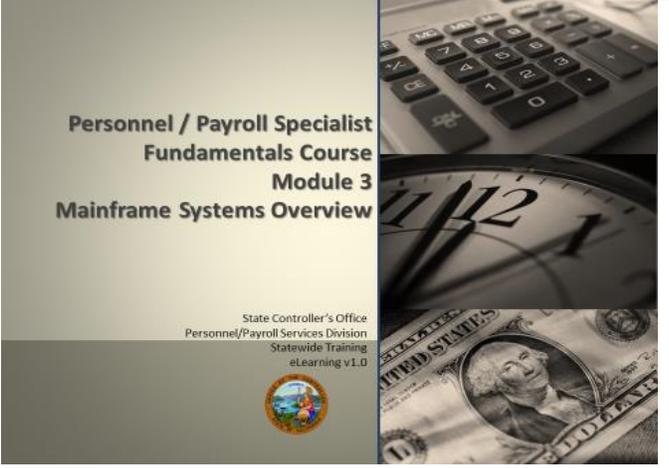
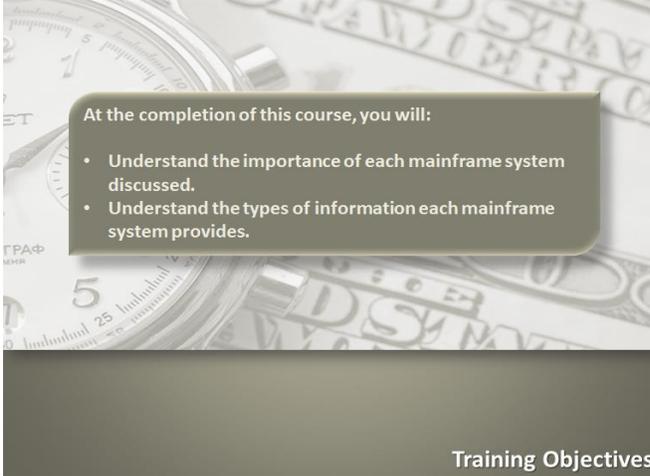
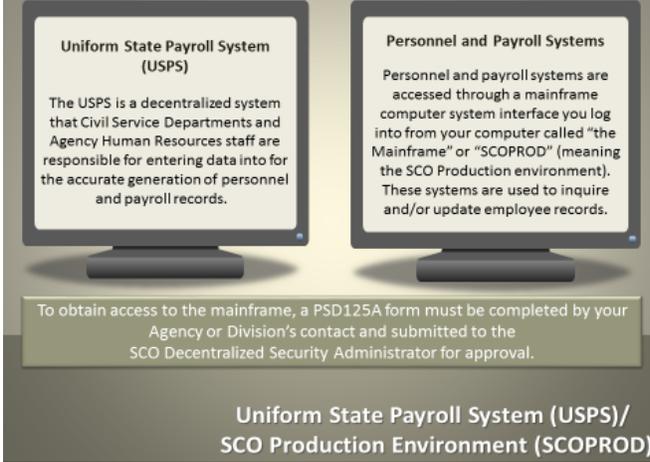
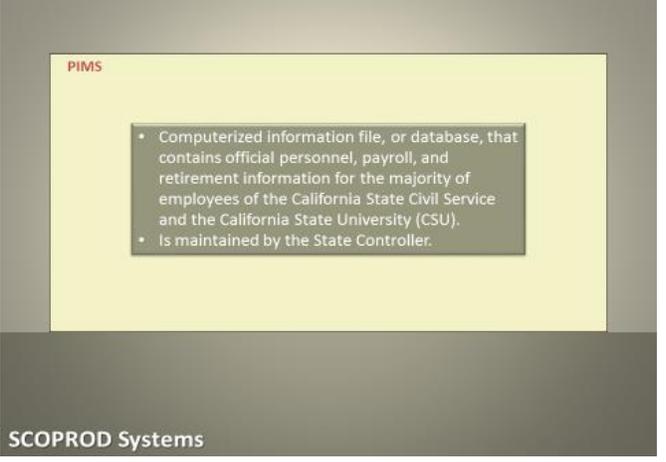
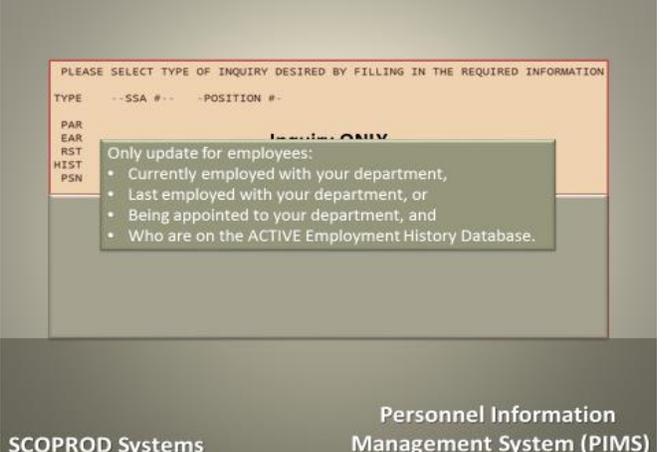
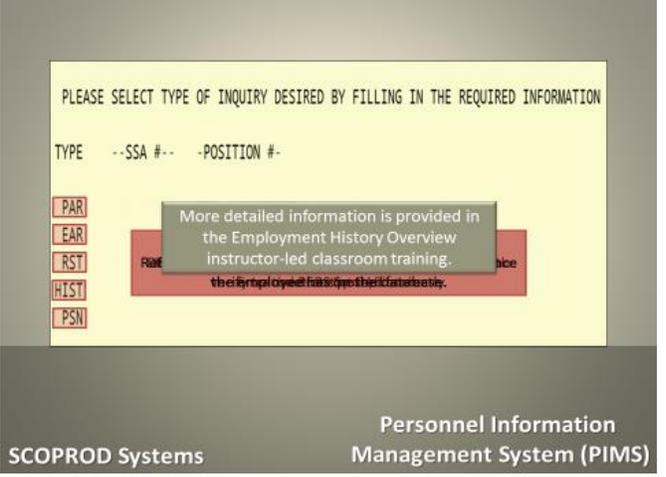
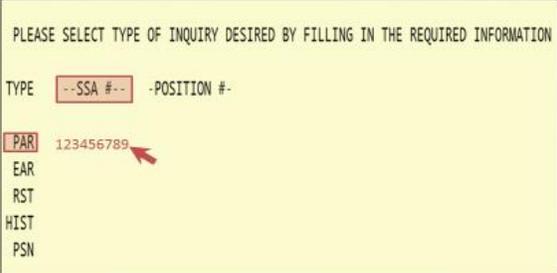
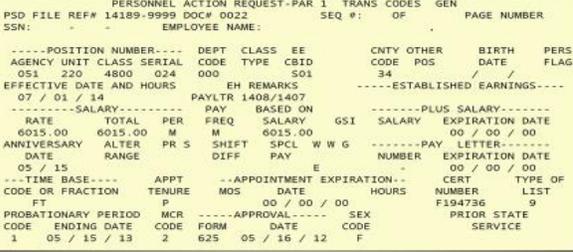
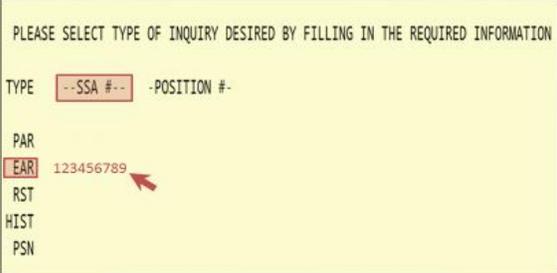


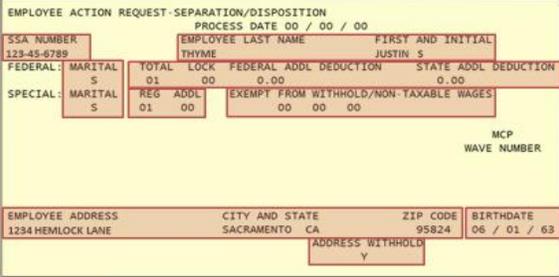
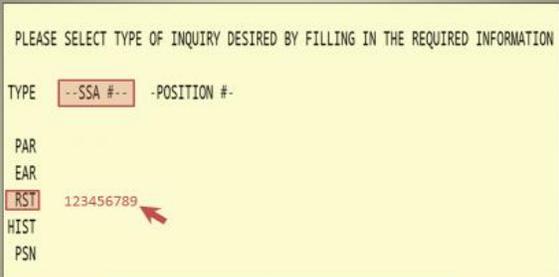
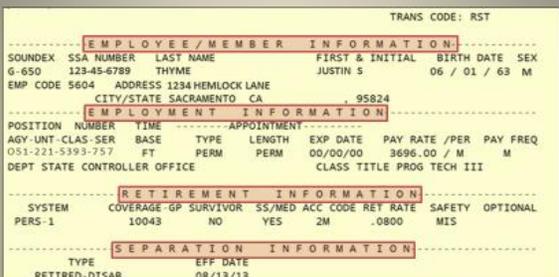
Pg	Slide	Content
1.		<p>Welcome to the State Controller's Office Personnel / Payroll Specialist Fundamentals Course Module 3: Mainframe Systems Overview. This class is a prerequisite for all instructor-led classes offered by the State Controller's Office.</p> <p>We hope you find this eLearning beneficial and relevant. Should you have problems viewing or playing this eLearning program, please contact the Personnel/Payroll Services Statewide Training Unit at ppsdtraining@sco.ca.gov to request assistance.</p>
2.	 <p>Training course materials are the exclusive property of the State Controller's Office (SCO).</p> <p>Unauthorized copying and use of SCO training materials without the expressed written permission of the SCO Training Services and Security Section is prohibited.</p> <p>Please do not use training course materials in lieu of the appropriate legal and regulatory references.</p> <p style="text-align: right;">Disclaimer</p>	<p>Training course materials are the exclusive property of the State Controller's Office (SCO). Unauthorized copying and use of SCO training materials without the expressed written permission of the SCO Training Services and Security Section is prohibited.</p> <p>Please do not use training course materials in lieu of the appropriate legal and regulatory references.</p> <p>Thank you.</p>
3.	 <p style="text-align: center;">SCO Mainframe Production Systems or "SCOPROD"</p> <p style="text-align: right;">Training Purpose</p>	<p>The purpose of this training module is to introduce you to eight SCO Mainframe Production, or SCOPROD, systems.</p>

Pg	Slide	Content
4.	 <p>At the completion of this course, you will:</p> <ul style="list-style-type: none"> • Understand the importance of each mainframe system discussed. • Understand the types of information each mainframe system provides. <p>Training Objectives</p>	<p>At the completion of this course, you will:</p> <ul style="list-style-type: none"> • Understand the importance of each mainframe system discussed. • Understand the types of information each mainframe system provides.
5.	 <p>Uniform State Payroll System (USPS)</p> <p>The USPS is a decentralized system that Civil Service Departments and Agency Human Resources staff are responsible for entering data into for the accurate generation of personnel and payroll records.</p> <p>Personnel and Payroll Systems</p> <p>Personnel and payroll systems are accessed through a mainframe computer system interface you log into from your computer called "the Mainframe" or "SCOPROD" (meaning the SCO Production environment). These systems are used to inquire and/or update employee records.</p> <p>To obtain access to the mainframe, a PSD125A form must be completed by your Agency or Division's contact and submitted to the SCO Decentralized Security Administrator for approval.</p> <p>Uniform State Payroll System (USPS)/ SCO Production Environment (SCOPROD)</p>	<p>Now let's get started!</p> <p>We will begin by discussing the Uniform State Payroll System, or USPS.</p> <p>The USPS is a decentralized system that Civil Service Departments and Agency Human Resources staff are responsible for entering data into for the accurate generation of personnel and payroll records.</p> <p>Personnel and payroll systems are accessed through a mainframe computer system interface you log into from your computer called "the Mainframe" or "SCOPROD" (meaning the SCO Production environment). These systems are used to inquire and/or update employee records.</p> <p>To obtain access to the mainframe, a PSD125A form must be completed by your Agency or Division's contact and submitted to the SCO Decentralized Security Administrator for approval.</p>
6.	 <p>PIMS ACAS HIST TAXI PIP REPT MPC CSP</p> <p>Personnel Information Management System</p> <p>Affordable Care Act System</p> <p>Online Payment History Record</p> <p>Payment History Record Year-to-Date Inquiry</p> <p>Payroll Input Process</p> <p>ViewDirect</p> <p>Master Payroll Certification</p> <p>Civil Service/Exempt Payscale</p> <p>For information about these two subscription-based systems, please visit the State Controller's Office Website at www.sco.ca.gov.</p> <p>SCOPROD Systems</p>	<p>The eight most common SCOPROD environments you will use in your day-to-day work are:</p> <ul style="list-style-type: none"> • PIMS, or Personnel Information Management System, • ACAS, or Affordable Care Act System, • HIST, or Online Payment History Record, • TAXI, or Payment History Record Year-to-Date Inquiry, • PIP, or Payroll Input Process, • REPT, or ViewDirect, • MPC, or Master Payroll Certification, • And CSP, or Civil Service/Exempt Payscale. <p>Two additional systems, LAS, or California Leave Accounting System, and MIRS, or Management Information Retrieval System, will not be included in this training. For information about these two subscription-based systems, please visit the State Controller's Office Website at www.sco.ca.gov</p>

