

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

DATE: April 30, 2012

PERSONNEL LETTER #12-009
(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 PLP ESTABLISHED EARNINGS ID
VIEWDIRECT REPORT**

The State Controller's Office (SCO) will begin providing a weekly listing to departments identifying employees who still have the Personal Leave Program (PLP) Earnings ID (EID) on their records. Effective April 30, 2012, a listing of employees who need to have the PLP EID removed from their employment history (EH) records will be available through the ViewDirect on-line reporting system. A hard copy of this listing will not be provided.

PLP ending dates are as follows:

<u>DATE</u>	<u>EMPLOYEE BARGAINING UNITS (BU)</u>
09/01/2011	Rank and file employees in BU 12, 16, 18, and 19
11/01/2011	Rank and file employees in BU 1, 3, 4, 11, 14, 15, 17, 20, and 21, and all Excluded, Exempt, and Statutory Exempt Employees
04/01/2012	Rank and file employees in BU 2, 6, 7, 9, 10, and 13

Please refer to Department of Personnel Administrations (DPA's) Pay Letters 11-18, 11-20, and 12-08 for more information on PLP ending dates based on the 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 refer to the ViewDirect User Manual on the SCO [web site](#). The listing can be found in ViewDirect under report ID PDW6370 and report name, "Employees Who Still Have the PLP EID."

The report will be generated and available on Monday mornings using the current EH status from the previous Friday. Each weekly listing will remain on ViewDirect for four (4) weeks. Entries on the report are sorted by agency, unit, and then by social security number. Departments with no affected employees will have no data listed under the report ID.

DEPARTMENT PROCESSING

Listing PDW6370 should be reviewed by departments to ensure that the PLP EID is removed from the EH records of the listed employees. 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