

STATE 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: December 15, 1999

PAYROLL LETTER # 99-024

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

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: YEAR END PROCESSING

This letter is to provide you information regarding the calendar year end plans. To ensure a smooth transaction into the year 2000, and to minimize any disruption of critical services, this office will be taking the following actions:

December 24, 1999

Employment History (EH), California Leave Accounting System (CLAS) update and inquiry capability and Payroll Input Process (PIP) will be available from 7:00AM to Noon.

December 28 1999

Master payroll warrants will be released/mailed to agencies and campuses.

Last daily payroll cycle for the calendar year will be processed with an issue date of December 29, 1999 or January 1, 2000 for master supplemental green cycle payments.

December 29, 1999

Master Payroll direct deposits will be transmitted.

December 30, 1999

EH, CLAS update capability and PIP will be available from 7:00AM to Noon.

Inquiry capability to EH, Payment History (HIST), Health Benefits (HEAL) and CLAS will be available from Noon to 6:00PM.

December 31, 1999

Inquiry capability for EH, HIST, CLAS AND HEAL, will be available until Noon,

No PIP capability all day.

January 1 and 2, 2000

Systems not available.

January 3, 2000

All systems will be available for update and inquiry at the normal time.

If you have any questions regarding this information, please contact your normal telephone liaison contact person.

RZ:rz