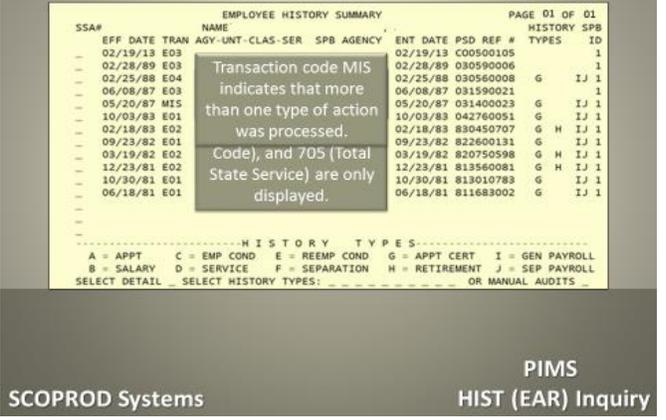
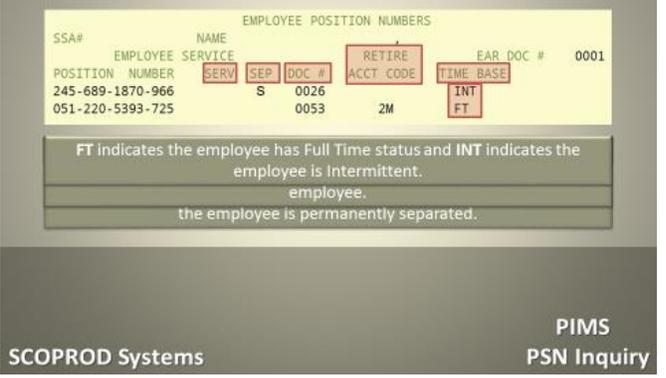
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7.	 <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>	<p>Now let's see what you've learned so far!</p> <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>		
8.	<p>The Uniform State Payroll System (USPS) is a decentralized system used by Civil Service Departments and Agencies for accurate generation of personnel and payroll records.</p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p> <p>Congratulations, you are correct! Click anywhere to continue.</p> <p>That answer is incorrect! Click clear to reset and try again.</p> <p>The correct answer is: <input type="text"/></p> <p>Submit Clear</p>	<p>Mark whether the following statement is True or False.</p> <p>The Uniform State Payroll System (USPS) is a decentralized system used by Civil Service Departments and Agencies for accurate generation of personnel and payroll records.</p> <p>True or False?</p>		
9.	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Column 1</p> <p><input type="checkbox"/> A PIMS <input type="checkbox"/> H ACAS <input type="checkbox"/> G HIST <input type="checkbox"/> E TAXI <input type="checkbox"/> B PIP <input type="checkbox"/> D REPT <input type="checkbox"/> F MPC <input type="checkbox"/> C CSP</p> </td> <td style="vertical-align: top;"> <p>Column 2</p> <p>A. Personnel Information Management System B. Payroll Input Process C. Civil Service/Exempt Payscale D. ViewDirect E. Payment History Record Year-to-Date Inquiry F. Master Payroll Certification G. Online Payment History Record H. Affordable Care Act System</p> </td> </tr> </table> <p>Congratulations, you are correct! Click anywhere to continue.</p> <p>That answer is incorrect! Click clear to reset and try again.</p> <p>The correct answer is: <input type="text"/></p> <p>Submit Clear</p>	<p>Column 1</p> <p><input type="checkbox"/> A PIMS <input type="checkbox"/> H ACAS <input type="checkbox"/> G HIST <input type="checkbox"/> E TAXI <input type="checkbox"/> B PIP <input type="checkbox"/> D REPT <input type="checkbox"/> F MPC <input type="checkbox"/> C CSP</p>	<p>Column 2</p> <p>A. Personnel Information Management System B. Payroll Input Process C. Civil Service/Exempt Payscale D. ViewDirect E. Payment History Record Year-to-Date Inquiry F. Master Payroll Certification G. Online Payment History Record H. Affordable Care Act System</p>	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <p>Column 1</p> <ul style="list-style-type: none"> • PIMS • ACAS • HIST • TAXI • PIP • REPT • MPC • CSP <p>Column 2</p> <ul style="list-style-type: none"> • Personnel Information Management System • Affordable Care Act System • Online Payment History Record • Payment History Record Year-to-Date Inquiry • Payroll Input Process • ViewDirect • Master Payroll Certification • Civil Service/Exempt Payscale
<p>Column 1</p> <p><input type="checkbox"/> A PIMS <input type="checkbox"/> H ACAS <input type="checkbox"/> G HIST <input type="checkbox"/> E TAXI <input type="checkbox"/> B PIP <input type="checkbox"/> D REPT <input type="checkbox"/> F MPC <input type="checkbox"/> C CSP</p>	<p>Column 2</p> <p>A. Personnel Information Management System B. Payroll Input Process C. Civil Service/Exempt Payscale D. ViewDirect E. Payment History Record Year-to-Date Inquiry F. Master Payroll Certification G. Online Payment History Record H. Affordable Care Act System</p>			

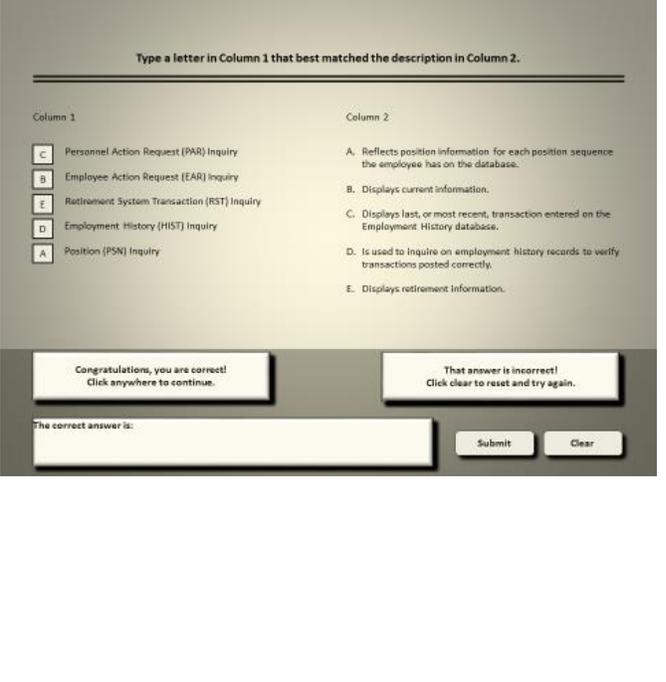
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10.		<p>The first SCOPROD System we will review is the Personnel Information Management System, or PIMS.</p> <p>The Personnel Information Management System is a computerized information file, or database, that contains official personnel, payroll, and retirement information for the majority of employees of the California State Civil Service and the California State University (CSU).</p> <p>Responsibility for PIMS maintenance and security is delegated to the State Controller, the pay agent for the State of California Civil Service and the California State University systems.</p> <p>To access the Personnel Information Management System, type “PIMS” in the SCOPROD Entry Screen and then click Enter.</p>
11.		<p>There are two parts to the PIMS screen.</p> <ul style="list-style-type: none"> • The top portion is for Inquiry ONLY; • The bottom portion is for keying updated information. <p>Please note that you may only view and update records for employees currently employed with your department, last employed with your department, or being appointed to your department, and who are on the ACTIVE Employment History database.</p> <p>In this training, we will only be addressing the Inquiry section of each PIMS report.</p>
12.		<p>There are five types of Employment History Inquiries you can make through the PIMS prompt screen:</p> <ul style="list-style-type: none"> • PAR INQUIRY – The PAR, or Personnel Action Request, displays the last or most recent transaction entered on the Employment History database. • EAR INQUIRY – The EAR, or Employee Action Request, displays current information and is formatted in the same order as the EAR form. • RST INQUIRY – The RST, or Retirement System Transaction, displays retirement information. This information is interfaced with the PERS System. • HIST INQUIRY - or Employment History System, is used to inquire on employment history records to verify transactions posted correctly. • PSN INQUIRY – PSN, or Position Inquiry, reflects position information for each position sequence the employee has on the database. <p>In this training module, we will briefly describe each of these inquiry screens. More detailed information regarding Employee History is provided in the Employment History Overview instructor-led classroom training.</p>

Pg	Slide	Content
		<p>To attend this classroom training, please contact your Agency or Department Training Coordinator.</p>
13.	 <p style="text-align: right;">PIMS PAR Inquiry</p> <p>SCOPROD Systems</p>	<p>The first area we will explore is Personnel Action Request, or PAR, Inquiry.</p> <p>To review the most recent PAR transaction history, place your cursor on the PAR type line in the Social Security field, type the Social Security Number, and click Enter.</p>
14.	 <p style="text-align: right;">PIMS PAR Inquiry</p> <p>SCOPROD Systems</p>	<p>Let's take a moment to review the PAR Inquiry results for this fictitious employee.</p> <p>The PAR inquiry screen displays the last, or most recent, transaction entered on the Employment History database.</p> <p>The screen is often used by Personnel and Payroll Specialists to validate the most recent changes to an employee's history in lieu of the receipt of a turnaround PAR.</p> <p>To return to the Inquiry type Prompt screen, press the Page Up key.</p>
15.	 <p style="text-align: right;">PIMS EAR Inquiry</p> <p>SCOPROD Systems</p>	<p>Next we will review current Employee Action Request, or EAR, Inquiry transaction screen.</p> <p>To review the most recent EAR transaction history, place your cursor on the EAR type line in the Social Security field, type the Social Security Number, and click Enter.</p>

