

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

DATE: September 20, 2017

PERSONNEL LETTER #17-024
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division

RE: 2017 FLEXELECT REIMBURSEMENT ACCOUNT PARTICIPANTS-VIEWDIRECT REPORT

The State Controller's Office (SCO) is providing departments with a listing of FlexElect Reimbursement Account participants for 2017, who will be required to re-enroll during the 2018 open enrollment period. Current departmental procedure should be followed to notify participants.

This report was formerly provided via hard copy, but can now be found on the ViewDirect on-line report system under report ID PDC6055R and report name, "**EES ENROLLED IN 2017 FLEXELECT REIMBURSEMENT ACCOUNTS.**" This listing will remain on ViewDirect for 90 days. Entries on the report are sorted by agency, then by unit, and then by social security number. Departments with no affected employees will have no data listed under the report ID. This is an annual report that reflects only the current year participants and a hard copy will not be provided to departments.

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](#).

For questions regarding the ViewDirect report, please contact Allison Master at (916) 324-5879 or amaster@sco.ca.gov.

DS:AM:PMAB