

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

DATE: March 9, 2011

PERSONNEL LETTER #11-011
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: EMPLOYMENT HISTORY DATA BASE - DATA QUALITY

In the very near future, the State Controller's Office (SCO) will be deploying MyCalPAYS, the state's new payroll system, to civil service agencies. The current employment history, leave accounting and payroll systems provide the majority of the data source to populate the MyCalPAYS with employee personnel, leave benefits and payroll data.

At the February 3, 2011 civil service Department Support Team Sponsor/Coordinator meeting, the 21st Century Project introduced two data cleansing processes to ensure the data quality of the Employment History Data Base and meet the data constraints of MyCalPAYS. The first process is automated and involves the data reflected in the employee name, city and state data fields. The chart below identifies the changes that the automated process will make in the data fields.

EMPLOYEE NAME

- Correct spacing between first name and middle initial
- Correct spacing between last name and suffix or title
- Civil service departments - see Personnel Action Manual (PAM) pages 6.5 and 6.5.1 for further details
- California State University (CSU) campuses - see Personnel Information Management System (PIMS) Manual on data items 110 and 111 for further details

Examples:

From JOHN M
To JOHN M
From SMITH JR
To SMITH JR

CITY/STATE

- Correct spelling of city
- Correct spacing between city and state
- Convert state to its 2 digit state abbreviation
- Remove comma between city and state
- See PAM pages 6.9.1 and 10.16.1 for further details (civil service departments only)

Examples:

From SACTO, CALIF
To SACRAMENTO CA
From SAN DIEGO CA
To SAN DIEGO CA

The above automated data cleansing process will occur monthly and no employment history transaction will result on the employment history record of affected employees. The process does not include CSU employees unless the employee is concurrently employed by a civil service department. The first run of the process is scheduled to take place on March 10, 2011. Thereafter, the run date will be reflected on the monthly Decentralized Civil Service/CSU Payroll Calendars starting with the April 2011 calendar.

Departments will be provided a report identifying their employees affected by the automated data cleansing process. The report is sorted by agency, unit and social security number and will reflect the data field values before and after the data cleansing process. The report will be available via the ViewDirect on-line report distribution system by the next business day after the process occurs (e.g., March 11, 2011). A hardcopy of the report will not be provided. The report can be found under the ViewDirect report ID PDF5661 and report name 'EMPLOYEES WITH A CHANGE TO FIRST/LAST NAME, CITY/STATE'. Two versions of the report (i.e., the current month and the prior month) will be available on ViewDirect. Departments with no affected employees will not have the report listed in their ViewDirect report directory.

Only personnel staff authorized to access ViewDirect will be able to view and print the report. For more information on accessing and printing ViewDirect reports, reference the [ViewDirect User Guide](#) on the SCO public web site.

As mentioned above, only CSU employees concurrently employed by a civil service department could be affected by the automated data cleansing process. Campuses will be provided a report similar to the one provided to departments if any changes are made to CSU employees. The report will be available through the Campus Information Retrieval System (CIRS) Compendium Report S13 using the F1 Express Function key.

A second data cleansing process will be implemented in April 2011. This process will require departmental action. Further information and processing instructions will be issued in a separate Personnel Letter.

Please direct questions regarding the data cleansing report and/or process to your Department Support Team (DST) Coordinator. A roster of the [DST Coordinators](#) is available through the MyCalPAYS web site which is accessible through the SCO public web site. DST Coordinators should contact their respective MyCalPAYS Deployment Liaison if further information is needed. Also, any questions or concerns can be submitted to the deployment mailbox at deployment@sco.ca.gov. CSU campuses should contact their CSU Audits Representative if there are any questions.

LC:PMAB:lms