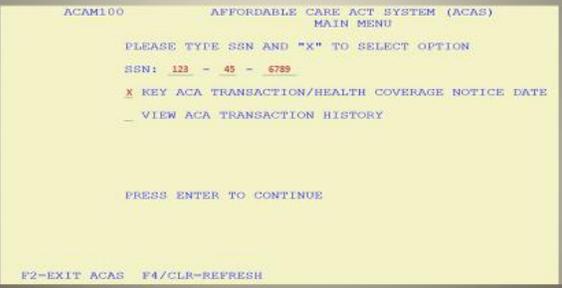
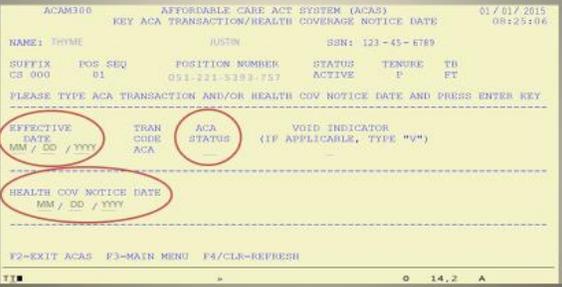
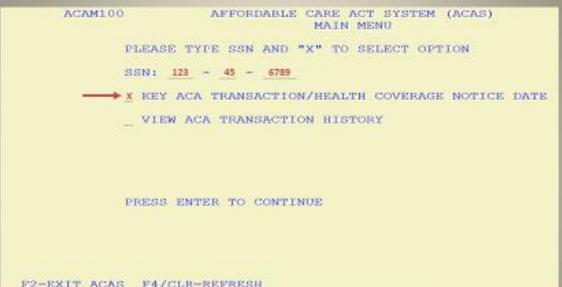
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16.	 <p>The screenshot displays the PIMS EAR Inquiry screen. At the top, it shows 'EMPLOYEE ACTION REQUEST-SEPARATION/DISPOSITION' and 'PROCESS DATE 00 / 00 / 00'. Below this, fields for 'SSA NUMBER' (123-45-6789), 'EMPLOYEE LAST NAME' (THYME), and 'FIRST AND INITIAL' (JUSTIN S) are visible. Further down, there are sections for 'FEDERAL: MARITAL' (S), 'TOTAL LOCK' (01 00), 'FEDERAL ADDL DEDUCTION' (0.00), and 'STATE ADDL DEDUCTION' (0.00). A 'SPECIAL: MARITAL' (S) section is also present. At the bottom, the 'EMPLOYEE ADDRESS' is listed as 1234 HEMLOCK LANE, SACRAMENTO CA 95824, with a birthdate of 06 / 01 / 63 and an 'ADDRESS WITHHOLD' indicator of 'Y'.</p> <p style="text-align: right;">PIMS EAR Inquiry</p>	<p>The EAR Inquiry transactions screen displays current information that is formatted in the same order as the EAR document.</p> <p>This EAR Inquiry screen for a fictitious employee displays the employee's Social Security Number, full Name, Marital status, State and Federal Tax Withholding status, Exempt status, Address, Birthdate, and Address Withholding indicator.</p>
17.	 <p>The screenshot shows the PIMS RST Inquiry screen with the prompt 'PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION'. The 'TYPE' field is set to '--SSA #--' and the 'POSITION #' field is empty. Below this, there are several inquiry options: PAR, EAR, RST, HIST, and PSN. The 'RST' option is highlighted with a red box, and a red arrow points to the '123456789' value entered in the 'SSA #' field.</p> <p style="text-align: right;">PIMS RST Inquiry</p>	<p>To review an employee's most recent Retirement Transaction, place your cursor on the RST type line in the Social Security field, type the Social Security number, and click Enter.</p>
18.	 <p>The screenshot displays the PIMS RST Inquiry screen showing retirement transaction details. At the top, it indicates 'TRANS CODE: RST'. The screen is divided into four main sections: 'EMPLOYEE / MEMBER INFORMATION', 'EMPLOYMENT INFORMATION', 'RETIREMENT INFORMATION', and 'SEPARATION INFORMATION'. The 'EMPLOYEE / MEMBER INFORMATION' section includes fields for 'SOUNDEX' (G-650), 'SSA NUMBER' (123-45-6789), 'LAST NAME' (THYME), 'FIRST & INITIAL' (JUSTIN S), 'BIRTH DATE' (06 / 01 / 63), and 'SEX' (M). The 'EMPLOYMENT INFORMATION' section shows 'POSITION NUMBER' (051-221-5393-757), 'TIME' (FT), 'APPOINTMENT' (PERM), 'EXP DATE' (00/00/00), 'PAY RATE /PER' (3696.00 / M), and 'PAY FREQ' (M). The 'RETIREMENT INFORMATION' section includes 'SYSTEM' (PERS-1), 'COVERAGE GP' (10043), 'SURVIVOR' (NO), 'SS/MED ACC CODE' (YES), 'RET RATE' (2M), 'SAFETY' (.0800), and 'OPTIONAL' (MIS). The 'SEPARATION INFORMATION' section shows 'TYPE' (RETIRED-DISAB.) and 'EFF DATE' (08/13/13).</p> <p style="text-align: right;">PIMS RST Inquiry</p>	<p>The Retirement System Transaction displays retirement information and interfaces with the Public Employees' Retirement System, or PERS.</p> <p>The Retirement System Transaction screen is divided into four sections: Employee/Member Information, Employment Information, Retirement Information, and Separation Information.</p>

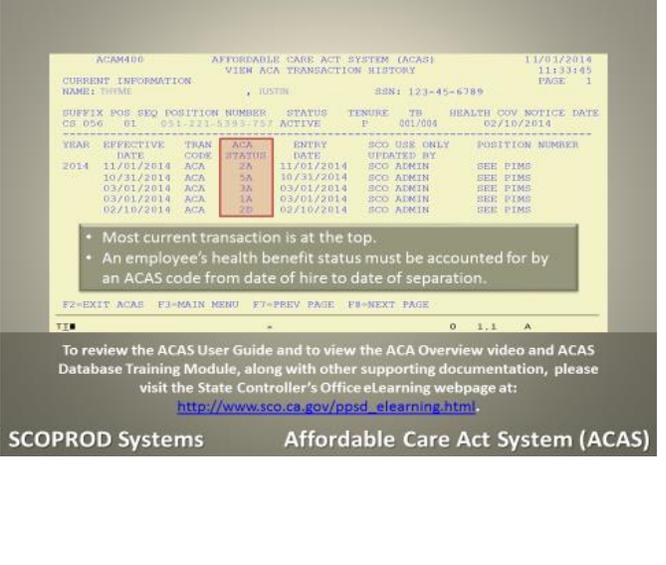
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19.	<p>PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION</p> <p>TYPE --SSA #-- POSITION #-</p> <p>PAR</p> <p>EAR</p> <p>RST</p> <p>HIST 123456789</p> <p>PSN</p> <p>Can only be accessed for employees who are currently employed with your department or who were last employed with your department.</p> <p>Two ways to use Employment History System Inquiry; HIST (PAR) and HIST (EAR).</p> <p>PIMS HIST Inquiry</p> <p>SCOPROD Systems</p>	<p>Next we will review how to access an employee's Employment History Transaction, or HIST.</p> <p>Employment History Inquiry can only be accessed for employees who are currently employed with your department or who were last employed with your department.</p> <p>There are two ways to use Employment History System Inquiry. They are HIST (PAR) and HIST (EAR).</p> <p>We will first review HIST (PAR).</p> <p>To access this information, place your cursor on the HIST type line in the Social Security field, type the Social Security Number, and click Enter.</p>																																																																																																																																																																																
20.	<p>EMPLOYEE HISTORY SUMMARY</p> <p>SSA# 123-45-6789 NAME THYME JUSTIN S PAGE 01 OF 06</p> <table border="1"> <thead> <tr> <th>EFF DATE</th> <th>TRAN</th> <th>AGY</th> <th>UNT</th> <th>CLAS</th> <th>SER</th> <th>SPB AGENCY</th> <th>ENT DATE</th> <th>PSD REF #</th> <th>HISTORY TYPES</th> <th>SPB ID</th> </tr> </thead> <tbody> <tr> <td>08/29/13</td> <td>715V</td> <td>051-221-5393-757</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>08/29/13</td> <td>C02350002</td> <td>D I J 2</td> <td></td> </tr> <tr> <td>08/29/13</td> <td>715D</td> <td>051-221-5393-757</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>08/21/13</td> <td>C02330051</td> <td>D I J 2</td> <td></td> </tr> <tr> <td>08/20/13</td> <td>550V</td> <td>051-221-5393-757</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>09/10/13</td> <td>C02590001</td> <td>FD I J 2</td> <td></td> </tr> <tr> <td>08/13/13</td> <td>571</td> <td>051-221-5393-757</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>12/17/13</td> <td>C03510002</td> <td>FD I J</td> <td></td> </tr> <tr> <td>07/01/13</td> <td>SAL</td> <td>051-221-5393-757</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>07/23/13</td> <td>C02040008 B</td> <td></td> <td></td> </tr> <tr> <td>07/01/13</td> <td>350</td> <td>051-221-5393-757</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>06/25/13</td> <td>131769999 B</td> <td>C</td> <td></td> </tr> <tr> <td>12/03/12</td> <td>A03</td> <td>051-221-5393-757</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>12/18/12</td> <td>C03530004 BA</td> <td>D</td> <td></td> </tr> <tr> <td>11/01/11</td> <td>350C</td> <td>051-221-5393-057</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>06/01/12</td> <td>C01530001 B</td> <td>C</td> <td></td> </tr> <tr> <td>11/01/11</td> <td>350D</td> <td>051-221-5393-057</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>11/02/11</td> <td>113069999 B</td> <td>C</td> <td></td> </tr> <tr> <td>10/31/11</td> <td>715V</td> <td>051-221-5393-057</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>10/27/11</td> <td>C03000007</td> <td>D I J 2</td> <td></td> </tr> <tr> <td>10/31/11</td> <td>715D</td> <td>051-221-5393-057</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>10/21/11</td> <td>C02940037</td> <td>D I J 2</td> <td></td> </tr> <tr> <td>10/13/11</td> <td>550C</td> <td>051-221-5393-057</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>06/01/12</td> <td>C01530001</td> <td>FD I J 2</td> <td></td> </tr> <tr> <td>10/13/11</td> <td>550D</td> <td>051-221-5393-057</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>11/07/11</td> <td>C03110004</td> <td>FD I J</td> <td></td> </tr> <tr> <td>11/02/10</td> <td>350</td> <td>051-221-5393-057</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>11/09/10</td> <td>103139999 B</td> <td>C</td> <td></td> </tr> <tr> <td>11/02/10</td> <td>505</td> <td>051-221-5393-057</td> <td></td> <td></td> <td></td> <td>CONTROLLER</td> <td>11/09/10</td> <td>103139999</td> <td>HC</td> <td></td> </tr> </tbody> </table> <p>HISTORY TYPES</p> <p>A = APPT C = EMP COND E = REEMP COND G = APPT CERT I = GEN PAYROLL B = SALARY D = SERVICE F = SEPARATION H = RETIREMENT J = SEP PAYROLL SELECT DETAIL SELECT HISTORY TYPES: OR MANUAL AUDITS</p> <p>PIMS HIST (PAR) Inquiry</p> <p>SCOPROD Systems</p>	EFF DATE	TRAN	AGY	UNT	CLAS	SER	SPB AGENCY	ENT DATE	PSD REF #	HISTORY TYPES	SPB ID	08/29/13	715V	051-221-5393-757				CONTROLLER	08/29/13	C02350002	D I J 2		08/29/13	715D	051-221-5393-757				CONTROLLER	08/21/13	C02330051	D I J 2		08/20/13	550V	051-221-5393-757				CONTROLLER	09/10/13	C02590001	FD I J 2		08/13/13	571	051-221-5393-757				CONTROLLER	12/17/13	C03510002	FD I J		07/01/13	SAL	051-221-5393-757				CONTROLLER	07/23/13	C02040008 B			07/01/13	350	051-221-5393-757				CONTROLLER	06/25/13	131769999 B	C		12/03/12	A03	051-221-5393-757				CONTROLLER	12/18/12	C03530004 BA	D		11/01/11	350C	051-221-5393-057				CONTROLLER	06/01/12	C01530001 B	C		11/01/11	350D	051-221-5393-057				CONTROLLER	11/02/11	113069999 B	C		10/31/11	715V	051-221-5393-057				CONTROLLER	10/27/11	C03000007	D I J 2		10/31/11	715D	051-221-5393-057				CONTROLLER	10/21/11	C02940037	D I J 2		10/13/11	550C	051-221-5393-057				CONTROLLER	06/01/12	C01530001	FD I J 2		10/13/11	550D	051-221-5393-057				CONTROLLER	11/07/11	C03110004	FD I J		11/02/10	350	051-221-5393-057				CONTROLLER	11/09/10	103139999 B	C		11/02/10	505	051-221-5393-057				CONTROLLER	11/09/10	103139999	HC		<p>This is the PAR Employee History inquiry screen.</p> <p>This screen is used to inquire on employment history records in order to verify transactions posted correctly.</p> <p>In this example of a fictitious employee, the upper right corner tells us that we are viewing one of six pages of PAR keying history. The PAR History screen displays from one to nine pages of PAR transactions posted on the employee's record.</p> <p>This inquiry provides identifying information such as the employee's Social Security Number and full Name, as well as transaction details such as Effective Date, Transaction Code, Position Number, SPB Agency, Entry Date, PSD Reference Number, History Types, and SPB ID indicator code.</p> <p>This screen also contains a History Type Legend to assist in reading the History Type Codes.</p> <p>To return to the inquiry type Prompt screen, press the Page Up key.</p>
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21.	<p>PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION</p> <p>TYPE --SSA #-- POSITION #</p> <p>PAR</p> <p>EAR</p> <p>RST</p> <p>HIST 123456789 000000000000</p> <p>PSN</p> <p>Displays the last 15 EAR transactions posted on an employee's record.</p> <p>PIMS HIST (EAR) Inquiry</p> <p>SCOPROD Systems</p>	<p>The second way to use the Employee History System is to review HIST EAR.</p> <p>The EAR employment history screen displays the last 15 EAR transactions posted on an employee's record.</p> <p>To access EAR History, key in the employee's Social Security Number, key 13 numeric zeroes under Position Number, and click Enter.</p>																																																																																																																																																																																

