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: June 2, 2011   PERSONNEL LETTER #11-018
                                               (CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: **EMPLOYEES WHO STILL HAVE THE FURLOUGH ESTABLISHED EARNINGS ID
         VIEWDIRECT REPORT**

The State Controller's Office (SCO) will begin providing a weekly listing to departments to identify employees who still have the furlough earnings ID (EID) on their records. Effective May 31, 2011, a listing of employees who need to have the furlough EID removed from their employment history (EH) records will be provided through the ViewDirect on-line reporting system. A hard copy of this listing will not be provided.

Furlough ending dates are as follows:

ENDING DATE	EMPLOYEE BARGAINING UNIT (BU)/EID/TYPE
11/02/2010	Rank and file employees in BU 1, 3, 4, 11, 14, 15, 17, 20, and 21, and Excluded, Exempt, and Statutory Employees
04/01/2011	R02, R06, R09, R10, R13, E02, E06, E09, E10, E13

Please refer to Department of Personnel Administrations (DPAs) Personnel Management Liaison (PML) Memorandums 2011-013, 2011-014, and 2011-015, as well as DPA Pay Letters 10-025 and 11-06 for more information on furlough ending dates based on bargaining unit.

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 can be found in ViewDirect under report ID PDF9200 and report name, "Employees Who Still Have the Furlough 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.

DEPARTMENT PROCESSING

This listing should be reviewed by departments to ensure that the furlough EID is removed on the EH record of the listed employees. Use the ViewDirect report PDF9200 to identify employees who still have the furlough EID posted on their EH records. Failure to take the appropriate actions in a timely manner could result in underpayments for employees.

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

LC:RB:PMAB