

REPORTS AVAILABLE ON VIEWDIRECT

There are two sections within ViewDirect where reports are stored and viewed, they are: 'REPORTS' and 'ENTERPRISE INDEX TOPICS'. All reports are stored in the REPORTS section, however, some reports are also stored in the ENTERPRISE INDEX TOPICS. Below is a list of reports in the REPORTS and ENTERPRISE INDEX TOPICS and then a detailed description of each report.

Available **Reports** (R) in ViewDirect

BOMRPT1 – Benefit Over Max – with SSN
BOMRPT2 – Benefit Over Max – without SSNs
LASP6565 – Leave Accounting Intermittent Benefit Tracking Report
LASP904C – Leave Activity & Balances – with SSNs
LASP906C – Leave Activity & Balances - without SSNs
PAYREGX – *Report* version of the Payroll Warrant Register Report
PCFY0403 – Probable Vacant Position Report
PCFY0404 – Abolished Vacant Position Report
PD-A/R – Notice of Accounts Receivable
PD-A/RVRSL – Notice of Accounts Receivable Reversal
PDBLKBAL – Blanket Balance Report
PDBLKMIC – Blanket Expenditure Report
PDB5474A – Retirement Maximum – Compensation Limit Reached
PDC9820 – W2's To Be Mailed
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PDM0501 – Facility Alpha Listing
PDP5711 – Suspended Transactions
PDV1101 – Estab. PSN by PSN Number
PDV1102 – Estab. PSN by Class Title and Psn

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PDV1103 – Filled/Vacant PSN Summary by Facility and Class Title
PDV1104 – Dept. Summary Filled/Vacant PSN by Class
PDV1105 – Estab. PSN w/No Expenditures by Facility & Psn
PDV1106 – Estab. PSN w/No Expenditures by Facility
PDV1107 – PSN w/No Expenditure for 3, 4, or 5 mos. By Facility
PDV1108 – PSN w/No Expenditure for 3, 4, or 5 mos. Dept. Summary
PDW5350 – PIP Payroll Transactions (Annual R & R)
PDW5352 – Employment History Summary (Annual R & R)
PDW5354 – Payment History Summary (Annual R & R)
PDW5355 – Payroll Overtime Transactions (Annual R & R)
PDW1579-1 – FLSA Exempt EE's Not Entitled to Pay – No Budget
PDW7170 – Employees Identified as Nonresident Aliens
PERIODIC – Periodic Position Control Report
PR1720-A – Suspended Payment Report
ROLL8WR – Roll Code 8 Warrant Register Report

Available **Topics** (T) in ViewDirect

ACTINDX – Daily Activity Index
ACTNDXA – Annual Activity Index
ACTNDXM – Monthly Activity Index
PAYREG – *Topic* version of the Payroll Warrant Register Report
PDAR_AU – *Topic* version of the Notice of Accounts Receivable by Agy/Rpt Unit
PDAR_CL - *Topic* version of the Notice of Accounts Receivable by Clearance Number
PDRV_AU – *Topic* version of the Notice of Accounts Receivable Reversal by Agy/Rpt Unit
PDRV_CL - *Topic* version of the Notice of Accounts Receivable Reversal by Clearance Number

BOMRPT1 – Benefit Over Max (SSA Included)

BOMRPT2 – Benefit Over Max

The Benefit Over Max (BOM) report is part of the California Leave Accounting System (CLAS). Only departments enrolled in the CLAS will have access to the BOM report.

The report is system generated and contains current balances, accrual rates, projected balances for benefits which are anticipated to reach the maximum allowed, and the number of hours which will exceed the maximum. It is offered in two versions, one with SSN and one without.

To request access to the BOM report contact the CLAS Liaison Unit.

Availability:

The BOM report is created once a month around the 13th work day (refer the to Civil Service Decentralized calendar for the exact day each month). The report reflects the Leave Benefit balances and projected balances as of the date identified on the 2nd line of the heading on the BOM. The 3rd line provides the leave period in which the data was extracted. Transactions keyed after the date shown will be not be reflected in the balances on the BOM for that Leave Period but will be reflected on the BOM for the next Leave Period. The BOM report reflects leave transactions keyed as of the date the report is created.

On-line Viewing Sorting Sequence:

The BOM report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, employees are sorted by surname. Following are the column headings on the report:

- | | |
|------------------|--|
| SSA | - Social Security Number (BOMRPT1 only) |
| EMPLOYEE NAME | - Initials and Surname |
| LB | - Displays name of the benefit |
| CUR END BALANCE | - Reflects the current balance as of the Leave Period shown on line 3 |
| HRS NEED TO USE | - Reflects the amount of hours the employee must use by the end of the year to stay within the maximum allowed |
| PROJ 1/1 BALANCE | - Reflects the projected balance for January 1 st based on the employee's current balance plus projected accruals |

- CURR AC RATE - Reflects the employees current accrual rate PROJ ACR
- RATE CHG DUE - Reflects the date employees accrual rate will change
- NEW AC RATE - Reflects the new accrual rate

MESSAGES:

Leave Benefits and/or Balances will not display in the following instances and the appropriate message will be printed on the employee's record.

