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

DATE: January 30, 2002

PAYROLL LETTER # 02-008

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

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Services DivisionRE: **CALIFORNIA PERSONNEL OFFICE DIRECTORY**

The State Controller's Office (SCO), Personnel Payroll Services Division is pleased to announce the addition of the new California Personnel Office Directory (CPOD) to the SCO web site.

Based on agency/campus feedback from the recent Customer Satisfaction Survey, an internet-based directory was highly recommended to improve services. In response to this identified need, and in order to provide an easier and more efficient means of communication, the SCO has developed an online personnel directory.

The CPOD is accessible through SCO's web site at the following address:

<http://www.sco.ca.gov/ppsd/cpod/index.htm>

or can be accessed via the SCO homepage at:

<http://www.sco.ca.gov>

From the SCO homepage, click on the "State Employee" button, then click on "State Department/Campus Reference Data," and then click on "California Personnel Office Directory."

The CPOD provides a listing of all agencies and campuses in alphabetical order, with search capabilities. The directory also provides address, agency code(s), individual contact information, and email addresses based on each agency/campus preference.

The CPOD includes links to:

General Instructions  
California Personnel Office Directory  
California Personnel Office Directory Update Form

To ensure that current and accurate information is provided within the directory, the CPOD Update Form is available for use by agencies/campuses to submit changes and updates electronically through the Internet. PPSD requests your assistance in making every effort to maintain current information.

The new directory is now available and replaces the OfficeVision directory, which will no longer be maintained or updated after January 2002. The directory information is current as of December 2001. We encourage each agency/campus to verify that the information on the new directory is accurate, and report any changes via the CPOD Update Form.

If you have any questions regarding this Payroll Letter, please contact Ann Mitchell at (916) 322-7978 or Kimberly Jenness at (916) 322-7979.

RZ:NS:OPS