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

DATE: September 30, 2002

PAYROLL LETTER # 02-027

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

FROM: RALPH ZENTNER, Assistant Chief
Personnel/Payroll Services Division

RE: PAYMENT HISTORY INQUIRY SYSTEM MODIFICATIONS

The State Controller's Office is pleased to announce enhancements to the Payment History Inquiry System (HIST). Specifically, users will be able to access deduction information and/or payment detail information directly from the Payment History Inquiry screen.

The enhancements are a result of comments made by agencies and campuses. Specifically, HIST users expressed the desire to have quicker access to the deduction information. The following highlights the enhancements:

- A. The 'Payment Detail', 'Miscellaneous Deductions' or both screens can be accessed directly from the Payment History Inquiry screen by either:
 - 1) Placing a 'X' next to the desired selection; or
 - 2) Pressing the PF key that corresponds to the desired selection (i.e., PF2 = Miscellaneous Deductions, PF3 = Payment Detail and PF4 = Both). Please note, the PF6 key (Refresh) has not changed.
- B. The Payment Type was added to the Miscellaneous Deductions screen. The PT (Payment Type) field will appear after the position number and before the CT (Clearance Type) fields.
- C. Current and total page numbers (i.e., page 001 of 020) will now display on the Payment Detail and the Miscellaneous Deductions screens. Prior to the modifications, only the current page number was displayed. Please note, pressing the Enter key on the last page will return the user to the first page. Also, the PA1 key (return to the Payment History Summary screen), and CLEAR key (return to the Payment History Inquiry screen) are still available.

The enhancements to the Payment History Inquiry System will be available for use on October 3, 2002. If you have any questions or concerns, agencies can contact the Civil Service Telephone Liaison Unit at (916) 323-3081 and campuses can contact the CSU Telephone Liaison Unit at (916) 322-7980.

RZ:LML