. EE OUT-OF-SVC ON EH

The employee's Employment History is Out-of-Service. Verify the employee's Employment History records on the PIMS system. For more information regarding Out-of-Service, refer to the Personnel Action Manual (PAM). Once Employment History is restored to "In Service", leave benefits and/or balances will display.

. PSN SEQ OUT-OF-SVC

The Position Sequence that is on Employment History is Out-of-Service. Contact PPSD, Personnel Liaison Unit.

. BENEFIT OUT-OF-SVC

This message will appear when a benefit is Out-of-Service. The Out-of-Service condition must be corrected before additional processing for the benefit can take place.

. SS OUT-OF-SVC

If State Service is Out-of-Service on LAS at the time the BOM is run, this message will be displayed. Verify and correct the State Service information on LAS.

. INT EE CAN'T PROJECT

Unable to project data for intermittent employees.

. TEMP SEP; CAN'T PROJECT

Unable to project data for employees on a temporary separation.

. VAC-10; CAN'T PROJECT

Unable to project data for employees on Vacation 10 – Month Plan.

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- . VAC & BANK; CAN'T PROJECT

Unable to project data for employees with Vacation Bank

- . 340 STATUS; CAN'T PROJECT

Unable to project data for employees on 340 status

- . NON-STD RATE; CAN'T PROJECT

Unable to project data for employees with Non-Standard Rate.

INTERMITTENT BENEFIT TRACKING REPORT (IBT) REPORT (For Civil Service Only)

Introduction

The Intermittent Benefit Tracking (IBT) Report is a system generated report which contains intermittent non-leave benefit information for a specific leave period. The IBT Report includes the following benefits: SISA, MSA, Alt Range Change, Retirement, Health/Dental, Maximum Hours Worked, Days Limit – ATW, PH/VA Waiting Period and Hours Probation. These non-leave benefits will be excluded from the Monthly LAB Report, however the leave benefits (e.g., Vacation, Sick Leave, etc.) for intermittent employees will continue to be reported on the LAB Report.

This report will assist users in verifying benefit eligibility as well as notifying users when an employee has met the hours required for a benefit. It is the responsibility of the departments to verify that other benefit eligibility requirements have been met.

The Intermittent Benefit Tracking Report can be accessed online through ViewDirect.

Eligibility

Employees who do not meet the eligibility required will not be included on the IBT Report. Listed below are the eligibility requirements:

- actively employed during the prior month
- time base is intermittent
- has at least one intermittent benefit

When the following messages are generated on the report, balances will not display:

1) Out of Service

The employees Employment History record, Position Sequence or State Service is out-of-service.

2) EH Not Matching

The Social Security Number, Position Sequence Number or Position Number on the CLAS does not match Employment History.

3) CSP PSN NOT FOUND

The Class Code, Class Type or Salary-Per on the CLAS does not match the same classification on the CS Payscale for the SISA, MSA or Hours Probation benefits.

Time Frame The IBT Report is created once a month on the Monday following Semimonthly Payroll Cutoff. If the Monday falls on a holiday, the report will run on Tuesday (see IBT on the “Civil Service Decentralized Calendar”). The report will reflect Begin Balances, Hours Worked and End Balances as of the date identified in the 4th line of the heading on the IBT Report. Also identified in the 4th line is the leave period being requested.

Sort Order The IBT Report is sorted by Agency/Reporting Unit Roll Code, Class Code and Serial Number.

Field Definitions This section provides an explanation of the fields shown on the report.

EMPLOYEE INFORMATION	-	SSN Initials and Surname Class/Serial number, CBID Tenure, Number of Months Alternate Range ID
LB ID	-	Displays ID of benefit.
BEG BAL	-	Displays the Beginning Balance for the previous Leave Period.
TIME WORKED	-	Displays the total Hours Worked (a.k.a. Actual Time Worked) or maximum hours (160) for benefit.
		A maximum of 160 hours is posted each month to the following benefits: AC, AY, MA, SA, WP and RT will have the time worked posed each month.
END BAL	-	Displays the End Balance for the previous Leave Period.
HOURS UNTIL PROB	-	For the HP benefit only, indicates the hours remaining to complete probation. Completed based on Probation Period Months and End Balance.

6-Month Calculations:

If End Bal < or = 320, then amount = 320 – End Bal

If End Bal > 320 then amount = 640 – End Bal

If End Bal > 640, then amount = 960 – End Bal

If End Bal > 960, then amount = blank

9-Month Calculations:

If End Bal < or = 480, then amount = 480 – End Bal

If End Bal > 480 then amount = 960 – End Bal

If End Bal > 960, then amount = 1440 – End Bal

If End Bal > 1440, then amount = blank

12-Month Calculations:

If End Bal < or = 640, then amount = 640 – End Bal

If End Bal > 640 then amount = 1280 – End Bal

If End Bal > 1280, then amount = 1920 – End Bal

If End Bal > 1920, then amount = blank

- MESSAGES - See the IBT Report Messages section of the CLAS Workbook for a listing of messages that will display on the IBT Report. Many messages are informational only and require no subsequent action. Other messages identify potential problems or errors that require corrective action.

