the ViewDirect Report ID of 'BOMRPT1' for the version with social security numbers or 'BOMRPT2' for the version without social security numbers. Much like the LAB report, a condensed on-line view of the BOM report will automatically be provided. Please refer to your department's ViewDirect User Guide on accessing, printing, and canceling the condensed view. A revision to the user guide to reflect the BOM report will be provided at a later date.

The above BOM report changes apply only to departments who have ViewDirect access. The BOM report for non-ViewDirect departments will continue to be provided under the current process. Departments interested in obtaining ViewDirect access can do so by following the steps outlined in Leave Accounting Letter #99-006.

If you have any questions regarding the on-line BOM report or requesting ViewDirect access, please contact the Leave Accounting Phone Liaison at (916) 327-0756 or CALNET 467-0756.

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