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: April 20, 2011   PERSONNEL LETTER #11-013
                                          (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 CLEANSING – LEGACY CURRENT ONLY

In the 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 April 7, 2011 civil service Department Support Team Sponsor/Coordinator meeting, the 21st Century Project introduced the manual data cleansing process to ensure the Employment History data is complete and accurate to meet the requirements of MyCalPAYS. In the current systems for some employees, these fields may not have been required; however, the information is necessary for conversion to MyCalPAYS. This process is manual and departments are required to take action. The chart below identifies the error fields that need to be corrected.

ERROR FIELDS	CORRECTIONS
Item 440 – Sex	Refer to Personnel Action Manual (PAM) page 2.58 and a 440 transaction must be keyed using a current date, refer to PAM, page 3.123
Item 445 – Ethnic Origin	Refer to PAM pages 2.59 through 2.59.2 and a 445 transaction must be keyed using a current date, refer to PAM, page 3.124
E04 – Address Change	Refer to PAM pages 6.0 through 6.11 for EAR processing instructions.
E05 – Withholding Allowance Change	Refer to PAM pages 6.0 through 6.11 for EAR processing instructions.
E06 – Address Withhold	Refer to PAM pages 6.0 through 6.11 for EAR processing instructions.
E07 – Date of Birth	Refer to PAM pages 6.0 through 6.11 for EAR processing instructions.

The process will occur monthly and departments will be provided a turnaround (TAD) report identifying their employees affected by the manual data cleansing process. Use the TAD report to update the employment history record with the correct information. The process does not include CSU employees unless the employee is concurrently employed by a civil service department. The first run of the process occurred on April 15, 2011. Thereafter, the run date will be reflected on the monthly Decentralized Civil Service/CSU Payroll Calendars starting with the May 2011 calendar.

The TAD report is sorted by agency, unit and social security number and will reflect the erroneous fields. The report will be available via the ViewDirect on-line report distribution system by the next business day after the process occurs (e.g. April 18, 2011). The report can be found under the ViewDirect report ID PDF5520 and report name "LEGACY DATA CLEANSING EMPLOYMENT HISTORY – CURRENT ONLY". Departments with no affected employee will not have the report listed on 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.

The TAD report reflects an area to enter a PSD Reference Number and contains a line reflecting the erroneous data and a blank line to enter the correct data. In addition, the TAD report identifies the potential EH transaction that needs to be processed. For this process only, the TAD reports do not require individual PSD Reference Numbers. For the PSD Reference Number, use Department ID, Julian Date, and "999" for the sequential number. Also, circle the appropriate Personnel Action Request (PAR)/ Employee Action Request (EAR) transaction based on the error field being corrected.

The TAD report will identify the class code and serial number of an employee's position number if concurrently employed. Departments will need to contact the employee's other employing agency/campus to coordinate the update of the erroneous field.

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. DST Coordinators should contact their respective MyCalPAYS Deployment Liaison if further information is needed. If you have any questions regarding PAR processing, please contact Elda Ortiz at (916) 322-8111 or Donna Collins at (916) 322-8141 for EAR processing. Also, any questions or concerns can be submitted to the deployment mailbox at deployment@sco.ca.gov.

LC:MR:TFC for an explanation.