- 6-MONTH CTRL PRD - Displays the total Hours Worked during the previous 6-month Control Period for the Health and Dental benefit.

Balances will display in this field on the IBT reports that are generated in January and July only. The balances are for the end of December and June leave periods, respectively.

- 12-MONTH CTRL PRD - Displays the total Hours Worked during the previous 12-month Control Period (or the last two Control Periods).

The balance will display in the field on the first IBT reports that are generated in January and July only. The balance shown is the sum of the Ending Balances for the previous 2 Control Periods.

LASP904C – Leave Activity & Balances (LAB) – SSA Included

LASP906C – Leave Activity & Balances (LAB)

General Report Information:

The Leave Activity & Balances (LAB) report is part of the California Leave Accounting System (CLAS). Only departments enrolled in the CLAS will have access to the LAB reports.

The LAB report is system generated and contains Leave Benefit and State Service information for a specific Leave Period. The report contains balances, usage, credits and miscellaneous transactions for Leave Benefits. It is offered in two versions, one with SSN and one without.

Availability:

The LAB is created once a month around the 11th work day of each month (refer to the Civil Service Decentralized calendar for the exact day each month). The report reflects the Leave Benefit balances/activity and accumulated State Service months for the Leave Period identified on the 4th line of the heading on the LAB. Also identified on line 4 is the cutoff date for leave data which is reflected on the report.

On-line Viewing Sorting Sequence:

The LAB report is printed by Agency/Reporting Unit, Class Code, Serial Number, Social Security Number and Roll Code.

Leave Benefits will print in the order listed below using the following criteria:

1. Accrued Benefits - prints if the Established Period encompasses the LAB Leave Period
2. Earned Benefits - prints if the LAB Leave Period beginning balance is greater than zero or a transaction is posted for the LAB Leave Period.
3. Usage Only Benefits - prints if the LAB Leave Period beginning total is greater than zero or if a transaction posted for the LAB Leave Period

If the employee's Employment History is Out-of-Service, the benefits will not display.

On-line Viewing Sorting Sequence:

The LAB report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, employees are sorted by Class Code, Serial Number and Social Security Number. Following are the column headings on the report:

- EMPLOYEE INFORMATION - SSA
Name
Class Code, Serial Number & CIBD
- LB - Displays the name of the benefit
- BEGIN - The first "Begin" field reflects the beginning balances for the Leave Period for all accrued/earned benefits and begin totals for the Leave Period for usage only benefits (e.g., the LAB for the 08/02 Leave Period reflects the balance/totals as of 08/01/02).
- CREDIT - Reflects credits from ACCRUE and EARN transactions for the LAB Leave Period only.
- USED - Reflects debits from the USE transaction for the LAB Leave Period only.
- MISC - Reflects debits and credits from all transactions other than ACCRUE, EARN and USE for the LAB Leave Period only.
- BEGIN - The second BEGIN field reflects the amounts after the CREDITS, USED and MISC amounts have been added/deducted to the first BEGIN field. These amounts reflect balances and totals available the first day of the next Leave Period.
- SS MOS. - Provides the number of State Service months as of the end of the Leave Period (e.g., for the LAB Leave Period 08/02, the SS MOS will reflect State Service as of 09/01/02). This field will not print if the employee's Employment History is Out-of-Service, employee is not eligible for State

Service or State Service is Out-of-Service on LAS.

CARRYOVER HW/FM - Reflects a running balance towards a State Service Credit. HW displays hours worked toward the next SS credit. FM displays fractional month credit towards the next SS credit.

MESSAGES:

Leave Benefits and/or Balances will not display in the following instances and the appropriate message will be displayed on the employee's record:

. EMPLOYEE OUT-OF-SERVICE

The employee's Employment History is Out-of-Service. Verify the employee's Employment History records on the PIMS system. For information regarding Out-of-Service, refer to the Personnel Action Manual (PAM). Once Employment History is restored to "In Service", Leave Benefits and State Service information may be viewed on the LAB.

. POSITION SEQUENCE OUT-OF-SERVICE

The Position Sequence that is on LAS is Out-of-Service on Employment History. Please contact the PPSD, Personnel Liaison. Once Employment History is restored to "In Service", Leave Benefits and State Service information may be viewed on the LAB.

. LEAVE BENEFIT OUT-OF-SERVICE MM/YY

This message will appear next to each benefit that is Out-of-Service and will identify the Leave Period in which the benefit was placed Out-of-Service. The Out-of-Service condition must be corrected before additional processing for the benefit can take place.

