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

DATE: July 16, 2003

PAYROLL LETTER # 03-011

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

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: PAYROLL INPUT PROCESS (PIP) SYSTEM MODIFICATION

This is to inform you that effective July 23, 2003, the Alternate Funding Agency and Reporting Unit fields on the PIP Batch Entry screen will become "protected" fields.

Currently, the Alternate Funding Code, Agency, Reporting Unit and Serial fields on the PIP Batch Entry screen are "unprotected" fields. That is, the cursor moves freely into these fields for data entry. However, numerous keying errors have occurred and subsequent erroneous payments have issued requiring transfers of funds when data intended for the Alternate Funding Serial field is keyed into the Alternate Funding Agency or Reporting Unit fields.

To eliminate this problem, effective July 23, 2003, the Alternate Funding Agency and Reporting Unit fields on the PIP Batch Entry screen will become "protected" fields. In order to key data into these fields, the fields must first be "unprotected" by pressing the PF9/F9 key. After the data is entered, the field protection must be reinstated by again pressing the PF9/F9 key. The Alternate Funding Code and Serial fields will continue to be "unprotected" fields.

If you have any questions regarding this Payroll Letter, agencies should contact Payroll Liaison at (916) 323-3081 and CSU campuses should contact CSU Payroll Liaison at (916) 322-7980.

JRH:DM:PMAB