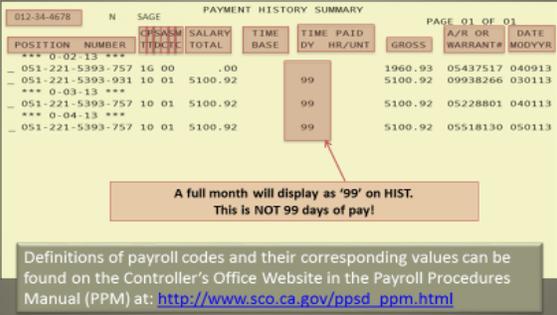
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22.	 <p>The screenshot shows the 'EMPLOYEE HISTORY SUMMARY' screen. A callout box states: 'Transaction code MIS indicates that more than one type of action was processed. Code), and 705 (Total State Service) are only displayed.' The table below lists various transactions with columns for SSAN, EFF DATE, TRAN, AGY-UNT, CLAS-SER, SPB AGENCY, ENT DATE, PSD REF #, HISTORY TYPES, and ID.</p>	<p>EAR History is displayed on one screen and reflects up to the last 15 transactions on the employee record.</p> <p>Unlike HIST PAR, HIST EAR types do not provide detailed data. Attempts to access history through this screen can result in error messages.</p> <p>PAR Transaction Codes: 105 (Social Security Number), 440 (Gender), 445 (Ethnic Origin), 455 (Disability Code), and 705 (Total State Service) are only displayed on this screen.</p> <p>Transaction code MIS indicates that more than one type of action was processed on the EAR document.</p> <p>To return to the inquiry type Prompt screen, press the Page Up key.</p>
23.	 <p>The screenshot shows the 'PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION' screen. The 'PSN' field is highlighted with a red box and contains the value '123456789'. A callout box states: 'Can be accessed for any employee in the USPS Employment History database.'</p>	<p>The final area we will explore in PIMS is the Employee Position Number, or PSN, screen. This category can be accessed for any employee in the USPS Employment History database.</p> <p>To review an employee's most current Employee Position Number, place your cursor on the PSN type line in the Social Security field, type the Social Security Number, and click Enter.</p>
24.	 <p>The screenshot shows the 'EMPLOYEE POSITION NUMBERS' screen. A callout box explains: 'FT indicates the employee has Full Time status and INT indicates the employee is Intermittent. the employee is permanently separated.'</p>	<p>In this example of a fictitious employee, the PSN screen reflects position information for each position sequence this employee has in the database.</p> <p>This screen displays the following information:</p> <ul style="list-style-type: none"> • SERV identifies if the employee's record is in service or out of service. If the field is blank the record is in service, if the field has either a "C" or a "P", the record is out of service due to PPSD processing. • SEP identifies if an employee is current or separated. A blank field indicates the employee is actively employed, a "T" in the field means the employee is temporarily separated on non-pay status, and an "S" indicates the employee is permanently separated. • DOC Number conveys the document processing number that identifies the number of personnel actions that have been processed for the employee. • RETIRE ACCT CODE defines the employee's retirement system. • TIME BASE indicates the employee's time base. <p>In this example, FT indicates the employee has Full Time status and INT indicates the employee is Intermittent.</p>

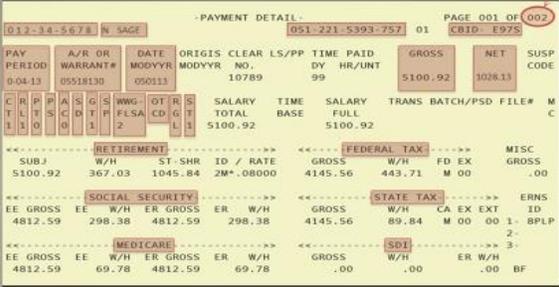
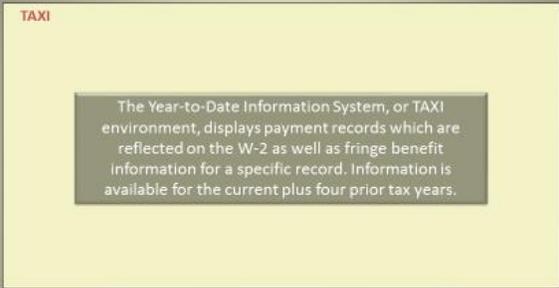
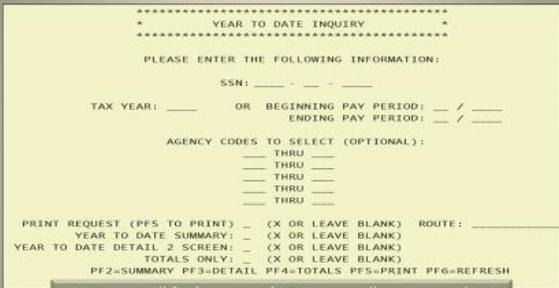
Pg	Slide	Content
		To return to the inquiry type Prompt screen, press the Page Up key.
25.		<p>Now let's see what you've learned so far!</p> <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>
26.		<p>Mark whether the following statement is True or False.</p> <p>The Personnel Information Management System, PIMS, is a computerized information database containing official personnel, payroll, and retirement information for the majority of California State Civil Service and California State University employees.</p> <p>True or False?</p>
27.		<p>Type a letter in Column 1 that best matched the description in Column 2.</p> <p>Column 1</p> <ul style="list-style-type: none"> • Personnel Action Request (PAR) Inquiry • Employee Action Request (EAR) Inquiry • Retirement System Transaction (RST) Inquiry • Employment History (HIST) Inquiry • Position (PSN) Inquiry <p>Column 2</p> <ul style="list-style-type: none"> • Displays last, or most recent, transaction entered on the Employment History database. • Displays current information. • Displays retirement information. • Is used to inquire on employment history records to verify transactions posted correctly. • Reflects position information for each position sequence the employee has on the database.

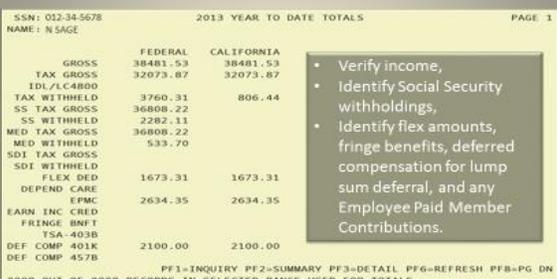
Pg	Slide	Content
28.	<p>This displays the last 15 EAR transactions posted on an employee's record does not provide detailed data.</p> <p><input checked="" type="radio"/> A) HIST EAR <input type="radio"/> B) HIST PAR</p> <p>Congratulations, you are correct! Click anywhere to continue.</p> <p>That answer is incorrect! Click clear to reset and try again.</p> <p>The correct answer is:</p> <p>Submit Clear</p>	<p>Select the location in PIMS that best matches the following statement.</p> <p>When reviewing an Employee's Employment History Transaction, or HIST, the last 15 EAR transactions posted do not provide detailed data.</p> <p>A. HIST EAR B. HIST PAR</p>
29.	<p>This is used to inquire on employment history records in order to verify transactions posted correctly and displays from one to nine pages of transactions posted on the employee's record.</p> <p><input type="radio"/> A) HIST PAR <input checked="" type="radio"/> B) HIST EAR</p> <p>Congratulations, you are correct! Click anywhere to continue.</p> <p>That answer is incorrect! Click clear to reset and try again.</p> <p>The correct answer is:</p> <p>Submit Clear</p>	<p>Select the location in PIMS that best matches the following statement.</p> <p>When reviewing an Employee's Employment History Transaction, or HIST, this screen is used to verify transactions posted correctly and contains one to nine pages of transaction history.</p> <p>A. HIST PAR B. HIST EAR</p>
30.	<p>ACAS</p> <ul style="list-style-type: none"> • State is required to report health coverage status to the IRS every year. • The State Controller's Office created the ACAS database to capture required data to demonstrate compliance to the IRS. • All health benefit status codes are keyed into the ACAS database. • The ACAS must show a status, such as offer or acceptance, for each employee from date of hire to date of separation. • Five status code categories that capture an employee's health benefits status and eligibility. • Keying of health benefits statuses should be done during the month the event occurs. <p>SCOPROD Systems</p>	<p>The second SCOPROD System we will review in this training is the ACAS, or Affordable Care Act System.</p> <p>The State is required to report health coverage status to the IRS every year. The State Controller's Office has created the ACAS database to capture the data the State is required to report to the IRS to demonstrate compliance. All health benefit status codes are keyed into the ACAS database, which means that the ACAS must show a status, such as offer or acceptance, for each employee from date of hire to date of separation.</p> <p>There are five categories of status codes that will capture an employee's health benefits status and eligibility. All keying of health benefit statuses should be done during the month in which the event occurs. To ensure benefits are offered to all eligible employees, you will keep closer track of employees who could become eligible for benefits.</p> <p>To access the Affordable Care Act System (ACAS), type "ACAS" in the SCOPROD Entry Screen and click Enter.</p>

