

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

DATE: January 5, 2009

PERSONNEL LETTER #09-003
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services DivisionRE: **PLATA/PEREZ EQUITY ADJUSTMENTS EFFECTIVE JANUARY 1, 2009**

The State Controller's Office (SCO) will provide employee listings and employment history summaries to assist agencies in processing the Plata/Perez equity salary adjustments effective January 1, 2009 per Department of Personnel Administration (DPA) Pay Letter 09-01. The listings/history summaries are now available on ViewDirect. A hard copy version of these listings/history summaries will not be provided.

Only personnel staff authorized to access ViewDirect will be able to view and print these listings/ history summaries. For more information on accessing and printing ViewDirect reports, please see the ViewDirect User Guide on the SCO web site at <http://www.sco.ca.gov/ppsd/viewdir/viewdir.pdf>. The listings/ history summaries will remain on ViewDirect for six months. The listings and history summaries can be found in ViewDirect under the following report ID's and report names:

| Report ID | Report Name |
|-----------|---|
| PDW7321 | 2009 Plata/Perez Employee Listing |
| PDW7322H | 2009 Plata/Perez Employee History Summaries |
| PDW7324 | 2009 Plata/Perez Separated Employee Listing |
| PDW7325H | 2009 Plata/Perez Separated Employee History Summaries |

Employees were selected for the reports if they were active in one of the eligible classes as of January 2, 2009. Entries on the reports are sorted by agency, unit and then by social security number.

ViewDirect Report ID PDW7321 – 2009 Plata/Perez Employee Listing

This report lists employees in class codes and locations eligible for the January 1, 2009 Plata/Perez equity salary increase as of January 2, 2009.

ViewDirect Report ID PDW7322H – 2009 Plata/Perez Employee History Summaries

This report provides a limited employment history for employees in report ID PDW7321, 2009 Plata/Perez Employee Listing. Employment history status is provided for January 1, 2006 through January 2, 2009. Use this listing to determine the Plata/Perez equity salary adjustments per DPA Pay Letter 09-01.

ViewDirect Report ID PDW7324 – 2009 Plata/Perez Separated Employee Listing

This report lists separated employees in class codes and locations eligible for the Plata/Perez equity salary increase and who have lump sum payments for the January 2009 pay period.

ViewDirect Report ID PDW7325H – 2009 Plata/Perez Separated Employee History Summaries

This report lists a limited employment history for employees in report ID PDW7324, 2009 Plata/Perez Separated Employee Listing. Employment history status is provided for January 1, 2006 through January 2, 2009. Use this listing to determine the Plata/Perez equity salary adjustments per DPA Pay Letter 09-01.

If there are any questions regarding the Plata/Perez equity salary adjustment, please refer to DPA Pay Letter #09-01 or contact DPA's Personnel Services Branch at (916) 323-3343 or PSB@DPA.CA.GOV. For any questions regarding ViewDirect, please contact Jeanna Bowe at (916) 322-3899 or jbowe@sco.ca.gov.

DS:JB:PMAB