

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

DATE: May 21, 2012

PERSONNEL LETTER #12-011

TO: All Agencies/Campuses in the Uniform State Payroll System

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

**RE: EMPLOYMENT HISTORY (EH) SYSTEM CHANGES – MYCALPAYS WAVE
NUMBER/STOP PAY FLAG**

The first deployment of departments and employees to the MyCalPAYS (MCP) system will begin the evening of May 23, 2012. Only State Controller's Office employees, Agency Code 051, will be converted to the MCP system in this deployment wave.

The initial step of the conversion process is to add a MCP Wave Number (also referred to as the "stop pay flag") on affected employee EH records. Specifically, on May 23, 2012, the State Controller's Office will process a mass update to post the MCP Wave Number via an E06 transaction.

The MCP Wave Number will be reflected in a new data field that has been added to the employment history data base. The MCP Wave Number is to identify employees who are converted to MCP and will be used for various processing purposes such as preventing updates and payrolls that should occur in MCP while allowing retroactive processing in the current systems for the converted employees.

The new field is titled "MCP WAVE NUMBER" and is displayed on the Employee Action Request (EAR) inquiry above the "BIRTHDATE" field. It will contain the wave number assigned to a given MCP deployment or conversion process. For employees not yet converted to MCP, the field will be blank. The E06 transaction will not produce a turnaround Personnel Action Request (PAR) (TAD); however the next PAR that is keyed that does produce a TAD will display the MCP Wave Number in item 750.

Additional employment history system changes as well as modifications to the payroll and leave accounting (CLAS) systems have been made to support the implementation of the MCP system. This includes an employment history online system restriction that only allows PPSD's Personnel Operations staff to update the above new data field. Further details regarding the changes to the current systems will be provided in subsequent SCO letters.

In the meantime, questions regarding the new data field can be directed to the Customer Contact Center at (916) 372-7200.

LC:JB:PMAB