

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

DATE: July 28, 2005

PAYROLL LETTER 05-008
Civil Service Only

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services DivisionRE: **NOTICE OF PAYROLL ACCOUNTS RECEIVABLE AND NOTICE OF PAYROLL
ACCOUNTS RECEIVABLE REVERSAL ON VIEWDIRECT**

The State Controller's Office (SCO) will add the Notice of Payroll Accounts Receivable and the Notice of Payroll Accounts Receivable Reversal to ViewDirect on August 1, 2005. The printed copies will continue to be provided to departments until further notice.

Only personnel staff authorized to access ViewDirect will be able to view or print these notices. 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>.

The Notice of Accounts Receivable and the Notice of Accounts Receivable Reversal will be available in two different sort orders and can be located in the topic version of ViewDirect. For further information on accessing topic versions, please refer to Section 7.0, Selecting Enterprise Index Topics in the ViewDirect User Guide. The notices can be found in ViewDirect as follows:

| Topic ID | Report Name |
|-----------------|---|
| PDAR_AU | Notice of Accounts Receivable by Agency/Reporting Unit |
| PDAR_CL | Notice of Accounts Receivable by Clearance Number |
| PDRV_AU | Notice of Accounts Receivable Reversal by Agency Reporting Unit |
| PDRV_CL | Notice of Accounts Receivable Reversal by Clearance Number |

The notices will be available the morning following each daily payroll cycle and will be retained for a period of 6 months.

If you have any questions or need additional information, please contact PPSD's ViewDirect Administrator, Lisa Callaghan at (916) 327-3923 or lcallaghan@sco.ca.gov.

JRH:PMAB:lc