

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
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Sacramento, CA 94250-5878

Date: January 26, 2004 LEAVE ACCOUNTING LETTER # 04-006
(Civil Service Only)

To: All Agencies in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: COMPENSATING TIME OFF (CTO) AGING REPORT

In an ongoing effort to improve efficiency and reduce operating costs, the State Controller's Office (SCO) will discontinue providing the printed/hardcopy of the CTO Aging report effective March, 2004. This report will be available through the ViewDirect on-line report distribution system which can be accessed by authorized personnel staff.

Reports maintained on ViewDirect are immediately available on-line the day after the report is produced. Users do not have to wait for the time it takes to receive the printed version of the report and can access the on-line report from their workstations. Further, the report can be printed from ViewDirect, if needed.

Most CLAS users should already have access to ViewDirect. Access requires security approval through the Security Authorization Form, PSD125A. Access can be confirmed by your departmental Security Monitor. Please refer to [Personnel Letter #01-013](#), Security Access Authorization - PSD125A Processing, for further information. Departments and users who do not have ViewDirect access are encouraged to acquire access prior to March, 2004.

For information on the ViewDirect on-line system, a publication of the ViewDirect User Instructions manual is available on-line. To view the manual, go to the SCO's website at:
<http://www.sco.ca.gov/ppsd/viewdir/viewdir.pdf>.

The manual can also be accessed through the SCO's home page at:
<http://www.sco.ca.gov>. Click on [State Employees](#), click on [State Department/Campus Reference Data](#), then click on [ViewDirect User Instructions](#).

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dk