

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

DATE: May 19, 2011

PERSONNEL LETTER #11-016
(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 2010/2011 - BARGAINING UNIT 2, 6, 7, 9, 10, AND 13
RECORDS WITHOUT THE PLP ESTABLISHED EARNINGS ID VIEWDIRECT REPORT**

The State Controller's Office (SCO) currently provides a weekly listing to help departments with the processing of the Personal Leave Program (PLP) 2010/2011. The listing is provided through the ViewDirect on-line reporting system and shows employees who are subject to PLP but do not have the PLP established earnings ID on their employment history (EH) record. Effective May 16, 2011, bargaining unit 2, 6, 7, 9, 10, and 13 employees will be included in this listing. A hard copy of this 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 Guide](#) on the SCO web site. The listings can be found in ViewDirect under the report ID PDF0021 and report name "Employees Who Do Not Have the PLP EID."

The report will be generated and available on Monday morning using the current EH status from the previous Friday. Each weekly listing will remain on ViewDirect for 4 weeks. Entries on the report are sorted by agency, unit, and then by social security number. Departments with no affected employees will not have the report listed in their ViewDirect report directory.

ViewDirect Report ID PDF0021 – EMPLOYEES WHO DO NOT HAVE THE PLP EID

This report lists active employees who do not have the PLP established earnings ID, but are in a CBID and class code subject to PLP.

This listing should be reviewed to ensure the PLP EID is established on the EH record of the listed employees. Use ViewDirect Report PDF0021 to identify new appointments, employees returning from leave, or other situations in which the PLP established earnings ID should be added to the employees' EH records. Failure to take the appropriate actions in a timely manner could result in overpayments and accounts receivables.

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

LC:RB:PMAB