

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

DATE: April 4, 2005

PAYROLL LETTER 05-005
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services DivisionRE: **POSITION CONTROL REPORTS ON VIEW DIRECT**

The State Controller's Office will be adding the Probable Vacant Position Report and the Periodic Position Control Report to View Direct on April 4, 2005.

Only personnel staff authorized to access View Direct will be able to view these reports. For more information on accessing and printing in ViewDirect, please see the ViewDirect User Guide on our website at <http://www.sco.ca.gov/ppsd/viewdir/viewdir.pdf>.

PROBABLE VACANT POSITION REPORT

The Probable Vacant Position report can be found in ViewDirect by Report ID PCFY0403. The report is produced annually, it will be available the first business day of April each year and has a two year retention period. For additional information on the Probable Vacant Position report, please see PPM, Section C 507.

PERIODIC POSITION CONTROL REPORT

The Periodic Position Control report can be found in ViewDirect by Report ID PERIODIC. The report is produced monthly, it will be available the first business day of each month and has a one month retention period. For additional information on the Periodic Position Control report, please see PPM, Section C 309.

Departments will continue to receive the printed copies of the Probable Vacant Position and Periodic Position Control reports. However, we encourage you to use the online versions as we plan to evaluate the need for paper versions in the future.

CONTACTS

Please use the following contacts for requesting assistance on:

Probable Vacant Position/
Periodic Position Control

Position Control Unit

(916) 323-4928

ViewDirect

Jeanne Bowe
ViewDirect Administrator(916) 322-3899 email
jbowe@sco.ca.gov.

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