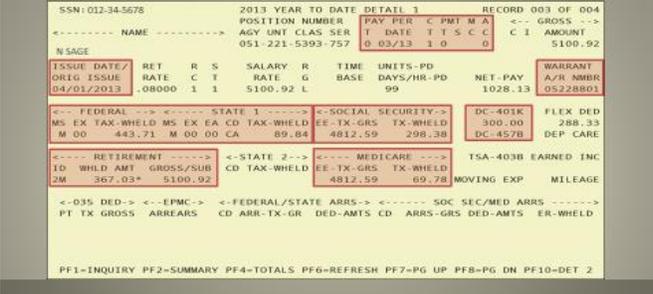
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31.	 <p>ACAM100 AFFORDABLE CARE ACT SYSTEM (ACAS) MAIN MENU</p> <p>PLEASE TYPE SSN AND "X" TO SELECT OPTION</p> <p>SSN: 123 - 45 - 6789</p> <p>X KEY ACA TRANSACTION/HEALTH COVERAGE NOTICE DATE</p> <p>_ VIEW ACA TRANSACTION HISTORY</p> <p>PRESS ENTER TO CONTINUE</p> <p>F2=EXIT ACAS F4/CLR=REFRESH</p> <p>SCOPROD Systems Affordable Care Act System (ACAS)</p>	<p>This is the main menu.</p> <p>During this training we are not using actual Social Security Numbers.</p> <p>Let's look at the Key ACAS Transaction screen first.</p> <p>To enter a transaction, enter the Social Security Number and place an "X" next to Key ACA Transaction/Health Coverage Notice Date.</p>														
32.	 <p>ACAM100 AFFORDABLE CARE ACT SYSTEM (ACAS) 01/01/2015 KEY ACA TRANSACTION/HEALTH COVERAGE NOTICE DATE 08:25:06</p> <p>NAME1 THYME JUSTIN SSN: 123-45-6789</p> <table border="1"> <thead> <tr> <th>SUFFIX</th> <th>POS</th> <th>SEQ</th> <th>POSITION NUMBER</th> <th>STATUS</th> <th>TENURE</th> <th>TB</th> </tr> </thead> <tbody> <tr> <td>CS</td> <td>000</td> <td>01</td> <td>051-221.5192-757</td> <td>ACTIVE</td> <td>P</td> <td>FT</td> </tr> </tbody> </table> <p>PLEASE TYPE ACA TRANSACTION AND/OR HEALTH COV NOTICE DATE AND PRESS ENTER KEY</p> <p>EFFECTIVE DATE MM / DD / YYYY</p> <p>TRAN CODE ACA</p> <p>ACA STATUS (IF APPLICABLE, TYPE "V")</p> <p>VOID INDICATOR</p> <p>HEALTH COV NOTICE DATE MM / DD / YYYY</p> <p>F2=EXIT ACAS F3=MAIN MENU F4/CLR=REFRESH</p> <p>Refer to the instructions in the ACAS User Guide regarding entry of the Health Coverage Notice Date at: http://www.sco.ca.gov/Files-PPSD/acas_userguide.pdf</p> <p>SCOPROD Systems Affordable Care Act System (ACAS)</p>	SUFFIX	POS	SEQ	POSITION NUMBER	STATUS	TENURE	TB	CS	000	01	051-221.5192-757	ACTIVE	P	FT	<p>This is the Key ACA Transaction screen.</p> <p>Only three fields may be keyed: the Effective Date, the ACA Status, and the Health Coverage Notice Date.</p> <p>Please be sure to refer to the instructions in the ACAS User Guide regarding entry of the Health Coverage Notice Date.</p>
SUFFIX	POS	SEQ	POSITION NUMBER	STATUS	TENURE	TB										
CS	000	01	051-221.5192-757	ACTIVE	P	FT										
33.	 <p>ACAM100 AFFORDABLE CARE ACT SYSTEM (ACAS) MAIN MENU</p> <p>PLEASE TYPE SSN AND "X" TO SELECT OPTION</p> <p>SSN: 123 - 45 - 6789</p> <p>X KEY ACA TRANSACTION/HEALTH COVERAGE NOTICE DATE</p> <p>_ VIEW ACA TRANSACTION HISTORY</p> <p>PRESS ENTER TO CONTINUE</p> <p>F2=EXIT ACAS F4/CLR=REFRESH</p> <p>SCOPROD Systems Affordable Care Act System (ACAS)</p>	<p>If you want to look at ACAS history, enter a Social Security Number and enter an "X" next to View ACA Transaction History.</p>														

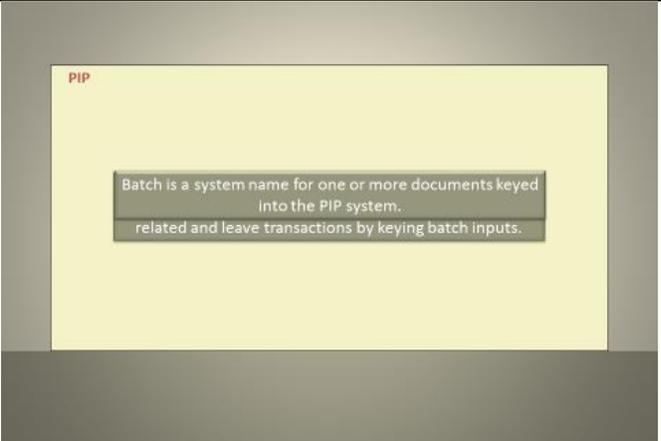
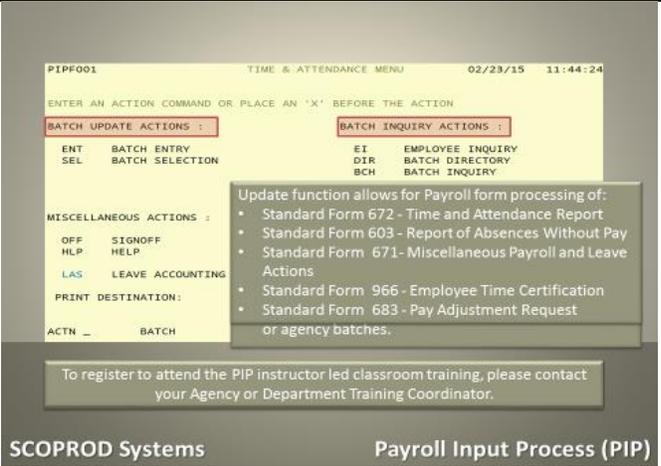
Pg	Slide	Content
34.	 <p>To review the ACAS User Guide and to view the ACA Overview video and ACAS Database Training Module, along with other supporting documentation, please visit the State Controller's Office eLearning webpage at: http://www.sco.ca.gov/ppsd_elearning.html.</p> <p>SCOPROD Systems Affordable Care Act System (ACAS)</p>	<p>Now you are able to view ACA Transaction History for a fictitious employee.</p> <p>Notice there are several two digit codes in the ACA STATUS column. In the ACA Transaction History, the most current transaction is at the top.</p> <p>An employee's health benefit status must be accounted for by an ACAS code from the date of hire to the date of separation.</p> <p>To review the ACAS User Guide and to view the ACA Overview video and ACAS Database Training Module, along with other supporting documentation, please visit the State Controller's Office eLearning webpage.</p> <p>To return to the main SCOPROD Entry Screen, press the Pause Break key.</p>
35.	 <p>SCOPROD Systems</p>	<p>Next we will review the online Payment History system, also known as "HIST."</p> <p>The Payment History System is an online inquiry payment record that is accessed from the SCOPROD screen.</p> <p>To access Payment History screens, type "HIST" at the SCOPROD Entry Screen and click Enter.</p>
36.	 <p>SCOPROD Systems Payment History System (HIST)</p>	<p>This is the Payroll Online Information System screen.</p> <p>HIST stores 36 pay periods, plus current, of payment history information from the issue date of the payment.</p> <p>To view more information, type an "X" on the same line as Payment History Inquiry and click Enter.</p>

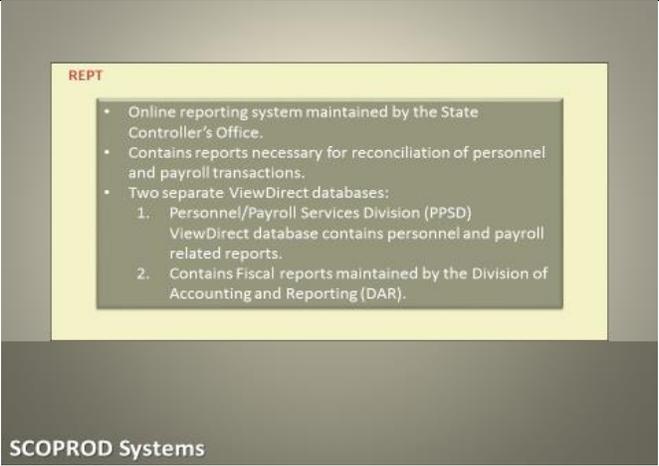
Pg	Slide	Content
37.	 <p>SCOPROD Systems Payment History System (HIST)</p>	<p>This example is for a fictitious employee.</p> <p>To view an employee's payment history information, type the Social Security Number and the appropriate Beginning and Ending Pay Period dates, and click Enter.</p>
38.	 <p>SCOPROD Systems Payment History System (HIST)</p>	<p>The Payment History Summary screen displays a list of payments and adjustments in the following order: Pay Period, Position Number, Payment History Records, and Issue Date.</p> <p>Below the Social Security Number, starting on the left and moving across the screen to the right, the codes in the columns represent the: Position Number, Clearance Type, Payment Type, Shift Differential, Adjustment Code, Salary Type, Marital Status, Salary Total, Time Base, Time Paid (Days and Hours), Gross, Accounts Receivables or Warrant Number, and Issue Date.</p> <p>In the Time paid column, a full month will display as "99" on HIST, this does not indicate 99 days of pay.</p> <p>Definitions of payroll codes and their corresponding values can be found on the Controller's Office Website in the Payroll Procedures Manual, or PPM.</p>
39.	 <p>SCOPROD Systems Payment History System (HIST)</p>	<p>From the Payment History Summary screen, you can view the Payment Detail or Miscellaneous Deductions for an employee.</p> <p>To view Payment Detail only, key a "P" in front of the position number. The payment detail screen contains detailed information for the payment or adjustment requested.</p> <p>To view Miscellaneous Deductions only, key a "D" in front of the position number. This screen contains detailed miscellaneous deduction information for the payment or adjustment.</p> <p>To view BOTH the Payment Detail and Miscellaneous screens, key a "B" in front of the position number. This will provide both Payment Detail and Miscellaneous Deduction information.</p> <p>The system will display the Detail screen first, and then the Deduction screen for each pay period, beginning with the earliest pay period requested.</p>

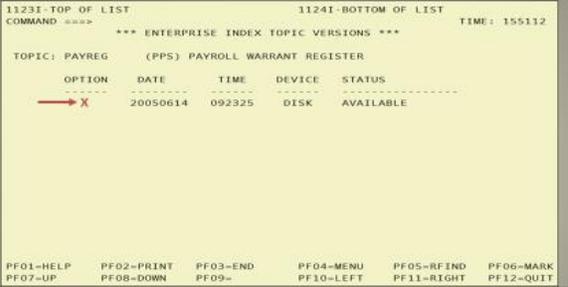
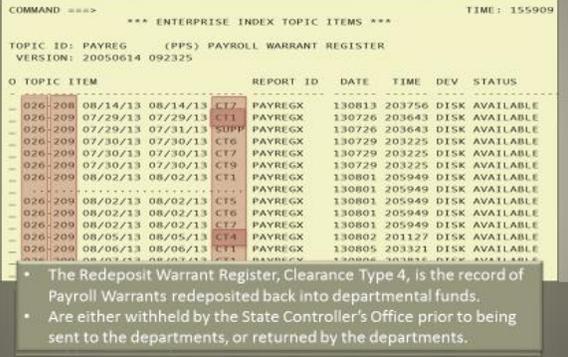
Pg	Slide	Content
40.	 <p>Please be sure to reference the PPM at: http://www.sco.ca.gov/ppsd_ppm.html to obtain a copy of all of the applicable payroll codes.</p> <p>SCOPROD Systems Payment History System (HIST)</p>	<p>This is the Payment History Detail screen. This screen provides detailed information for the payment, or adjustment, identified on the Summary screen.</p> <p>Notice in the upper right corner of this screen, there are two pages to this payment history.</p> <p>The types of information found on this screen include Employee's Social Security Number, Name, and Position Number.</p> <p>This screen also displays the CBID, Pay Period, Warrant Number, Issue Date, Gross Pay, Net Pay, Payroll Code (Clearance Type, Roll Code, Payment Type, Payment Type Suffix, Adjustment Code, Shift Differential, Gross Type, Special Pay, Work Week Group, Overtime Code, Range, and Salary Type), and various payroll deductions such as Retirement, Social Security, Medicare, Federal and State Tax, and SDI.</p> <p>Please be sure to reference the PPM to obtain a copy of all of the applicable payroll codes.</p> <p>To return to the main SCOPROD Entry Screen, press the Pause Break key.</p>
41.	 <p>SCOPROD Systems</p>	<p>Now let's review the Payroll Information System History Year-to-Date Inquiry.</p> <p>At the SCOPROD Entry Screen, type "TAXI" and press Enter.</p> <p>The Year-to-Date Information System, or TAXI environment, displays payment records which are reflected on the W-2 as well as fringe benefit information for a specific record. Information is available for the current plus four prior tax years.</p>
42.	 <p>Here you will find payment history, as well as year-to-date information, similar to what is printed on the W-2 form</p> <p>SCOPROD Systems Payroll Information System History Year to Date Inquiry (TAXI)</p>	<p>This is the main TAXI screen.</p> <p>Here you will find payment history, as well as year-to-date information, similar to what is printed on a W-2 form.</p>