. WAITING PERIOD ENDS MM/DD/YY

This message will display for negative paid (Roll Code 1 and 2), bi-weekly (Roll Code 7), and semi-monthly (Roll Code 8) employees with the Waiting Period End Date next to all benefits that are subject to an active Waiting Period. Balances will not be displayed on the LAB but are available on LAS.

. SERVING A WAITING PERIOD

This message will display for positive paid (e.g., Roll Code 3) employees next to all benefits that are subject to an active Waiting Period established on LAS. Balances will not be displayed on the LAB but are available on LAS.

. STATE SERVICE OUT-OF-SERVICE MM/YY

If State Service is Out-of-Service on LAS at the time the Service information on LAS.

Note: The "SS MOS." field will be blank.

. NO BENEFITS EXIST

This message will display when an employee is on LAS and benefits have not been established/activated.

PAYREG – TOPIC VERSION OF THE PAYROLL WARRANT REGISTER

PAYREGX – REPORT VERSION OF THE PAYROLL WARRANT REGISTER

General Report Information:

The Warrant Register within ViewDirect is available to all state agencies (CLAS participation is not necessary).

While the Warrant Register report can be viewed in the Report (PAYREGX) or Topic (PAYREG) version, it is highly recommended that this report be viewed by the Topic version. As explained in Section 3.2, the Topic version allows reports to be indexed by key data. Because the Warrant Register is a large report, it has been placed in the Topic Index. Doing this makes it possible to index the report by Agency/Reporting Unit, Cycle Date, Issue Date and Type of Pay.

Availability:

The Warrant will be available the morning after a payroll cycle. ViewDirect will retain 15 payroll cycles of the Warrant Register reports.

On-line Viewing Sorting Sequence:

As discussed in Section 3.0, the Topic version allows indexing by key data. In the case of the Warrant Register report, PAYREG is indexed by:

- Agency/Reporting Unit
- Payroll Cycle Date
- Issue Date
- Payroll Type (CT = Clearance Type, MPR = Master Payroll and SUPP = Supplemental Payroll).

The report format of the SUPP (Supplemental) and CT (Clearance Type) is slightly different than that of the MPR (Master). Both formats contain the following column headings:

- Employee Identification (SSA, Ini., Name)
- Position (Class Code and Serial Number)
- Pay Period Type
- Time Paid (Std., Day and Hours)
- Gross
- Net Pay

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- Direct Deposit, A/R or Warrant #
- Salary Rate
- Appointment Fraction

In addition to the above fields, the SUPP and CT report contains:

- Pay Period Month and Year
- Earnings ID (Payment Type and Payment Type Suffix)

PCFY0403 – PROBABLE VACANT POSITION REPORT

General Report Information:

The Probable Vacant Position Report is available to all state agencies (CLAS participation is not necessary).

Availability:

The Probable Vacant Position Report is generated annually. The report is available the first business day in April and will be retained in ViewDirect for two years.

On-line Viewing Sorting Sequence:

The Probable Vacant Position Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, positions are sorted by Agency, Reporting Unit, Serial Number and then Class Code. Following are the column headings on the report.

- Position Number (Agency Code, Reporting Unit, Class Code and Serial Number)
- Position Sequence
- Fiscal Year
- Effective Date
- Termination Date
- Fraction
- Document Processing Number
- Position Type
- Batch Number
- Current Position Authorized Expenditures
- Previous Position Authorized Expenditures

PCFY0404– ABOLISHED VACANT POSITION REPORT

General Report Information:

The Abolished Vacant Position Report is available to all state agencies (CLAS participation is not necessary).

Availability:

The Abolished Vacant Position Report is generated annually. This report is available the first business day of July and has a retention period of two years.

On-line Viewing Sorting Sequence:

The Abolished Vacant Position Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by position number. Following are the column headings on the report.

- Position Number (Agency Code, Reporting Unit, Class Code and Serial Number)
- Fraction
- Termination Date
- Class Title

PDAR_AU – TOPIC VERSION OF THE NOTICE OF PAYROLL ACCOUNTS RECEIVABLE BY AGENCY REPORTING UNIT

PDAR_CL – TOPIC VERSION OF THE NOTICE OF PAYROLL ACCOUNTS RECEIVABLE BY CLEARANCE NUMBER

PD-A/R – REPORT VERSION OF THE NOTICE OF PAYROLL ACCOUNTS RECEIVABLE

General Report Information:

The Notice of Accounts Receivable is available to all state agencies (CLAS participation is not necessary).

The Notice of Accounts Receivable can be viewed in the Report (PD-A/R) or Topic (PDAR_AU) and (PDAR_CL). As explained in Section 3.2, the TOPIC version allows reports to be indexed by key data. It is possible to index the report by either Agency Reporting Unit or by Clearance Number.

Availability:

The Notice of Accounts Receivable will be available the morning after a payroll cycle. ViewDirect will retain the Notice of Accounts Receivable for six months.

On-line Viewing Sorting Sequence:

The Notice of Accounts Receivable is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by A/R Number. Following are the column headings on the report.

