

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

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

Date: March 4, 1999

PAYROLL LETTER # 99-006

To: All Agencies/Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: PAYROLL INPUT PROCESS (PIP) TRAINING

To meet the training needs of new employees, PIP training will be offered on a quarterly basis during 1999. Classes are scheduled as follows:

March 24, 1999
June 10, 1999

September 9, 1999
December 9, 1999

Reservations must be made in advance and classes will be filled on a first come, first served basis. If you have staff who should attend this training, please contact Debra Mason via OfficeVision at CO1(PDDDM), or by telephone at (916) 324-7256, (CALNET) 454-7256.

RZ:VK:dm