

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

DATE: August 8, 2012

PERSONNEL LETTER #12-013
(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 2012/FURLOUGH 2012 - EMPLOYEES WITH DELETED ESTABLISHED EARNINGS

The State Controller's Office (SCO) is providing departments with a listing of their employees who had an established earnings ID (EID) removed in order to enter the Personal Leave Program (PLP) 2012 or Furlough 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 PDC7008A and report name "Employees with Locked-In Earnings ID Removed – PLP and Furlough 2012." Departments with no affected employees will not be able to view the report.

DEPARTMENT PROCESSING

Beginning with the July 2012 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 report PDC7008A, please contact Rosemary Bottorff at (916) 327-3923 or rbottorff@sco.ca.gov.

LC:RB:PMAB