

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

DATE: December 31, 2001

PAYROLL LETTER # 01-027
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Operations BureauRE: **WARRANT REGISTER REGIONAL TRAINING SCHEDULE**

The State Controller's Office is pleased to announce that the warrant register is now available online using View Direct. Please refer to Payroll Letter # 01-025 for additional information about this new feature.

Regional training sessions are planned for January and February 2002. Each session will be 2 hours in length and will provide information about View Direct access and the new Warrant Register.

The printed copies of the Warrant Register will be provided to departments through January 2003, therefore, we encourage all departments to participate and request that each department send one to three representatives to training.

Training dates and locations are listed below:

Date	Location	Sessions	Time
1/9	Sacramento State Controller's Office 3301 "C" Street	2	9:00-11:00 1:00-3:00
1/10	Sacramento State Controller's Office 3301 "C" Street	2	9:00-11:00 1:00-3:00
1/15	Imperial Centinela State Prison 2302 Brown Road	2	9:00-11:00 1:00-3:00
1/16	Costa Mesa Fairview Dev. Center 2501 Harbor Blvd.	2	9:00-11:00 1:00-3:00
1/17	Pomona Lanterman Dev. Center 3530 West Pomona Blvd.	2	9:00-11:00 1:00-3:00
1/18	California Institute For Men 14901 Central Ave. Chino, Ca	2	9:00-11:00 1:00-3:00
1/23	Avenal State Prison #1 Kings Way Avenal	2	9:00-11:00 1:00-3:00

1/24	SATF 900 Quebec Ave Corcoran	2	9:00-11:00 1:00-3:00
1/25	Sacramento State Controller's Office 300 Capitol Mall - Rio Tierra	2	9:00-11:00 1:00-3:00
1/28	Sacramento State Controller's Office 300 Capitol Mall - Rio Tierra	2	9:00-11:00 1:00-3:00
2/8	Sacramento State Controller's Office 300 Capitol Mall - Rio Tierra	2	9:00-11:00 1:00-3:00
2/11	Sacramento State Controller's Office 300 Capitol Mall - Rio Tierra	2	9:00-11:00 1:00-3:00
2/14	CTF- Correctional Training Facility Highway 101 Soledad	1	9:00-11:00
2/15	Atascadero Atascadero State Hospital 10333 El Camino Real	2	9:00-11:00 1:00-3:00
2/19	Vacaville Solano State Prison 2100 Peabody Road	1	1:00-3:00
2/20	Sonoma State Hospital 15000 Arnold Dr. Eldridge, Ca.	1	1:00-3:00
2/22	SCIF 1275 Market Street San Francisco	2	9:00-11:00 1:00-3:00
2/25	Sacramento State Controller's Office 300 Capitol Mall - Rio Tierra	2	9:00-11:00 1:00-3:00

To make reservations, please contact phone liaison at 327-0756. Reservations can also be made by sending the request via E-mail to PPSD-CLAS@SCO.CA.GOV. Please provide the following information when making a reservation:

- 1) Agency name
- 2) Contact person, fax number or E-mail for confirmation letter
- 3) Desired training location, date & time
- 4) Number attending

Training sessions will be filled on a first come first served basis.

If you have any questions regarding this Payroll Letter please contact Dave Edwards at 324-7255. We look forward to seeing you at the training sessions.