

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

DATE: June 30, 2005

PAYROLL LETTER 05-007  
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 is pleased to announce the addition of the Final Vacant Position Report and the Blanket Balance Report to ViewDirect on July 1, 2005. This customer service improvement will allow departments to access these reports as soon they become available. Departments will continue to receive the printed copies of the Final Vacant and Blanket Balance reports via the normal mailing process.

Only personnel staff authorized to access ViewDirect 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>.

#### FINAL VACANT POSITION REPORT

The Final Vacant Position report can be found in ViewDirect by Report ID PCFY0404. The report is produced annually. It will be available the first business day of July and has a retention period of two years. For additional information on the Final Vacant Position Report, please see PPM, Section C 508.

#### BLANKET BALANCE REPORT

The Blanket Balance report can be found in ViewDirect by Report ID PDBLKBAL. The report is produced annually. It will be available the first business day of July and has a retention period of one year. For additional information on the Blanket Balance report, please see PPM, Sections C 402 and C 502.

Please use the following contacts for requesting assistance on:

Final Vacant Position/  
Blanket Balance Processes

Position Control Unit

(916) 323-4928

ViewDirect

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ViewDirect Administrator(916) 327-3923  
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