STATE OF CALIFORNIA   JOHN CHIANG,
                                                           California State Controller

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

DATE: March 9, 2011   PERSONNEL LETTER #11-010
                                         (CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
        Personnel and Payroll Services Division (PPSD)

RE: **PERSONAL LEAVE PROGRAM 2010 - EMPLOYEES WITH DELETED ESTABLISHED
        EARNINGS**

The State Controller's Office (SCO) is providing departments with a listing of their employees who had an
established earnings ID (EID) removed in order to enter the Personal Leave Program (PLP) 2010 pay
differential EID. The listing is now available on ViewDirect. A hard copy version of the listing will not be
provided.

Only personnel staff authorized to access ViewDirect will be able to view and print this listing. For more
information on accessing and printing ViewDirect reports, please see the ViewDirect User Manual on the SCO
web site. The listing will remain on ViewDirect for one year and will not be updated. The listing can be found
in ViewDirect under report ID PDC7007 and report name "Employees with Locked-In Earnings ID Removed –
2010 PLP." Departments with no affected employees will not have the report listed in their ViewDirect report
directory.

DEPARTMENT PROCESSING

Beginning with the November 2010 pay period, employees identified with deleted EIDs will need to have the
deleted EIDs paid on a positive basis via the Payroll Input Process (PIP) system (see the Payroll Procedures
Manual Sections G 100 and K for PIP System processing information).

For questions regarding ViewDirect, please contact Rosemary Bottorff at (916) 327-3923 or
rbottorff@sco.ca.gov.

LC:RB:PMAB