

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

DATE: July 7, 2011

PERSONNEL LETTER #11-019
(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 April 2011, the State Controller's Office (SCO) implemented a manual data cleansing process for Employment History data. The process involves an SCO produced turn-around document (TAD) report that was introduced in SCO Personnel Letter #11-013 providing departments with general instructions regarding the TAD report and data cleansing actions. This Personnel Letter provides additional information, which further clarifies the report and actions needed for Error Field conditions.

PROCESSING SCHEDULE

First, the TAD report will be added to the monthly Decentralized Civil Service/ California State University (CSU) Payroll Calendars starting with the June 2011 calendar and will initially be processed monthly. Two months prior to each MyCalPAYS rollout (Go-Live) the TAD report will be processed twice a month. After Go-Live, the process will return to a monthly schedule. This process will continue until all Civil Service/Exempt employees have been converted to MyCalPAYS or until notified otherwise.

INTERPRETING ERROR FIELDS

The TAD report is displayed in agency, reporting unit and social security number order and lists six specific employee data fields which are either missing data or contain invalid data. The six affected data fields are required fields in MyCalPAYS and are indicated by an Error Field number above each field. When a field is in error, the Error Field number is also indicated to the far right of each printed employee record.

Error Field numbers and their corresponding meanings and transaction codes are listed below:

ERROR FIELDS/Transaction Codes	CORRECTIONS
Item 440 – Sex Transaction Code - 440	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 Transaction Code - 445	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
Employee Action Request (EAR) Transaction Code E04 – Address Change	Refer to PAM pages 6.0 through 6.11 for EAR processing instructions.

ERROR FIELDS/Transaction Codes	CORRECTIONS
EAR Transaction Code E03 – Withholding Allowance Change	Refer to PAM pages 6.0 through 6.11 for EAR processing instructions.
EAR Transaction Code E04 – Address Withhold	Refer to PAM pages 6.0 through 6.11 for EAR processing instructions.
EAR Transaction Code E07 – Date of Birth	Refer to PAM pages 6.0 through 6.11 for EAR processing instructions.

1 = Missing or invalid value in Sex Code (Employee Gender) field.
Use transaction code 440 for corrections.

2 = Missing or invalid value in Ethnicity Code (Employee Ethnic Origin) field.
Use transaction code 445 for corrections.

3 = Missing or invalid values in any of the three Employee Address fields:
Address Line 1, - street address and apartment number or P O Box;
Address Line 2, - city name and two-character United States Postal Service (USPS) state/territory code; and,
Zip Code, - USPS five-digit zip code.
Use transaction code E04 for corrections.

4 = Missing or invalid value in Marital Status – Federal field.
Use transaction code E03 for corrections.

5 = Missing or invalid value in Address Withhold field.
Use transaction code E04 for corrections.

6 = Missing Birth Date or Birth Date under 14 year of age or over 85 years of age – i.e., birth date before 1926.
Use transaction code E07 for corrections.

In general, missing or invalid data can be identified as follows:

- 1) If a one-character field is absent of data (blank), an asterisk (*) will be printed in that one-character field along with the Error Field number for that data element.
- 2) If a multiple-character field is absent of data (blank), the word “BLANK” will be printed in the field along with the Error Field number for that data element.
- 3) If a multiple-character field contains zeros, “00000” will be printed in the field along with the Error Field number for that data element.
- 4) If a one-character field or multiple-character field contains an invalid code or invalid data, the invalid data is printed in the field along with the Error Field number for that data element.

CORRECTING FIELDS

Missing or invalid data must be researched by human resources staff and corrections entered on the underscore line of the TAD report followed by keying of the appropriate Personnel Information Management System (PIMS) transaction(s).

ADDRESS: Invalid address fields are generally printed because of a missing or invalid zip code for the corresponding two-character, United States Postal Service (USPS) state code. After researching the address with personnel records and/or the employee, the address can be validated using the [USPS web site](#) to determine if the USPS zip code is correct for the entire US address field.

A reminder regarding the correction of the Legacy address city name and state field – do not enter any punctuation (i.e., commas or periods), and always enter two spaces between the city name and the two-character, USPS state code. These two spaces facilitate separating the state code from the city name for MyCalPAYS, especially when a city name contains two names, such as San Diego. For address corrections, use transaction code E04.

Foreign addresses (Non-USA addresses) must be handled in post-implementation cleanup. MyCalPAYS accommodates foreign addresses, (i.e., long addresses, non-USA postal code formats, and the country codes) whereas, the current PIMS system may not be able to accommodate foreign addresses. However, foreign addresses must be identified in Legacy by entering “00001” in the Legacy ZIP CODE field. Do not put the foreign postal code in the Legacy ZIP CODE field. Foreign addresses, even if correct, will probably continue to print on the monthly TAD Report, but can be ignored since the error field check subroutine remains in the TAD Report program.

BIRTH DATE: Currently, any employee whose age is less than 14 or greater than 85 years will print on the TAD report. The intent of identifying these employees is to isolate possible transposition keying errors of the birth year such as keying 1925 instead of 1952. If it is determined the birth year is correct, line out the birth date field on the TAD report, note the employee’s birth year is correct and do not enter any updated transaction; otherwise, circle the appropriate Employment History (EH) transaction code (E07), enter the correct birth date and key the EAR transaction. A birth date greater than 85 years that has been verified as correct, will continue to print on the monthly TAD Report, but can be ignored since the birth date check subroutine remains in the TAD Report program.

Please direct questions regarding the TAD data cleansing report and/or process to your Department Support Team (DST) coordinator. A roster of the DST coordinators is available through the [MyCalPAYS website](#) or go directly to the [roster](#). 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:CC:TFC