

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: August 30, 1999

PERSONNEL LETTER # 99-030
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY (EH) ON-LINE ADDRESS WITHHOLD MODIFICATION

In February 1999, a new employee home address withhold process was implemented. The new process introduced the Form STD. 677, Request for Nondisclosure of Employee Home Address, and changed the key entry process of the E01 transaction. Specifically, a 'Y' (Yes) or 'N' (No) entry is required in the address withhold data field whenever an E01 transaction is processed from a Form STD. 686, Employee Action Request, even if the Form STD. 677 is not submitted. Refer to Personnel Letter #99-003 for further information.

Recently, a modification was made to the Employment History System to streamline the key entry of the E01 transaction. Effective immediately, the address withhold data field on the E01 transaction can be left blank when the Form STD. 677 is not submitted with the Form STD. 686. The system will automatically generate an 'N' in the address withhold data field for a new employee or the previous address withhold information will be carried forward for a returning employee.

We believe the above modification will provide a more efficient way to process the E01 transaction. If you have any questions regarding the change, please contact Donna Collins at (916) 322-8141 or CALNET 492-8141.

RZ: MM/PMAB