

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

DATE: November 20, 2006

PERSONNEL LETTER # 06-019

TO: All Agencies/Campuses in the Uniform Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services DivisionRE: **AUTOMATED LISTSERV MANAGEMENT SYSTEM – MIGRATION FROM
MAJORDOMO TO LISTSERV**

Effective November 20, 2006, the State Controller's Office (SCO) will change the process to subscribe and unsubscribe to the distribution lists that are used to send notifications of the availability of various SCO letters. The Automated Listserv Management System (Listserv) will replace the current Majordomo Automated List Management System (Majordomo). If you are a subscriber through Majordomo, your subscription will be automatically transferred to Listserv beginning November 20, 2006. All subscriptions will be transferred by November 22, 2006. Please do not subscribe or unsubscribe between November 20, 2006 and November 22, 2006, as the information will not be accepted during that period.

Navigation of the Listserv Management System

To access the Listserv Management System:

- Go to the State Controller's Office Public Website at www.sco.ca.gov.
- Place your cursor on SCO Services and select State Employees.
- On the State Employee Information page, select State Department/Campus Reference Data.
- On the Reference Data Page, select Payroll Procedures Manual (PPM).
- Under the AUTOMATED LIST MANAGEMENT SYSTEM – LISTSERV area, select either the How To Instructions or the To Subscribe/Unsubscribe link.

For quick access to instructions for subscribing unsubscribing go to:
<http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

If you have questions or problems subscribing or unsubscribing to the Listserv System, please contact Terri Yarbrough at tyarbrough@sco.ca.gov or call (916) 322-1245.

DS:DE:TY