

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

DATE: December 16, 2015 PERSONNEL LETTER #15-022

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

FROM: Debra Spellman, Acting Chief
Personnel and Payroll Services Division (PPSD)

RE: MONTHLY RETROACTIVITY REPORTS

The Personnel/Payroll Services Division (PPSD) is instituting a new process for releasing the monthly retroactivity reports. 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

Please refer to Payroll Letter #[15-011](#)/Personnel Letter #[15-017](#).

Agencies and campuses are to 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, ASB

Retroactivity reports with contested items must be received by PPSD or postmarked with a date no later than the first business day of the month after each set of reports has been released. PPSD will not review reports received after this deadline.

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.

DS:MMI:ASB