

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

DATE: October 5, 2015

PERSONNEL LETTER #15-017

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)**RE: MONTHLY RETROACTIVITY REPORTS**

The Personnel/Payroll Services Division (PPSD) is instituting a new process for releasing monthly retroactivity reports. Effective October 1, 2015, the monthly retroactivity reports were made available on ViewDirect. The PPSD will continue to print and mail the reports to the appropriate Human Resource offices through the end of this year. On January 1, 2016 the PPSD will no longer print and mail the reports to Human Resources offices. The reports will only be available on ViewDirect under the following Report IDs and Report Names:

Report ID:	Report Name:
PDJ6050	(PPS) MONTHLY RETROACTIVITY REPORT
PDJ6042	(PPS) MONTHLY RETROACTIVITY REPORT – PERSONNEL TRANSACTIONS
PDJ6043	(PPS) MONTHLY RETROACTIVITY REPORT – PAYROLL TRANSACTIONS

Each agency/campus is responsible for reviewing their monthly reports to ensure accuracy. Each agency/campus may contest charges by identifying and explaining why the charges are inaccurate. Mail contested charges and explanations to the following address:

State Controller's Office
Personnel/Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878
ATTN: Jabari Lewis, ASU

For information regarding types of transactions that may be contested, please see the Payroll Procedures Manual (PPM) Section A 011.

For general inquiries, please contact Jabari Lewis at (916) 323-4926.

For inquiries specific to personnel staff authorized to access ViewDirect, please contact Todd Soto at (916) 322-3055 or David Avila at (916) 322-3987.

LC:DS:ASU