Personnel/Payroll Services Division

VIEWDIRECT USER GUIDE

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General Information 1.0

ViewDirect is an on-line report distribution system. The reports distributed via ViewDirect are immediately available on-line after the reports are produced. Users can access the on-line reports from their workstations. Further, reports can be printed from ViewDirect, if needed.

Please note that the State Controller's Office (SCO) maintains two separate ViewDirect databases. The Personnel/Payroll Services Division (PPSD) ViewDirect database contains personnel/payroll related reports. Because of the confidential nature of the reports in this database, only staff in personnel and payroll offices who meet the security requirements will be allowed access to the PPSD ViewDirect database.

The second ViewDirect database contains Fiscal reports and is maintained by the Division of Accounting and Reporting (DAR). For more information on the Fiscal reports in the DAR ViewDirect database, please visit their website link at www.sco.ca.gov/ard/state/viewdirect.pdf.

Obtaining Access To ViewDirect 2.0

ViewDirect access requires security approval. System access must be requested via the Security Authorization Form, PSD125A, and sent to the State Controller's Office through departmental security monitors.

Each employee requesting ViewDirect access must provide a printer identification number identified in the "Remarks" column of the PSD125A form. Each ViewDirect user is limited to one printer selection.

Reports vs. Enterprise Index Topics 3.0

There are two sections within ViewDirect where reports can be stored and viewed, they are; 'REPORTS' and 'ENTERPRISE INDEX TOPICS'. While all reports are stored in the REPORTS section, some reports are also in the ENTERPRISE INDEX TOPICS. A Complete list of reports currently available can be found in the Appendix Section of this manual.

Following is a brief description of the 'REPORTS' and 'ENTERPRISE INDEX TOPICS' sections:

Reports 3.1

In the Report Section, reports are listed by Report Id (example: BOMRPT1) and Report Name (example: Benefit Over Max Report - SSN Included). Reports that are produced once a month will have one version (such as the Leave Activity and Balances (LAB) report). Whereas, reports produced more frequently will have more than one version (such as the Payroll Warrant Register report). Once a Report ID is accessed, it is broken down by Section (Agency Code). For more information on accessing Reports in ViewDirect, please see Section 6.0, Selecting Reports.

Enterprise Index Topics 3.2

In the Enterprise Index Topics Section, reports are listed by Topic ID (example: PAYREG) and Topic Name (example: Payroll Warrant Register). Once a Topic ID is accessed, it is indexed by key data*. Indexing is necessary when multiple versions of a single report are stored in ViewDirect. Indexing makes it much easier for the user to access a specific report version. For more information on accessing Index Topics in ViewDirect, please see Section 7.0, Selecting Enterprise Index Topics.

Example: Within ViewDirect, 15 payroll cycles of the Warrant Register report are retained. Placing the Warrant Register report in the Enterprise Index Topic, allows the reports to be indexed by the following key data*: Agency-Reporting Unit, Cycle Date, Issue Date and Type of Payment.

* Key data is specific information found on each page of a given report. In the example given above, each page of the Warrant Register report contains the key data specified, therefore indexing is possible.

Logon Procedures 4.0

ViewDirect can be accessed from the SCO MENU through SCOPROD or SCOVIEW.

SCO MENU

NOTICE: AUTHORIZATION TO ACCESS THIS SYSTEM IS LIMITED TO CALIFORNIA STATE EMPLOYEES IN THE PROPER CONDUCT OF OFFICIAL STATE BUSINESS. ALL OTHER ACCESS IS UNAUTHORIZED AND UNLAWFUL.

PF	APPLICATION	CURRENT STATUS	PF	APPLICATION	CURRENT STATUS
1	**SCOPROD**	UNKNOWN	2	TSO3	UNKNOWN
3	SCOTRNG	UNKNOWN	4	TS1	XDOMAIN
5	PDTSTX	UNKNOWN	6	SY2KD4	UNKNOWN
7			8	PSTEST	UNKNOWN
9			10	PSTSTX	UNKNOWN
11	PDTEST	UNKNOWN	12	LOGOFF	
13	**SCOVIEW**	UNKNOWN	14	VIEWTEST	UNKNOWN
15	SCOVDR	UNKNOWN	16	VDRTEST	UNKNOWN

SELECT APPLICATION BY PF KEY

Figure 4.0

To Log on through:

- **SCOPROD** **4.1**

  Use the standard log on procedure and at the blank screen, type REPT and press enter. ViewDirect displays the Viewing Menu shown in Figure 5.0.