- Accounts Receivable Number
- Clearance Number
- Fund
- Agency
- Fiscal Year
- Reference/Item Number
- Federal Catalog Number
- PG
- EL
- COM
- TSK
- Account Code
- Source
- Social Security Number
- Name

- Position Number (Agency Code, Reporting Unit, Class Code and Serial Number)
- Pay Period
- Time Worked (Hours and Days)
- Salary Rate
- Gross and State Share Amounts to be Transferred Per Form CD 62
- Total
- Gross
- Payment Type
- Retirement
- OASDI
- Health Benefits Premium
- Health Benefits Administration
- Retirement
- Federal Tax
- California State Tax
- OASDI
- SDI
- Other Deductions
- Amount to be Recovered from Employee by Agency Collection

PDRV_AU – TOPIC VERSION OF THE NOTICE OF PAYROLL ACCOUNTS RECEIVABLE REVERSAL BY AGENCY REPORTING UNIT

PDRV_CL – TOPIC VERSION OF THE NOTICE OF PAYROLL ACCOUNTS RECEIVABLE REVERSAL BY CLEARANCE NUMBER

PD-A/RVRSL – REPORT VERSION OF THE NOTICE OF PAYROLL ACCOUNTS RECEIVABLE REVERSAL

General Report Information:

The Notice of Accounts Receivable Reversal is available to all state agencies (CLAS participation is not necessary).

The Notice of Accounts Receivable Reversal can be viewed in the Report (PD-A/RVRSL) or Topic (PDRV_AU) and (PDRV_CL). As explained in Section 3.2, the TOPIC version allows reports to be indexed by key data. It is possible to index the report by either Agency Reporting Unit or by Clearance Number.

Availability:

The Notice of Accounts Receivable Reversal will be available the morning after a payroll cycle. ViewDirect will retain the Notice of Accounts Receivable Reversal for six months.

On-line Viewing Sorting Sequence:

The Notice of Accounts Receivable is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by A/R Number. Following are the column headings on the report.

- Accounts Receivable Number
- Clearance Number
- Fund
- Agency
- Fiscal Year
- Reference/Item Number
- Federal Catalog Number
- PG
- EL
- COM
- TSK
- Account Code
- Source
- Social Security Number

- Name
- Position Number (Agency Code, Reporting Unit, Class Code and Serial Number)
- Pay Period
- Time Worked (Hours and Days)
- Salary Rate
- Gross and State Share Amounts to be Transferred Per Form CD 62
- Total
- Gross
- Payment Type
- Retirement
- OASDI
- Health Benefits Premium
- Health Benefits Administration
- Retirement
- Federal Tax
- California State Tax
- OASDI
- SDI
- Other Deductions
- Amount to be Recovered from Employee by Agency Collection

PDBLKBAL – BLANKET BALANCE REPORT

General Report Information:

The Blanket Balance Report is available to all state agencies (CLAS participation is not necessary).

Availability:

The Blanket Balance Report is generated annually and is available the first business day of July. ViewDirect will retain this report for one year.

On-line Viewing Sorting Sequence:

The Blanket Balance Report is sorted by Agency/Serial Number. Within each Agency records are sorted by Blanket Serial Number. Following are the column headings on the report.

- Agency Code
- Blanket Serial Number
- Blanket Balance
- Expenditure
- Man Month Expended
- Man Year Expended
- Restriction (No Longer Used)
- Blanket Not Established

PDBLKMIC – BLANKET EXPENDITURE REPORT

General Report Information:

The Blanket Expenditure Report is available to all state agencies (CLAS participation is not necessary).

Availability:

The Blanket Expenditure Report is generated monthly and is available the first business day of each month. ViewDirect will retain this report for one fiscal year.

On-line Viewing Sorting Sequence:

The Blanket Expenditure Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by Position Number. Following are the column headings on the report.

- Social Security Number
- Name
- Position Number (Agency Code, Reporting Unit, Class Code and Serial Number)
- Payment Type
- Payment Type Suffix
- Clearance Type
- Pay Period
- Shift Differential
- Time Paid (Days and Hours)
- Man Month
- Fraction Expenditure
- Warrant Number

PDB5475A – RETIREMENT MAXIMUM – COMPENSATION LIMIT REACHED

General Report Information:

The Retirement Maximum Report is available to all state civil service agencies (CLAS participation is not necessary).

Availability:

The Retirement Maximum Report is generated monthly and is available after Master Payroll Cutoff. ViewDirect will retain this report for one year.

On-line Viewing Sorting Sequence:

The Retirement Maximum Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by Social Security Number. Following are the column headings on the report.

- Social Security Number
- Employee Name
- Position Number (Agency Code, Reporting Unit, Class Code and Serial Number)
- Address

PDC9820 – W-2'S TO BE MAILED

General Report Information:

The W-2's to be Mailed Report is available to all state agencies (CLAS participation is not necessary).

Availability:

The W-2's to be Mailed Report is generated annually and is at the beginning of the calendar year. ViewDirect will retain this report for one year.