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43.	 <p>Payroll Information System SCOPROD Systems History Year to Date Inquiry (TAXI)</p>	<p>To access year-to-date information, enter the employee's Social Security Number and tax year or the beginning and ending pay periods to be viewed.</p> <p>Please note that all examples shown in this presentation are for fictitious employees.</p> <p>Entering the tax year will display year-to-date payment information for all payments issued during the requested tax year, as reflected on the W-2.</p> <p>Entering the beginning and ending pay periods will display year-to-date payment information for all payments issued for the specified range of pay periods, regardless of issue date.</p> <p>There are three types of data that can be viewed from this screen: SUMMARY data, DETAIL data, and TOTALS Only.</p> <p>In this example, we will view "Totals Only." To view this information, place an "X" on the "Totals Only" line and click Enter.</p>
44.	 <p>Payroll Information System SCOPROD Systems History Year to Date Inquiry (TAXI)</p>	<p>Here you will see year-to-date tax information for this fictitious employee.</p> <p>Year-to-date tax information is used to verify income; identify Social Security withholdings; identify flex amounts; fringe benefits; deferred compensation for lump sum deferral; and any Employee Paid Member Contributions.</p>
45.	 <p>Payroll Information System SCOPROD Systems History Year to Date Inquiry (TAXI)</p>	<p>Year to Date Inquiry or TAXI can also be used to check payment history.</p> <p>To view an employee's payment history, Enter the employee's Social Security Number, enter the Beginning and Ending Pay Period, then Press the F2 key.</p>

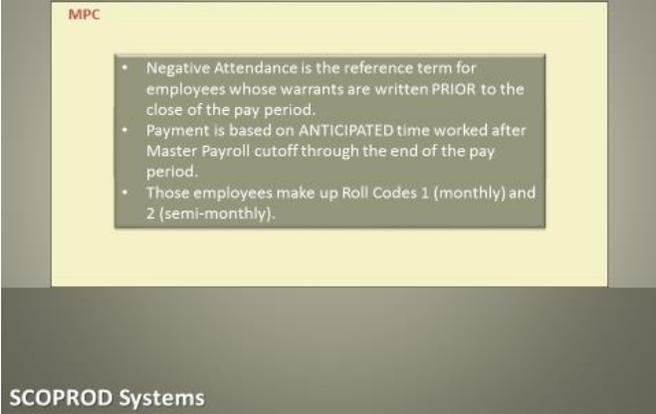
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46.	 <p style="text-align: center;">Payroll Information System SCOPROD Systems History Year to Date Inquiry (TAXI)</p>	<p>This is the Year to Date Selection Summary page for a fictitious employee.</p> <p>This summary screen shows the pay period, or periods, you selected on the Year to Date Inquiry main menu.</p> <p>To view more detailed information for a specific pay period, place an "X" on the pay period you wish to view and click the F3 key.</p>
47.	 <p style="text-align: center;">Payroll Information System SCOPROD Systems History Year to Date Inquiry (TAXI)</p>	<p>This is the Payment History detail for the pay period selected on the summary screen.</p> <p>This detail page for a fictitious employee displays specific payment history information regarding the Payment Type, Pay Period, Clearance Type, Issue Date, Warrant Number, Retirement Deduction, Social Security, Medicare, Federal and State Tax, and 401K (Deferred Compensation).</p> <p>As you can see from this example, the same information displayed in our previous HIST example is also available in TAXI; however, the information is arranged a little differently.</p> <p>To return to the SCO Production Entry Screen, click the Pause Break key.</p>
48.	 <p style="text-align: center;">Your Knowledge #3</p> <p style="text-align: center;">Q U I Z</p> <p style="text-align: center;">At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>	<p>Now let's see what you've learned so far!</p> <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>

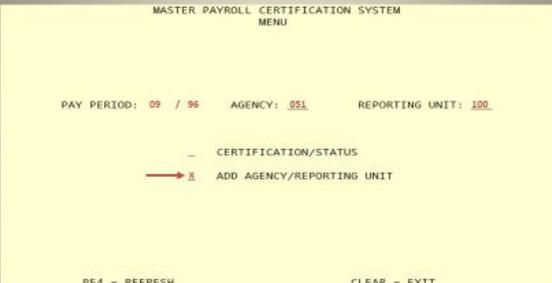
Pg	Slide	Content
49.	 <p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <p>Column 1</p> <p>B This database is used to key health benefit status codes to capture IRS-mandated data.</p> <p>C This database is an online inquiry payment record that stores 36 pay periods of payment history information from the issue date of the payment.</p> <p>A This database displays up to four prior tax years of payment records which are reflected on the W-2, as well as fringe benefit information for a specific record.</p> <p>Column 2</p> <p>A. TAXI - Year-to-Date Information System</p> <p>B. ACAS - Affordable Care Act System</p> <p>C. HIST - Employment History System</p> <p>Congratulations, you are correct! Click anywhere to continue.</p> <p>That answer is incorrect! Click clear to reset and try again.</p> <p>The correct answer is:</p> <p>Submit Clear</p>	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <p>Column 1</p> <ul style="list-style-type: none"> This database is used to key health benefit status codes to capture IRS-mandated data. This database is an online inquiry payment record that stores 36 pay periods of payment history information from the issue date of the payment. This database displays up to four prior tax years of payment records which are reflected on the W-2, as well as fringe benefit information for a specific record. <p>Column 2</p> <ul style="list-style-type: none"> ACAS – Affordable Care Act HIST – Employment History System TAXI – Year-to-Date Information System
50.	 <p>Batch is a system name for one or more documents keyed into the PIP system. related and leave transactions by keying batch inputs.</p> <p>SCOPROD Systems</p>	<p>The next system we will review is the Payroll Input Process, or PIP.</p> <p>PIP is an online/update data entry system that allows departments and agencies to submit a variety of payroll-related and leave transactions by keying batch inputs.</p> <p>A batch is a system name for one or more documents keyed into the PIP system.</p> <p>To access the Payroll Input Process system, type “PIP” in the SCOPROD Entry Screen and click Enter.</p>
51.	 <p>Update function allows for Payroll form processing of:</p> <ul style="list-style-type: none"> Standard Form 672 - Time and Attendance Report Standard Form 603 - Report of Absences Without Pay Standard Form 671- Miscellaneous Payroll and Leave Actions Standard Form 966 - Employee Time Certification Standard Form 683 - Pay Adjustment Request or agency batches. <p>To register to attend the PIP instructor led classroom training, please contact your Agency or Department Training Coordinator.</p> <p>SCOPROD Systems Payroll Input Process (PIP)</p>	<p>This is the Time and Attendance Menu or PIP main menu.</p> <p>The PIP System has two primary functions, Update and Inquiry. From this menu either function can be accessed. Once a function has been accessed, the other function can only be reached by returning to the PIP main menu.</p> <p>The PIP Inquiry function provides transaction information for approximately three months from the creation date of the batch, as well as various methods of inquiry. This includes:</p> <ul style="list-style-type: none"> Employee Inquiry which provides all the transactions for a specific Social Security Number, Batch Inquiry which reflects all information in a batch, and Batch Directory which provides a list of all department or agency batches. <p>The PIP Update function allows for the processing of several Payroll forms. These forms include:</p>

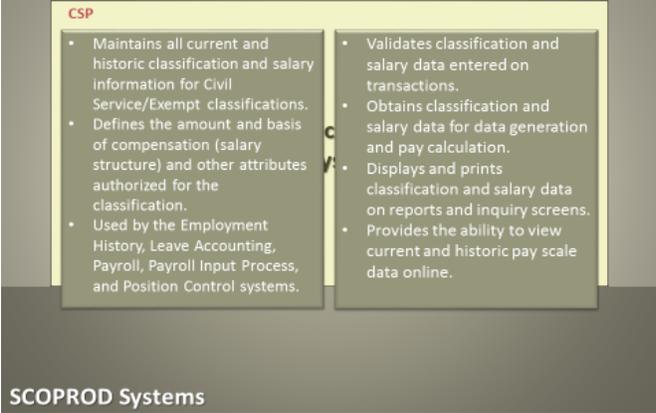
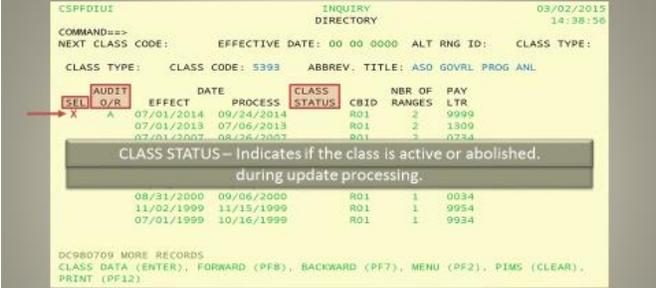
Pg	Slide	Content
		<ul style="list-style-type: none"> • Standard Form 672 - the Time and Attendance Report • Standard Form 603 - Report of Absences Without Pay • Standard Form 671- Miscellaneous Payroll and Leave Actions • Standard Form 966 - Employee Time Certification • Standard Form 683 – the Pay Adjustment Request <p>For more information about PIP, please refer to the Payroll Procedures Manual, or PPM, Section K - PIP documentation.</p> <p>To register to attend the PIP instructor-led classroom training, please contact your Agency or Department Training Coordinator.</p>
52.		<p>In our next SCOPROD Systems review, we will take a look at ViewDirect.</p> <p>ViewDirect is an online reporting system maintained by the State Controller's Office. ViewDirect contains reports necessary for human resources offices to reconcile personnel and payroll transactions.</p> <p>The reports on ViewDirect are immediately available online after they are produced. Users can access and print the online reports from their workstations.</p> <p>Please note that the State Controller's Office maintains two separate ViewDirect databases.</p> <ol style="list-style-type: none"> 1. The first database is the Personnel/Payroll Services Division (PPSD) ViewDirect database, which contains personnel and payroll related reports. 2. The second ViewDirect database contains fiscal reports and is maintained by the Division of Accounting and Reporting. <p>In this training we will focus on the ViewDirect reports related to personnel and payroll services.</p> <p>To begin our review of ViewDirect reports, we will begin at the SCOPROD Entry Screen.</p> <p>Type "REPT" and click Enter.</p>

