

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

DATE: April 30, 2001

PAYROLL LETTER #01-006
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division
State Controller's Office

RE: **MODIFIED WARRANT REGISTER FOR BU 18 EMPLOYEES (PSYCHIATRIC TECHNICIANS)**

A modified warrant register, which is available only through View Direct, has been developed to provide an easier and more efficient way to reconcile attendance of Bargaining Unit 18 employees. This applies to the Department of Mental Health, the Department of Developmental Services and the Department of Corrections.

The existing warrant register does not print information in the same sort order as the preprinted Payroll Input Process (PIP) batches and Forms 672 for Bargaining Unit 18 employees who are paid semi-monthly positive. Therefore, the reconciliation process is quite cumbersome. Based on input from several Mental Health and Developmental Services facilities, the process has been streamlined. The State Controller's Office has developed a modified warrant register that is sorted in the same order as the PIP batches and Forms 672. This should eliminate confusion and reduce the effort required to reconcile payroll for these employees.

For payments issued after May 1, 2001 to the departments mentioned above, the modified warrant register will be available through View Direct with a 30 day retention period. The departments will continue to receive a hard copy of the original warrant register.

If you have any questions regarding this Payroll Letter, please contact the Civil Service Payroll Liaison Unit at (916) 323-3081 or CALNET 473-3081.

RZ:VK:lm