

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

DATE: August 24, 2021

PAYROLL LETTER #21-010
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: 2021 FLEXELECT REIMBURSEMENT ACCOUNT PARTICIPANTS-VIEWDIRECT REPORT**

The State Controller's Office (SCO) is providing departments with a listing of FlexElect Reimbursement Account participants for 2021, who will be required to re-enroll during the 2022 open enrollment period. The current departmental procedure should be followed to notify participants.

This report can be found on the ViewDirect on-line report system under report ID PDC6055R and report name, "EES ENROLLED IN 2021 FLEXELECT REIMBURSEMENT ACCOUNTS." This listing will remain on ViewDirect for 90 days. Entries on the report are sorted by agency, then by unit, and then by social security number. Departments with no affected employees will have no data listed under the report ID. This is an annual report that reflects only the current year participants and a hard copy will not be provided to departments.

Only personnel staff authorized to access ViewDirect will be able to view and print this listing. For more information on accessing and printing ViewDirect reports, please see the ViewDirect User Manual on the SCO website at https://www.sco.ca.gov/ppsd_viewdirect.html.

For questions regarding the ViewDirect report, please contact Wendy Vogel via phone at (916) 322-7968 or deductionsprogram@sco.ca.gov. If you have additional questions, please use the following contact information:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Statewide Customer Contact Center SCO	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division	PPSDOps@sco.ca.gov

JEB:WV:PMAB