

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

DATE: May 26, 2011

PERSONNEL LETTER #11-017
(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 (BU) 2, 6, 7, 9, 10, AND 13
EMPLOYEES WITH DELETED ESTABLISHED EARNINGS**

The State Controller's Office (SCO) is providing departments with a listing of their employees in bargaining units 2, 6, 7, 9, 10, and 13 who had an established earnings ID (EID) removed in order to enter the Personal Leave Program (PLP) 2010/2011 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 PDC7007A and report name "Employees with Locked-In Earnings ID Removed – BU 2, 6, 7, 9, 10, and 13 PLP." Departments with no affected employees will not have the report listed in their ViewDirect report directory.

DEPARTMENT PROCESSING

Beginning with the April 2011 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