

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

DATE: November 20, 2008

PERSONNEL LETTER # 08-012
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services DivisionRE: **PLATA/PEREZ EQUITY SALARY ADJUSTMENT**

The State Controller's Office (SCO) will provide employee listings and employment history summaries to assist agencies in processing the Plata/Perez equity salary adjustments per Department of Personnel Administration (DPA) Pay Letter 08-33. The listings/history summaries are now available on ViewDirect. A hard copy version of these listings/history summaries will not be provided.

Only personnel staff authorized to access ViewDirect will be able to view and print these listings/history summaries. For more information on accessing and printing ViewDirect reports, please see the ViewDirect User Guide on the SCO web site at <http://www.sco.ca.gov/ppsd/viewdir/viewdir.pdf>. The listings/history summaries will remain on ViewDirect for six months. The listings and history summaries can be found in ViewDirect under the following report ID's and report names:

Report ID	Report Name
PDW4403	Plata/Perez Employee Listing
PDW4404H	Plata/Perez Employee History Summaries
PDW4406	Plata/Perez Separated Employee Listing
PDW4407H	Plata/Perez Separated Employee History Summaries

Employees were selected for the reports if they were active in one of the eligible classes between January 1, 2008 and October 20, 2008 or separated prior to January 2008 with lump sum payments for the January 2008 pay period. Entries on the reports are sorted by agency, unit and then by social security number.

ViewDirect Report ID PDW4403 – Plata/Perez Employee Listing

This report lists employees in class codes and locations eligible for the Plata/Perez equity salary increase between January 1, 2008 and October 20, 2008.

ViewDirect Report ID PDW4404H – Plata/Perez Employee History Summaries

This report provides a limited employment history for employees in report ID PDW4403, Plata/Perez Employee Listing. Employment history status is provided for January 1, 2006 through November 14, 2008. Use this listing to determine the Plata/Perez equity salary adjustments per DPA Pay Letter 08-33.

ViewDirect Report ID PDW4406 – Plata/Perez Separated Employee Listing

This report lists separated employees in class codes and locations eligible for the Plata/Perez equity salary increase and who have lump sum payments for the January 2008 pay period.

ViewDirect Report ID PDW4407H – Plata/Perez Separated Employee History Summaries

This report lists a limited employment history for employees in report ID PDW4406, Plata/Perez Separated Employee Listing. Employment history status is provided for January 1, 2006 through November 14, 2008. Use this listing to determine the Plata/Perez equity salary adjustments per DPA Pay Letter 08-33.

If there are any questions regarding the Plata/Perez equity salary adjustment, please refer to DPA Pay Letter #08-33 or contact DPA's Personnel Services Branch at (916) 323-3343 or PSB@DPA.CA.GOV. For any questions regarding ViewDirect, please contact Jeanna Bowe at (916) 322-3899 or jbowe@sco.ca.gov.

DS:JB:PMAB