On-line Viewing Sorting Sequence:

The W-2's to be Mailed Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by Surname. Following are the column headings on the report.

- Social Security Number
- Employee Name
- Employee's Home Address
- Employee's City/State
- Employee's Zip Code

PDL1192 – HIGH CT/HC/EX REPORT

General Report Information:

The High CT/HC/EX Report identifies any of the following earn transactions with amounts over 100 hours posted for the previous leave period and the transaction amount:

CT06-CTO Earned at straight
CT08-CTO Earned at FLSA
HC05-Holiday Credit earned
HC09-Holiday Credit earned in lieu of Personal Holiday

PDL1212 – STATE SERVICE BEGIN BALANCE

General Report Information:

The State Service begin balance report identifies all state service transactions posted in the previous leave period using code BB (begin balance) and the state service begin balance amount.

PDL4016 – UNUSED CTO GREATER THAN 9 LEAVE PERIODS

General Report Information:

The Unused CTO Greater than 9 Leave Periods Report is part of the California Leave Accounting System (CLAS). Only departments enrolled in the CLAS will have access to this report.

The report is system generated and contains leave balances for employees that have CTO for longer than 9 leave periods.

Availability:

The Unused CTO Greater than 9 Leave Periods Report is created once a month prior to Master Payroll Cutoff.

On-line Viewing Sorting Sequence:

The Unused CTO Greater than 9 Leave Periods Report is sorted by Agency/Reporting Unit. Following are the column headings on the report:

SOCIAL SECURITY NUMBER	-	Social Security Number
EMPLOYEE NAME	-	Initials and Surname
EMPLOYEE ID	-	
CLASS/SERIAL	-	Class Code and Serial Number
CBID	-	Collective Bargaining Unit Identifier
LEAVE PERIOD	-	
BALANCE FORWARD	-	
ENDING BALANCE	-	
TOTAL	-	

PDM0500 – ALPHA LISTING

PDM0501 – FACILITY ALPHA LISTING

General Report Information:

The Alpha Listing and Facility Alpha Listing are available to state agencies upon request. They are created once a month.

To obtain additional information on the Alpha Listing or Facility Alpha Listing or to request access to these reports, please contact Samantha Kelly of the SCO, Data Management Unit at (916) 324-7268.

The Alpha Listing and Facility Alpha Listing contain the following columns.

PDM0500 – Alpha Listing

- Employee Name
- Social Security Number
- Position Number
- Class Title
- Department Code
- Time Base
- Employee Type
- Tenure
- Total Salary
- Employee Stat
- Expiration Date
- Anniversary Date

PDM0501 – Facility Alpha Listing

- Employee Name
- Social Security Number
- Position Number
- Class Title
- Department Code
- Time Base
- Employee Type
- Tenure
- Salary Total
- Employee Stat
- Expiration Date
- Anniversary Date

PDP5711 – SUSPENDED TRANSACTIONS

General Report Information:

The Suspended Transactions Report is available to all state agencies (CLAS participation is not necessary).

Availability:

The Suspended Transactions Report is generated weekly. The report will be available each Tuesday morning provided there is a daily payroll cycle on that Monday. If Monday is a no payroll cycle date the report will be generated the next payroll cycle and available the following business day. Four versions of the report will be retained in ViewDirect. When the latest report is added the old one will drop off of ViewDirect.

On-line Viewing Sorting Sequence:

The Suspended Transactions Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by Class Code and Serial Number. Following are the column headings on the report.

- Social Security Number
- Employee Name
- Agency
- Reporting Unit
- Position Ser
- Pay Period
- Rate
- Shift Code
- Day
- Hours
- Work Week Group
- OT FCT
- Batch
- Original Suspension

ESTABLISHED POSITION AND POTENTIAL VACANCY REPORTS (PDV1101 – PDV1108)

General Report Information:

The Established Position and Potential Vacancy Reports are available to departments participating in the California Leave Accounting System (CLAS). The reports reflect information from the State Controller's Position Roster and Employment History files. They are created once a month and available around the third workday. The reports were developed to assist departments in managing the status of established positions. The reports will also provide assistance in tracking positions pursuant to Government Code Section 12439, which requires that positions with no expenditures over a six-month period are subject to abolishment.

Unlike other reports within ViewDirect, there is a cost associated with obtaining access to the Vacancy Reports. The annual cost for departments with less than 2,000 employees is \$300.00 and the cost for participants with 2,000 more employees is \$600.00.

To obtain additional information on the Established Position and Potential Vacancy Reports or to request access to these reports, please contact Samantha Kelly of the SCO, Data Management Unit at (916) 324-7268.

There are a series of eight different Vacancy Reports as described below.