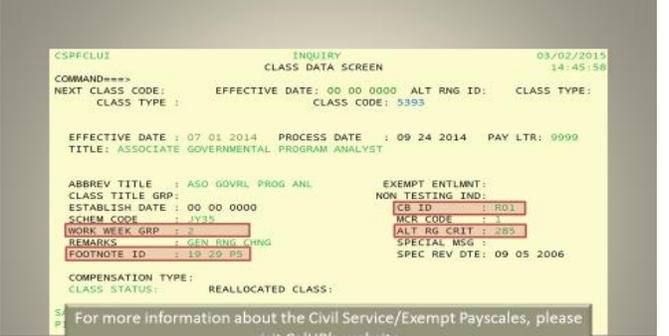
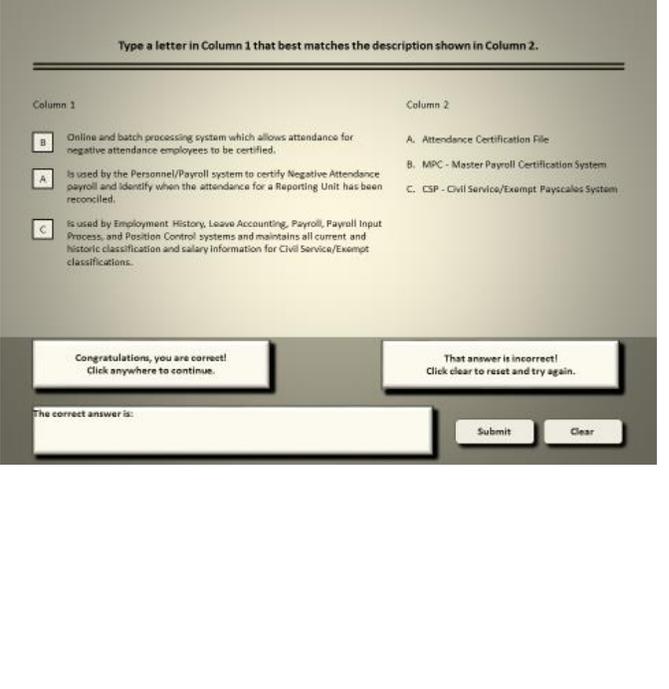
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56.	 <p>SCOPROD Systems Payroll Warrant Register</p>	<p>On the Enterprise Index Topic Versions screen, place an “X” under the option you would like to view and click Enter.</p>
57.	 <p>SCOPROD Systems Payroll Warrant Register</p>	<p>Here you will see a list of the current Payroll Warrant Registers available for review. Notice the files are listed by the three-digit agency code number, then by reporting unit.</p> <p>The five types of Payroll Registers are categorized by Clearance Type code.</p> <p>The Payroll Warrant Register, Clearance Type 1, is a record of Payroll Warrants issued. There are two categories for payroll warrant registers; Master Payroll and Supplemental Payroll.</p> <p>The Redeposit Warrant Register, Clearance Type 4, is the record of payroll warrants that are redeposited back into the departments’ funds. The warrants are either withheld by the State Controller’s Office prior to being sent to the departments, or returned by the departments.</p>
58.	 <p>SCOPROD Systems Payroll Warrant Register</p>	<p>Clearance Type 5, the Accounts Receivable Warrant Register, is the record of an overpayment. It shows how much an employee must reimburse the department.</p> <p>Clearance Types 6 and 7, the Transfer of Funds Warrant Register, are the records of adjustments necessary to correct position and/or appropriation originally charged in error due to retroactivity and/or incorrect PARs.</p> <p>Clearance Type 9, the Reverse Accounts Receivable Warrant Register, is the record of the reversals of a previously established A/R.</p> <p>Please note that you will only have access to Payroll Warrant Registers that belong specifically to your department.</p> <p>For a copy of the ViewDirect User Manual and other ViewDirect documentation, visit the State Controller’s ViewDirect webpage.</p> <p>To return to the SCOPROD, press the Pause Break.</p>

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59.		<p>Now let's see what you've learned so far!</p> <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>		
60.	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <table border="0" data-bbox="185 701 841 1125"> <tr> <td style="vertical-align: top;"> <p>Column 1</p> <p><input type="checkbox"/> C An online/update data entry system that allows for a variety of payroll-related and leave transactions by keying batch inputs.</p> <p><input type="checkbox"/> B Provides transaction information for approximately three months from the creation date of a batch.</p> <p><input type="checkbox"/> F A system name for one or more documents keyed into the PIP system.</p> <p><input type="checkbox"/> D Allows for the processing of several payroll forms.</p> <p><input type="checkbox"/> A Contains reports necessary to reconcile personnel and payroll transactions.</p> <p><input type="checkbox"/> E A report that displays records of payments for each employee who has pay issued or adjusted on a daily, semi-monthly, or monthly cycle.</p> </td> <td style="vertical-align: top;"> <p>Column 2</p> <p>A. ViewDirect</p> <p>B. PIP Inquiry Function</p> <p>C. PIP - Payroll Input Process</p> <p>D. PIP Update Function</p> <p>E. Payroll Warrant Register</p> <p>F. Batch</p> </td> </tr> </table> <p>Congratulations, you are correct! Click anywhere to continue.</p> <p>That answer is incorrect! Click clear to reset and try again.</p> <p>The correct answer is: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p>	<p>Column 1</p> <p><input type="checkbox"/> C An online/update data entry system that allows for a variety of payroll-related and leave transactions by keying batch inputs.</p> <p><input type="checkbox"/> B Provides transaction information for approximately three months from the creation date of a batch.</p> <p><input type="checkbox"/> F A system name for one or more documents keyed into the PIP system.</p> <p><input type="checkbox"/> D Allows for the processing of several payroll forms.</p> <p><input type="checkbox"/> A Contains reports necessary to reconcile personnel and payroll transactions.</p> <p><input type="checkbox"/> E A report that displays records of payments for each employee who has pay issued or adjusted on a daily, semi-monthly, or monthly cycle.</p>	<p>Column 2</p> <p>A. ViewDirect</p> <p>B. PIP Inquiry Function</p> <p>C. PIP - Payroll Input Process</p> <p>D. PIP Update Function</p> <p>E. Payroll Warrant Register</p> <p>F. Batch</p>	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <p>Column 1</p> <ul style="list-style-type: none"> An online/update data entry system that allows for a variety of payroll-related and leave transactions by keying batch inputs. Provides transaction information for approximately three months from the creation date of a batch. A system name for one or more documents keyed into the PIP system. Allows for the processing of several payroll forms. A report that displays records of payments for each employee who has pay issued or adjusted on a daily, semi-monthly, or monthly cycle. <p>Column 2</p> <ul style="list-style-type: none"> PIP – Payroll Input Process PIP Inquiry Function Batch PIP Update Function ViewDirect Payroll Warrant Register
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61.	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <table border="0" data-bbox="185 1526 841 1950"> <tr> <td style="vertical-align: top;"> <p>Column 1</p> <p><input type="checkbox"/> D Clearance Type 1 - Payroll Warrant Register</p> <p><input type="checkbox"/> E Clearance Type 4 - Redeposit Warrant Register</p> <p><input type="checkbox"/> B Clearance Type 5 - Accounts Receivables Warrant Register</p> <p><input type="checkbox"/> A Clearance Types 6 and 7 - Transfer of Funds Warrant Register</p> <p><input type="checkbox"/> C Clearance Type 9 - Reverse Accounts Receivable Warrant Register</p> </td> <td style="vertical-align: top;"> <p>Column 2</p> <p>A. Records of adjustment necessary to correct position and/or appropriation originally charged in error due to retroactivity and/or incorrect PARs.</p> <p>B. Record of an overpayment showing how much an employee must reimburse the department.</p> <p>C. The record of the reversals of a previously established A/R.</p> <p>D. Record of Payroll Warrants containing Master Payroll and Supplemental Payroll categories.</p> <p>E. Record of payroll warrants that are redeposited back into the departments' funds.</p> </td> </tr> </table> <p>Congratulations, you are correct! Click anywhere to continue.</p> <p>That answer is incorrect! Click clear to reset and try again.</p> <p>The correct answer is: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p>	<p>Column 1</p> <p><input type="checkbox"/> D Clearance Type 1 - Payroll Warrant Register</p> <p><input type="checkbox"/> E Clearance Type 4 - Redeposit Warrant Register</p> <p><input type="checkbox"/> B Clearance Type 5 - Accounts Receivables Warrant Register</p> <p><input type="checkbox"/> A Clearance Types 6 and 7 - Transfer of Funds Warrant Register</p> <p><input type="checkbox"/> C Clearance Type 9 - Reverse Accounts Receivable Warrant Register</p>	<p>Column 2</p> <p>A. Records of adjustment necessary to correct position and/or appropriation originally charged in error due to retroactivity and/or incorrect PARs.</p> <p>B. Record of an overpayment showing how much an employee must reimburse the department.</p> <p>C. The record of the reversals of a previously established A/R.</p> <p>D. Record of Payroll Warrants containing Master Payroll and Supplemental Payroll categories.</p> <p>E. Record of payroll warrants that are redeposited back into the departments' funds.</p>	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <p>Column 1</p> <ul style="list-style-type: none"> Clearance Type 1 – Payroll Warrant Register Clearance Type 4 – Redeposit Warrant Register Clearance Type 5 – Accounts Receivable Warrant Register Clearance Types 6 and 7 – Transfer of Funds Warrant Register Clearance Type 9 – Reverse Accounts Receivables Warrant Register <p>Column 2</p>
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62.		<p>The next SCOPROD System we will review is the Master Payroll Certification (MPC) system.</p> <p>The Master Payroll Certification System is an online and batch process system which allows departments and agencies to certify attendance for negative attendance employees. As you learned in Module 2: Introduction to Forms, Negative Attendance is the reference term for employees whose warrants are written PRIOR to the close of the pay period. Payment is based on ANTICIPATED time worked after Master Payroll cutoff through the end of the pay period. Those employees make up Roll Codes 1 (monthly) and 2 (semi-monthly).</p> <p>To access Master Payroll Certification System, type "MPC" in the SCOPROD Entry Screen and click Enter.</p>
63.		<p>This is the Master Payroll Certification System main menu.</p> <p>This menu allows you to access the Certification, or Status, to inquire or update the certification status of reporting units and to access the Add Agency/Reporting Unit screen to add reporting units not displayed on the Attendance Certification File.</p> <p>The Personnel/Payroll System uses the Attendance Certification File to certify Negative Attendance payroll and identify when the attendance for a Reporting Unit has been reconciled.</p> <p>Whenever a Payroll Cycle is run, the Attendance Certification File is accessed to determine if the Certification Status has been updated to reflect completion of attendance reconciliation for Reporting Units.</p> <p>Transactions suspended pending disposition of warrants (meaning PAR/PPT transactions keyed after Master Payroll Cutoff) will be processed in the first Payroll Cycle after the Certification Status has been updated.</p> <p>If the Reporting Units are not updated in MPC, transactions keyed after Master Payroll Cutoff will remain suspended and transfer of funds, adjustments, and/or regular pay will not be generated.</p>

