

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

DATE: May 22, 2008

PAYROLL LETTER #08-005
Civil Service Only

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services DivisionRE: **POSITION CONTROL REPORT ON VIEW DIRECT**

The State Controller's Office is pleased to announce the addition of the Blanket Expenditure Report to ViewDirect on June 2, 2008. This customer service improvement will allow departments to access this report as soon as it becomes available. Effective immediately Departments will stop receiving the printed copy of this report.

BLANKET EXPENDITURE REPORT

The Blanket Expenditure Report can be found in ViewDirect by Report ID PDBLKMIC. This report is produced monthly. It will be available the first business day of the month and has a retention period of one fiscal year, August 1st through July 31st. For additional information on the Blanket Expenditure Report, please see PPM, Section C 401.

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>.

Please use the following contacts for requesting assistance on:

Blanket Expenditure Report Position Control (916) 323-4928

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

DS:OPS:CR