
STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: December 4, 2003

CALATERS LETTER # 03-017

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: Code Promotion Announcement, New Production Maintenance Reports, Archive Feature Activated, and Overtime Meal Statewide Policy

Code Promotion. CalATERS will be updated with version 1.0.8.1 on December 4, 2003. The promotion will start at 6:30am and is expected to be complete by 9:00am on December 4, 2003. Notification will be provided once code has been promoted. The changes introduced in this code will be transparent to end-users therefore it was not necessary to update end-user instructions. An improvement offered by version 1.0.8.1 relates to a past problem. In the past, the database did not store the Division, Bureau, or Unit data elements that are identified in the Profile. CalATERS will now have that information available. It is expected that as new reports are developed, this improvement will allow for data to be filtered.

New Reports. Two new reports, Division Table and Bureau Table have been added to the CalATERS Production Maintenance Reports. These reports provide a "snapshot" of the Bureau and Division tables provided by departments and loaded on the database allowing departments to verify that files were loaded. This should provide sufficient information for file load verification. If there appears to be a problem with the information, the SCO CalATERS Help Desk should be contacted. These reports will be replaced by 1:00pm, each weekday with a new copy of data currently on the CalATERS database. Two versions will be maintained: the current version and the prior one.

Archive Feature. The archive feature will be activated effective December 4, 2003. The archive feature will be set to archive all "completed" or "disapproved" travel advance and expense reimbursement forms that are 90 days or older. If you need information on the archive feature, instructions are located within the Work Queue Instructions.

Overtime Meal Policy. A policy has been established for Overtime Meals and applied for all participating departments. Currently, only the overtime start and end times are available when an overtime meal is claimed. An exception box will now appear and will require the employee to enter their Regular Work Schedule.

If you have questions, please contact your department's CalATERS Help Desk. Thank you.