

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

DATE: February 19, 2009

PERSONNEL LETTER #09-008
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **FURLOUGH PROGRAM – EMPLOYEES WITH DELETED ESTABLISHED EARNINGS**

The State Controller's Office (SCO) is providing departments with a listing of their employees who potentially may have had an established earnings (EID) removed in order to enter the furlough pay differential EID. Due to the timing of the listings production and the mass update occurrence, some of the identified employees may not have had the listed EID deleted. Please review the EH record for the employees listed to verify that the listed EID was removed prior to taking any further action for an employee. The listings are now available on ViewDirect. A hard copy version of these listings will not be provided.

Only personnel staff authorized to access ViewDirect will be able to view and print these listings. 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 will remain on ViewDirect for one year. The listings can be found in ViewDirect under report ID PDF9083 and report name "Employees with Locked in Established Earnings Removed". Departments with no affected employees will not have the report listed in their ViewDirect report directory.

DEPARTMENT PROCESSING

Beginning with the February 2009 pay period, employees identified with deleted EIDs will need to have the deleted EIDs paid on a positive basis via the PIP System (see the Payroll Procedures Manual Sections G 100 and K for PIP System processing information).

For additional information regarding the employment history mass update process that removed the locked in established earnings, please refer to Personnel Letter #09-007. For questions regarding ViewDirect, please contact Jeanna Bowe at (916) 322-3899 or jbowe@sco.ca.gov.

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