STATE OF CALIFORNIA

STEVE WESTLY,
California State Controller

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

DATE: November 24, 2003

PAYROLL LETTER # 03-022
(CSU ONLY)

TO: All Campuses in the Uniform State Payroll System

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

RE: **SUSPENDED PAYMENTS AND SUSPENDED TRANSACTION REPORTS**

Effective November 25, 2003, the State Controller's Office (SCO) will discontinue providing the printed/hardcopy Suspended Payments and Suspended Transactions reports. These reports will now be available on-line via the Campus Information Retrieval System (CIRS). Campuses can view and print their reports as follows.

Suspended Payments Report

The Suspended Payments report can be accessed in the CIRS Compendium by report code S01 cycle 9999. The report is produced every week and the latest report will be available each Friday, beginning of business, provided there is a daily payroll cycle on Thursday. If Thursday is a no payroll cycle day, the report will be generated the preceding daily payroll cycle and available the following business day. The payroll cycle schedule is available on the State Controller's Office Decentralized Calendar at http://www.sco.ca.gov/ppsd/decentcal/.

The Suspended Payments report is an accumulation of suspended payments. Therefore, a suspended payment will continue to appear on the report until all suspended payment conditions are cleared and the payment is issued or deleted from the suspense file. For additional information on the Suspended Payments report, please see PPM, Section I 406 - 411.

Suspended Transactions Report

The Suspended Transactions report can be accessed in the CIRS Compendium by report code S02 cycle 9999. The report is produced every week and the latest report will be available each Tuesday, beginning of business, provided there is a payroll cycle on Monday. If Monday is a no payroll cycle date, the report will be generated the succeeding payroll cycle and available the following business day.

The Suspended Transactions report is an accumulation of suspended transactions. Therefore, a suspended transaction will continue to appear on the report until the suspense condition has been cleared or deleted from the suspense file. For additional information on the Suspended Transactions report, please see PPM, Section I 400 - 405.

CONTACTS

Please use the following contacts for requesting assistance on:

Suspended Payments/ Suspended Transactions	CSU Payroll Liaison Unit	(916) 322-7980
Accessing reports in CIRS	CIRS Hotline	(916) 323-5694

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