

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

DATE: July 3, 2017

PERSONNEL LETTER #17-016  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief  
Personnel and Payroll Services Division**RE: MERIT SALARY ADJUSTMENT REPORTS**

The Personnel/Payroll Services Division (PPSD) is implementing a new process for releasing the monthly Merit Salary Adjustment (MSA) Slips and Listing Reports. These reports are now available on ViewDirect. PPSD will continue to print and mail these reports to Human Resource Offices through October 2017. Effective November 1, 2017, the MSA Reports will no longer be printed and mailed and will only be accessible on ViewDirect under the following Report ID and Name:

<b>Report ID</b>	<b>Report Name</b>
PD6300L	MSA List
PD6300S	MSA Slips

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

DS:DS:ASB