PDV1101 – Established Positions by Position Number

This report lists all established or reclassified positions displaying Full-Time Equivalency (FTE) and includes the name and time base of the employee occupying the position. The following data is contained on the report:

- Position Number
- PSN FTE
- EE FTE
- PSN Term Date
- Employee Time Base

PDV1102 – Established Positions by Class Title and Position

This report lists all established or reclassified positions displaying Full-Time Equivalency (FTE) by Class Title. It includes the name and time base of the employee occupying the position. The following data is contained on the report:

- Position Number/Title
- Employee Name
- PSN Term Date
- EE FTE
- PSN FTE
- No. PSNs

PDV1103 – Filled/Vacant Position Summary by Facility and Class Title

This report provides a summary of vacant/filled positions established in a Class Code. Also included is a count of employees paid from positions with no established position person months authorized. The following data is contained on the report:

- Class Code
- Class Title
- Total Authorized
- Est PSNs Auth
- Est PSNs Filled
- Est PSNs Vacant
- Non-Est Filled PSNs

PDV1104 – Department Summary Filled/Vacant Positions by Class

This report is available to department headquarters to provide a summary of positions established in a Class Code and includes a count of the number of vacant vs. filled positions for all facilities including the headquarters office. Also included are the number of employees (excluding intermittent employees) that are being paid from a blanket serial number. The following data is contained on the report:

- Class Code
- Class Title
- Total Authorized
- Est PSNs Auth
- Est PSNs Filled
- Est PSNs Vacant
- FT/PT EE's in 900 Serial

PDV1105* – Established Positions with No Expenditures for 6 Months or More by Facility and Position Number

This report displays positions where expenditures have not been charged to the listed position for 6 consecutive months or more. Also contained in this report are the total number of positions listed for each department/facility. The following data is contained on the report:

- Position Number
- Class Title
- Authorized FTE
- PSN Term Date
- 1st Month With No Expenditures

PDV1106* – Established Positions with No Expenditures for 6 Months or More Department - Summary by Facility

This report contains a summary of positions in each department/facility where expenditures have not been charged to a position for 6 months or more. This report is provided to department headquarters responsible for facilities or district offices. Also contained in this report is a grand total. The following data is contained on the report:

- Department
- Facility
- Number of Positions

PDV1107* – Established Positions with No Expenditures for 3, 4 or 5 Months by Facility and Position Number

This report displays positions where expenditures have not been charged to that position for 3, 4 or 5 months prior to the date the report is created. Also included is the total number of positions in the 'NO. OF MONTHS VACANT' field. The following data is contained on the report:

- Position Number
- Class Title
- Authorized FTE
- PSN Term Date
- Number Months With No Expenditures

PDV1108* – Established Positions with No Expenditures for 3, 4 or 5 Months - Department Summary by Facility

This report contains a summary of positions in each department/facility where expenditures have not been charged to a position for 3, 4 or 5 months prior to the date the report is created. This report is provided to department headquarters responsible for facilities and district offices. Also contained in this report is a grand total. The following data is contained on the report:

- Department

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- 3 Months
- 4 Months
- 5 Months
- Number of Positions

**IMPORTANT: The number of months without expenditures is based on the current position number. If a position is vacant then reclassified and the new position is also vacant, only the new position will be counted towards the number of months without expenditures. Therefore, some positions scheduled to be abolished by the State Controller's Office, Position Control Unit, may not be reflected on these reports.*

PDC9820 – W-2'S TO BE MAILED

General Report Information:

The W-2's to be Mailed Report is available to all state agencies (CLAS participation is not necessary).

Availability:

The W-2's to be Mailed Report is generated annually and is at the beginning of the calendar year. ViewDirect will retain this report for one year.

On-line Viewing Sorting Sequence:

The W-2's to be Mailed Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by Surname. Following are the column headings on the report.

- Social Security Number
- Employee Name
- Employee's Home Address
- Employee's City/State
- Employee's Zip Code

PDW5350 – PIP Payroll Transactions (Annual R & R)

PDW5352 – Employment History Summary (Annual R & R)

PDW5354 – Payment History Summary (Annual R & R)

PDW5355 – Payroll Overtime Transactions (Annual R & R)

General Report Information:

The PIP Payroll Transactions Report, Employment History Summary, Payment History Summary and Payroll Overtime Transactions Reports are generated for aid in the processing of the Personnel/Payroll Supervisor/Specialist recruitment and retention pay differential.

Availability:

The Personnel/Payroll Supervisor/Specialist recruitment and retention reports are available at the beginning of the calendar year and are available for viewing for approximately two months. A payroll letter will be released announcing when the reports are available on ViewDirect.

PDW5350 - PIP Payroll Transactions

This report contains a list of employees potentially eligible for recruitment and retention pay and is formatted for agencies to key the pay request on PIP. The following data is contained on the report:

- SSN
- Last Name
- Class Code
- Serial Number
- Earnings ID
- Alternate Funding
- Gross

PDW5352 – Employment History Summary

This report contains a limited history summary for employees in a class code eligible for the recruitment and retention pay. The following data is contained on the report:

- Effective Date
- Transaction Code
- Position Number

- Salary Total
- Time Base
- Earnings ID 1
- Earnings ID Amount 1
- Earnings ID 2
- Earnings ID Amount 2
- Earnings ID 3
- Earnings ID Amount 3
- Injury Code
- Appointment Expiration Date

PDW5354 – Payment History Summary

This report contains a payment history for the previous calendar to aid in identifying employees who are eligible for the recruitment and retention pay. The following data is contained on the report:

- SSN
- Name
- Pay Period
- Position Number
- Clearance Type
- Payment Type
- Payment Type Suffix
- Adjustment Code
- Days Paid
- Hours Paid
- Overtime Code
- Salary Rate
- Gross Pay
- Warrant Number
- Issue Date

PDW5355 – Payroll Overtime Transactions

This report identifies employees that may require adjustments for overtime payments and formatted to be used by PPSD for processing purposes. The following data is contained on the report.

