

STATE OF CALIFORNIA

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

Date: June 30, 2000

PERSONNEL LETTER # 00-006

To: All Agencies/Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY DATA BASE (EHDB) RESTORE PROCESS

The 1999 Personnel/Payroll Services Division (PPSD) Customer Satisfaction Survey and the Civil Service Personnel/Payroll Review Committee identified a need for additional runs of the EHRESTORE process. When a department or campus has a transaction to process for an employee whose EH records are no longer on the active EHDB, they contact PPSD to have the employee's inactive EH records restored to the active EHDB. This process is identified on the Decentralized Calendar as 'EHRESTORE'.

Currently, the EHRESTORE is scheduled every Wednesday night with a few exceptions. An additional EHRESTORE process run will be scheduled on Monday nights beginning July 3, 2000. However, if the Monday is a holiday, semi-monthly payroll cutoff, master payroll cutoff or the last work day of the month, the additional EHRESTORE process will not be run. The new Monday EHRESTORE run dates will be reflected on the Decentralized Calendar effective with the August 2000 calendar.

If you have any questions, please contact your CSU Audit Representative or the Personnel Liaison Unit at (916) 322-6500 or CALNET 492-6500.

RZ:CAH:PMAB