REPT

XXXXX LAST ACCESS AT 13:57:49 ON MONDAY, APRIL 12, 2001

SIGN-ON IS COMPLETE

Figure 4.1

-OR-

- **SCOVIEW** **4.2**

  Press the PF13 key, or if using a PC, the appropriate keys (example: Shift and PF3 key). The ViewDirect logon screen will appear as follows:

```
                    ViewDirect

              ******************* *****
            ******************* *************
          ******************* *******************
       *******************        *****************
        *******************        *****************
         *******************      *****************
          *******************  *****************
            *************  *******************
              *****  *******************
-------------------------------------------------------
 M O B I U S  M A N A G E M E N T  S Y S T E M S,  I N C.
-------------------------------------------------------

              Recipient ID:
              Password    :
              New Password:
```

Figure 4.2

Enter your Recipient ID (user id used to log in to SCOPROD) and your password (same as used to log in to SCOPROD). ViewDirect displays the Viewing Menu shown in Figure 5.0.

The Viewing Menu 5.0

```
COMMAND------                                          TIME:  1085716
                                   ***ViewDirect***
                                   VIEWING MENU

RECEPIENT ID:                              VERSION: 6.1
                                       TAPE VOLSER: MC6474


            VIEW BY REPORT OR TOPIC:  R  (R/T)

                      REPORT/TOPIC ID: ________
                               VERSION: ________
                               SECTION: ________

      DISPLAY LIST OF REPORT/TOPICS:   YES  (YES/NO)
             DISPLAY LIST OF VERSIONS:   YES  (YES/NO)
                DISPLAY SECTION INDEX:   YES  (YES/NO)

PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PFOF=RFIND   PF06=MARK
PF07=UP     PF08=DOWN  PF09=        PF10=LEFT   PF11=RIGHT   PF12=QUIT
```

Figure 5.0

Report selection begins with the Viewing Menu. On the Viewing Menu you specify whether you want to view a Report (R) or Topic Index (T) (refer to the Appendix for a list of available reports and topics). The following section explains how to access the report and topic options.

Note: The list of reports and topic items that you can access contain only the reports and topics you are authorized to view. No others appear on the list.

Selecting Reports 6.0

If you entered an **R** in the Access Options field on the Viewing Menu, the following screens will be displayed for report selection:

1. Reports Screen 6.1

```
COMMAND------                                                    TIME:    105702

                                    REPORTS


OPTION     REPORT ID     REPORT NAME
 -----------   ---------------   ---------------------
             BOMRPT1       BENEFIT OVER MAX REPORT – SSN INCLUDED
             BOMRPT2       BENEFIT OVER MAX REPORT
    X        LASP904C      LEAVE ACTIVITY AND BALANCES REPORT (LAB)
             PDP5711       SUSPENDED TRANSACTIONS
             PDQ0400       DAILY ACTIVITY INDEX



PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PFOF=RFIND   PF06=MARK
PF07=UP      PF08=DOWN  PF09=         PF10=LEFT    PF11=RIGHT    PF12=QUIT
```

Figure 6.1

The Reports screen lists the Report ID and Report name of all the reports you are authorized to view. Press PF8 to scroll forward to view more reports. PF7 scrolls back to the previous screen of reports.

To select a report for viewing, type an ‘X’ in the Option column next to the report you wish to view. Next, press enter and the following screen will be displayed:

2. Report Versions Screen 6.2

```
COMMAND------                                          TIME:    111940

                          ***REPORT VERSIONS***

REPORT:  LASP904C  LEAVE ACTIVITY AND BALANCES REPORT (LAB)


          OPTION       DATE       TIME        DEVICE       STATUS
          -----------  ---------  --------    ----------   -----------

            X          20011217   000316      DISK         AVAILABLE



PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PFOF=RFIND   PF06=MARK
PF07=UP     PF08=DOWN    PF09=      PF10=LEFT   PF11=RIGHT   PF12=QUIT
```

Figure 6.2

The Report Versions screen lists the available versions of the selected report. For example, if there are several days of a daily report available for viewing, the Versions screen lists them in date and time order, starting with the most recent one.

The date is in the YYYYMMDD (year, month and day) format. The time is in the HHMMSS (hours, minutes and seconds) using a twenty-four hour clock, format.

Press PF8 to scroll forward. PF7 scrolls back to the previous screen. To select a report version for viewing, type an ‘X’ in the Option column next to the version you wish to view. Next, press enter and the following screen will be displayed:

3. Reports Section Index Screen 6.3

```
COMMAND------                                                    TIME:      111962

                          ***REPORTS SECTION INDEX***

RECEPIENT ID: LASP904C     LEAVE ACTIVITY AND BALANCES REPORT (LAB)
   VERSION:  19990317 000316

 OPTION  SECTION                  PAGES        DESCRIPTION
 ----------  ------------          ---------      -------------------

     X        051                     150

PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PFOF=RFIND   PF06=MARK
PF07=UP      PF08=DOWN  PF09=        PF10=LEFT   PF11=RIGHT   PF12=QUIT
```

Figure 6.3

The Report Section Index screen lists sections available for viewing. The sorting sequence is in ascending order. To select a section, type an ‘X’ in the Option column next to the section you wish to view and press enter. The system will display the first page of the selected section.