- SSN
- Initials
- Surname
- Class Code
- Serial Number
- Gross

PDW1579-1 – FLSA EXEMPT EE’S NOT ENTITLED TO PAY – NO BUDGET

General Report Information:

The FLSA Exempt EE’s Not Entitled to Pay Report is available to all state agencies (CLAS participation is not necessary). This report identifies employees that will not receive pay until the budget is signed.

Availability:

The FLSA Exempt EE’s Not Entitled to Pay Report is generated in July when the budget is not passed timely.

On-line Viewing Sorting Sequence:

The FLSA Exempt EE’s Not Entitled to Pay Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted alphabetically by last name. Following are the column headings on the report.

- Employee Name
- Position Number

PDW7170 – EMPLOYEES IDENTIFIED AS NONRESIDENT ALIENS

General Report Information:

The Employees Identified as Nonresident Aliens Report is available to all state agencies (CLAS participation is not necessary). This report contains employees identified by departments as nonresident aliens per IRS Notice 2005-76.

Availability:

The Employees Identified as Nonresident Alien Report is generated twice a year in January and July. The report is used by departments to verify that the information contained in the State Controller's Office nonresident alien data base is accurate. A Personnel Letter will be published when this report is generated to provide departments with detailed instructions.

On-line Viewing Sorting Sequence:

The Nonresident Alien report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by social security number. Following are the column headings on the report.

- Social Security Number
- Employee Name
- Position Number
- Federal Marital Status
- Number of Federal Tax Exemptions
- Separation Indicator

PERIODIC – PERIODIC POSITION CONTROL REPORT

General Report Information:

The Periodic Position Control Report is available to all state agencies (CLAS participation is not necessary).

Availability:

The Periodic Position Control Report is generated monthly. The report is available the first business day of each month and is retained for one month.

On-line Viewing Sorting Sequence:

The Periodic Position Control Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by Serial Number/Class Code. Following are the column headings on the report.

- Agency Code
- Reporting Unit
- Class Code
- Serial Number
- Social Security Number
- Name
- Payment Type
- Payment Type Suffix
- Clearance Type
- Pay Period
- Gross
- Warrant Number
- Days and Hours
- Fraction

PR1720-A – SUSPENDED PAYMENT REPORT

General Report Information:

The Suspended Payment Report is available to all state agencies (CLAS participation is not necessary).

Availability:

The Suspended Payment Report is generated weekly. The report is available beginning of business every Friday. If Friday is a no payroll cycle day the report will be generated after the next daily payroll cycle.

On-line Viewing Sorting Sequence:

The Suspended Payment Report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit, records are sorted by Class Code and then Social Security Number. Following are the column headings on the report.

- Social Security Number
- Name
- Position Number
- Pay Period
- Clearance Type
- Payment Type
- Adjustment Code
- Time Base
- Time Paid Hours/Days
- Salary Rate
- Suspense Condition
- Suspense Date
- Gross
- Federal Marital Status
- Federal Tax Exemptions
- Federal Tax Withheld
- 1st
- 2nd
- State Marital Status
- State Tax Exemptions
- State Tax Withheld
- SDI Withheld
- Retirement ID
- Retirement Rate
- Retirement Withheld
- Social Security Withheld
- Medicare Withheld
- Net

ROLL8WR – ROLL CODE 8 WARRANT REGISTER

General Report Information:

The ROLL8WR report is a modified version of the Warrant Register report. This report was developed to provide an easier and more efficient method for reconciling attendance of Bargaining Unit 18 employees. This report is available to Department of Mental Health, the Department of Developmental Services and the Department of Corrections.

Availability:

The report is available the morning following a payroll cycle in which payments are issued for a Bargaining Unit 18 employee. The reports are maintained in ViewDirect for 30 days.

On-line Viewing Sorting Sequence:

The ROLL8WR is sorted in the same order as the PIP batches and Forms 672. The following data is contained on the report:

- Employee Identification (SSA/Ini./Name)
- Position Number (Class Code/Serial Number)
- Time Paid (Std./Days/Hours)
- Direct Deposit, Account Receivable or Warrant Number)
- Pay Period (Type/Month/Year)
- Salary (Type/Rate/Appt. Fraction)
- Gross Type
- Earnings ID (Pmt Typ/Pmt Typ Suff)
- Adj. Code
- Gross