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		<p>To view or update the certification status of a reporting unit, access the Certification Status screen by keying the desired Pay Period, Agency Code and Reporting Unit, key an "X" in the field next to "Certification Status", and click Enter.</p>																																																																																																		
64.	 <p style="text-align: center;">MASTER PAYROLL CERTIFICATION SYSTEM CERTIFICATION STATUS</p> <p>PAY PERIOD: 09/96 AGENCY: 051 REPORTING UNIT: 100</p> <table border="1"> <thead> <tr> <th>R/U</th><th>CERT</th><th>R/U</th><th>CERT</th><th>R/U</th><th>CERT</th><th>R/U</th><th>CERT</th><th>R/U</th><th>CERT</th><th>R/U</th><th>CERT</th><th>R/U</th><th>CERT</th> </tr> </thead> <tbody> <tr><td>100</td><td>---</td><td>110</td><td>---</td><td>120</td><td>---</td><td>130</td><td>---</td><td>140</td><td>---</td><td>150</td><td>---</td><td>160</td><td>---</td></tr> <tr><td>170</td><td>---</td><td>180</td><td>---</td><td>190</td><td>---</td><td>200</td><td>---</td><td>210</td><td>---</td><td>220</td><td>---</td><td>230</td><td>---</td></tr> <tr><td>240</td><td>---</td><td>250</td><td>---</td><td>260</td><td>---</td><td>270</td><td>---</td><td>280</td><td>---</td><td>290</td><td>---</td><td>300</td><td>---</td></tr> <tr><td>310</td><td>---</td><td>320</td><td>---</td><td>330</td><td>---</td><td>340</td><td>---</td><td>350</td><td>---</td><td>360</td><td>---</td><td>370</td><td>---</td></tr> <tr><td>380</td><td>---</td><td>390</td><td>---</td><td>400</td><td>---</td><td>410</td><td>---</td><td>420</td><td>---</td><td>430</td><td>---</td><td>440</td><td>---</td></tr> <tr><td>450</td><td>---</td><td>460</td><td>---</td><td>470</td><td>---</td><td>480</td><td>---</td><td>490</td><td>---</td><td>500</td><td>---</td><td>510</td><td>---</td></tr> </tbody> </table> <p>NEXT AGENCY: ___ NEXT REPORTING UNIT: ___</p> <p>If Reporting Unit field is left blank (on the previous screen), the Certification Status screen will display the first Reporting Unit for the requested Agency Code.</p> <p style="text-align: center;">SCOPROD Systems Master Payroll Certification System (MPC)</p>	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	100	---	110	---	120	---	130	---	140	---	150	---	160	---	170	---	180	---	190	---	200	---	210	---	220	---	230	---	240	---	250	---	260	---	270	---	280	---	290	---	300	---	310	---	320	---	330	---	340	---	350	---	360	---	370	---	380	---	390	---	400	---	410	---	420	---	430	---	440	---	450	---	460	---	470	---	480	---	490	---	500	---	510	---	<p>The requested Agency/Reporting Unit and subsequent Reporting Units on the Certification Status screen will display. If the Reporting Unit field is left blank, the Certification Status screen will display the first Reporting Unit for the requested Agency Code.</p>
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65.	 <p style="text-align: center;">MASTER PAYROLL CERTIFICATION SYSTEM MENU</p> <p>PAY PERIOD: 09 / 96 AGENCY: 051 REPORTING UNIT: 100</p> <p>--- CERTIFICATION/STATUS</p> <p>→ X ADD AGENCY/REPORTING UNIT</p> <p>PF4 = REFRESH CLEAR = EXIT</p> <p style="text-align: center;">SCOPROD Systems Master Payroll Certification System (MPC)</p>	<p>To add a Reporting Unit, access the Add Agency/Reporting Unit screen by keying the desired Pay Period, Agency Code, and Reporting Unit number. Place an "X" in the field next to the Add Agency/Reporting Unit and click Enter.</p>																																																																																																		
66.	 <p style="text-align: center;">MASTER PAYROLL CERTIFICATION SYSTEM ADD AGENCY/REPORTING UNIT</p> <p>PAY PERIOD: 05 / 96 AGENCY: 051 REPORTING UNIT: 100 CERT STATUS: ___</p> <p>For more information on Master Payroll Certification System, please review the Payroll Procedures Manual, or PPM, Section M - Master Payroll Certification located on the State Controller's website.</p> <p>PF3=MENU PF4=REFRESH CLEAR=EXIT</p> <p style="text-align: center;">SCOPROD Systems Master Payroll Certification System (MPC)</p>	<p>This is the Add Agency/Reporting Unit screen.</p> <p>For more information on Master Payroll Certification System, please review the Payroll Procedures Manual, or PPM, Section M - Master Payroll Certification located on the State Controller's website.</p> <p>To return to the SCOPROD screen, press the Pause Break key.</p>																																																																																																		

Pg	Slide	Content
67.	 <p>CSP</p> <ul style="list-style-type: none"> Maintains all current and historic classification and salary information for Civil Service/Exempt classifications. Defines the amount and basis of compensation (salary structure) and other attributes authorized for the classification. Used by the Employment History, Leave Accounting, Payroll, Payroll Input Process, and Position Control systems. Validates classification and salary data entered on transactions. Obtains classification and salary data for data generation and pay calculation. Displays and prints classification and salary data on reports and inquiry screens. Provides the ability to view current and historic pay scale data online. <p>SCOPROD Systems</p>	<p>The final SCOPROD System we will review in this training is the Civil Service/Exempt Payscale System, or CSP.</p> <p>The Civil Service/Exempt Payscale, or CSP, system is an online system that maintains all current and historic classification and salary information for Civil Service/Exempt classifications.</p> <p>The pay scale record for a classification defines the amount and basis of compensation, or salary structure, and other attributes authorized for the classification.</p> <p>The CSP system is used by the Employment History, Leave Accounting, Payroll, Payroll Input Process, and Position Control systems to validate classification and salary data entered on transactions, obtain classification and salary data for data generation and pay calculation, and display and print classification and salary data on reports and inquiry screens.</p> <p>The CSP system also provides the ability to view current and historic pay scale data online.</p> <p>To access the Civil Service/Exempt Payscale System, type “CSP” in the SCOPROD Entry Screen and click Enter.</p>
68.	 <p>Civil Service/Exempt Payscale System (CSP)</p>	<p>This is the Civil Service/Exempt Payscale main menu screen.</p> <p>This menu displays query fields for the Class Code, Effective Date, Alternate Range ID, and Class Type.</p> <p>In this example, we will query the Classification Code field by entering the classification code for an Associate Governmental Program Analyst, or AGPA, Classification Code 5393.</p> <p>Once you have keyed into all desired fields, place an “X” in the Inquiry field.</p>
69.	 <p>Civil Service/Exempt Payscale System (CSP)</p>	<p>This is the Inquiry Directory screen for CSP.</p> <p>This screen displays information related to the classification code:</p> <ul style="list-style-type: none"> The SEL, or Select, field allows you to select one or more payscale records for viewing. The AUDIT O/R, or Audit Override, field displays an “A” when a payscale audit was overridden during update processing. CLASS STATUS indicates if the class is active or abolished. <p>In this example, we will place an “X” in the SEL column to the left of any entry.</p>

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70.	 <p>For more information about the Civil Service/Exempt Payscales, please visit CalHR's website.</p> <p>Civil Service/Exempt SCOPROD Systems Payscale System (CSP)</p>	<p>This is the Classification Data screen.</p> <p>This screen contains detailed information about the classification such as Work Week Group, CBID, Alternate Range Criteria, and Footnotes.</p> <p>For more information about the Civil Service/Exempt Payscales, please visit CalHR's website.</p>								
71.	 <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>	<p>Now let's see what you've learned!</p> <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Play Bar, to advance to the next slide.</p>								
72.	 <p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <table border="1"> <thead> <tr> <th>Column 1</th> <th>Column 2</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> B Online and batch processing system which allows attendance for negative attendance employees to be certified.</td> <td>A. Attendance Certification File</td> </tr> <tr> <td><input type="checkbox"/> A Is used by the Personnel/Payroll system to certify Negative Attendance payroll and identify when the attendance for a Reporting Unit has been reconciled.</td> <td>B. MPC - Master Payroll Certification System</td> </tr> <tr> <td><input type="checkbox"/> C Is used by Employment History, Leave Accounting, Payroll, Payroll Input Process, and Position Control systems and maintains all current and historic classification and salary information for Civil Service/Exempt classifications.</td> <td>C. CSP - Civil Service/Exempt Payscales System</td> </tr> </tbody> </table> <p>Congratulations, you are correct! Click anywhere to continue.</p> <p>That answer is incorrect! Click clear to reset and try again.</p> <p>The correct answer is: <input type="text"/></p> <p>Submit Clear</p>	Column 1	Column 2	<input type="checkbox"/> B Online and batch processing system which allows attendance for negative attendance employees to be certified.	A. Attendance Certification File	<input type="checkbox"/> A Is used by the Personnel/Payroll system to certify Negative Attendance payroll and identify when the attendance for a Reporting Unit has been reconciled.	B. MPC - Master Payroll Certification System	<input type="checkbox"/> C Is used by Employment History, Leave Accounting, Payroll, Payroll Input Process, and Position Control systems and maintains all current and historic classification and salary information for Civil Service/Exempt classifications.	C. CSP - Civil Service/Exempt Payscales System	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <p>Column 1</p> <ul style="list-style-type: none"> • Online and batch processing system which allows attendance for negative attendance employees to be certified. • Is used by the Personnel/Payroll system to certify Negative Attendance payroll and identify when the attendance for a Reporting Unit has been reconciled. • Is used by Employment History, Leave Accounting, Payroll, Payroll Input Process, and Position Control systems and maintains all current and historic classification and salary information for Civil Service/Exempt classifications. <p>Column 2</p> <ul style="list-style-type: none"> • MPC – Master Payroll Certification System • Attendance Certification File • CSP – Civil Service/Exempt Payscales System
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<td>http://www.calpers.ca.gov</td> </tr> <tr> <td>California State Controller's Office</td> <td>http://www.sco.ca.gov</td> </tr> <tr> <td>CalPERS State Reference Guide</td> <td>http://www.ca/pers.ca.gov/index.cfm?sec/about/forms-public-public/manuals/state-ref-guide.xml</td> </tr> <tr> <td>Civil Service Pay Scales</td> <td>http://www.ca/hr.ca.gov/state-hr-professionals/News/civ-scales.aspx</td> </tr> <tr> <td>Decentralized Payroll Calendars</td> <td>http://www.sco.ca.gov/pspd_decentral.html</td> </tr> <tr> <td>Department of Finance (DOF)</td> <td>http://www.dof.ca.gov</td> </tr> <tr> <td>Department of General Services (DGS)</td> <td>http://www.dgs.ca.gov</td> </tr> <tr> <td>Management Information Retrieval System (MIRS)</td> <td>www.sco.ca.gov/pspd_mirs.html</td> </tr> <tr> <td>Merit Selection Manual: Policies and Procedures</td> <td>http://sfb.ca.gov/pspd_manuals_tools.aspx</td> </tr> <tr> <td>Office of Administrative Law (OAL)</td> <td>http://www.oal.ca.gov</td> </tr> <tr> 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<td>www.sco.ca.gov/pspd_viewdirect.html</td> </tr> </tbody> </table> <p>Find additional eLearning training modules and related materials at: http://www.sco.ca.gov/pspd_elearning.html.</p> <p>Updated: 5/12/2015</p>	STATE RESOURCES	RESOURCE LINKS	AGAS User Guide and Training Materials	http://www.sco.ca.gov/pspd_elearning.html	Bargaining Unit (BU) Contracts	http://www.ca/hr.ca.gov/state-hr-professionals/News/bargaining-contracts.aspx	Benefits Administration Manual (BAM)	http://www.ca/hr.ca.gov/state-hr-professionals/News/benefits-administration-manual.aspx	Cal HR Policy Manual	http://www.ca/hr.ca.gov/state-hr-professionals/News/policy-manual.aspx	Cal HR Department of Human Resources (CalHR)	http://www.ca/hr.ca.gov	California Leave and Accounting System (CLAS)	http://www.sco.ca.gov/pspd_clas.html	California Public Employees' Retirement System (CalPERS)	http://www.calpers.ca.gov	California State Controller's Office	http://www.sco.ca.gov	CalPERS State Reference Guide	http://www.ca/pers.ca.gov/index.cfm?sec/about/forms-public-public/manuals/state-ref-guide.xml	Civil Service Pay Scales	http://www.ca/hr.ca.gov/state-hr-professionals/News/civ-scales.aspx	Decentralized Payroll Calendars	http://www.sco.ca.gov/pspd_decentral.html	Department of Finance (DOF)	http://www.dof.ca.gov	Department of General Services (DGS)	http://www.dgs.ca.gov	Management Information Retrieval System (MIRS)	www.sco.ca.gov/pspd_mirs.html	Merit Selection Manual: Policies and Procedures	http://sfb.ca.gov/pspd_manuals_tools.aspx	Office of Administrative Law (OAL)	http://www.oal.ca.gov	Payroll Procedures Manual (PPM)	http://www.sco.ca.gov/pspd_ppm.html	Personnel Action Manual (PAM)	http://www.sco.ca.gov/pspd_pam.html	Personnel and Payroll Services Division (PPSD)	http://www.sco.ca.gov/pspd_ppscoil.html	SCO Statewide Training eLearning Webpage	http://www.sco.ca.gov/pspd_elearning.html	SPS Lawbook	http://www.sfb.ca.gov/pspd_lawbook.aspx	State Administrative 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This job aid, as well as additional job aids, are located on the State Controller's Office Statewide Training eLearning webpage.</p>
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75.	 <p>Click link to complete and print your training certificate: https://cacontrollers.adobeconnect.com/_a813820634/ecert/</p>	<p>This completes the State Controller's Office Personnel / Payroll Specialist Fundamentals Course Module 3: Mainframe Systems Overview.</p> <p>We hope that you have found this training beneficial and relevant.</p> <p>We thank you for your participation.</p>																																																								