Press PF8 to scroll forward. PF7 scrolls back to the previous screen. To select a report section for viewing, type an ‘X’ in the Option column next to the version you wish to view. Next, press enter and the selected report will be displayed. Please see Section 9.0, Viewing Commands/PF Keys for navigating through the report instructions.

Selecting Enterprise Index Topics 7.0

If you entered a **T** in the Access Options field on the Viewing Menu, the following screens will be displayed for report selection:

1. Enterprise Index Topics Screen 7.1

```
COMMAND------                                          TIME:  071745

                        *** ENTERPRISE INDEX TOPICS ***

OPTION   TOPIC  ID     TOPIC NAME
------------  ----------------  ------------------------------------------------------------------------------------

    x         PAYREG      PAYROLL WARRANT REGISTER





PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PFOF=RFIND   PF06=MARK
PF07=UP      PF08=DOWN  PF09=        PF10=LEFT    PF11=RIGHT    PF12=QUIT
```

Figure 7.1

The Enterprise Index Topics screen lists the Topic ID and Topic Name of all the topics you are authorized to view. Press PF8 to scroll forward to view more reports. PF7 scrolls back to the previous screen of reports.

To select a topic for viewing, type an ‘X’ in the Option column next to the report you wish to view. Next, press enter and the following screen will appear:

2. Enterprise Index Topic Versions Screen 7.2

```
COMMAND------                                          TIME:  071745

                    *** ENTERPRISE INDEX TOPIC VERSIONS ***

TOPIC:  PAYREG          PAYROLL WARRANT REGISTER

      OPTION            DATE          TIME          DEVICE          STATUS
      ------------      ---------     --------      ------------    ------------

          x             20011031       110550        DISK            AVAILABLE




PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PFOF=RFIND   PF06=MARK
PF07=UP     PF08=DOWN  PF09=        PF10=LEFT   PF11=RIGHT   PF12=QUIT
```

Figure 7.2

The Enterprise Index Topic Versions Screen lists the available versions of the selected topic. For example, if there are several versions (such as multiple payroll cycles) of a topic available for viewing, the Versions screen lists them in date and time order, starting with the most recent one.

The date is in the YYYYMMDD (year, month and day) format. Time is in the HHMMSS (hours, minutes and seconds) using a twenty-four hour clock format.

Press PF8 to scroll forward. PF7 scrolls back to the previous screen. To select a report version for viewing, type an ‘X’ in the Option column next to the version you wish to view. Next, press enter and the following screen will appear:

3. Enterprise Index Topic Items Screen 7.3

```
COMMAND------                                          TIME:  104036

                    *** ENTERPRISE INDEX TOPIC ITEMS ***

TOPICID:   PAYREG        PAYROLL WARRANT REGISTER

    O TOPIC ITEM                      REPORT ID   DATE   TIME  DEV  STATUS
    - ------------------------------ ---------- ------ ------ ---- ------------
    _ 014-434 03/11/03 03/11/03 CT1  PAYREGX    030310 201502 DISK AVAILABLE
    _ 014-434 03/14/03 03/14/03 CT1  PAYREGX    030313 193438 DISK AVAILABLE
    _ 014-434 03/19/03 03/19/03 CT1  PAYREGX    030318 194320 DISK AVAILABLE
    _ 014-434 03/21/03 03/21/03 CT1  PAYREGX    030320 210704 DISK AVAILABLE
    _ ..........................................  PAYREGX    030320 210704 DISK AVAILABLE
    _ 014-434 03/21/03 04/01/03 MPR PAYREGX    030321 054750 DISK AVAILABLE
    _ 014-434 03/25/03 03/25/03 CT1  PAYREGX    030324 200051 DISK AVAILABLE
    _ 014-434 03/26/03 03/26/03 CT1  PAYREGX    030325 192921 DISK AVAILABLE
```

Figure 7.3

The Enterprise Index Topic Items screen displays a list of the topic items for the topic version you selected. The items listed on this screen are sorted from left to right in ascending order.

Press PF8 to scroll forward. PF7 scrolls back to see the previous screen. To select a topic item for viewing, type an ‘X’ in the Option (O) column next to the topic item you wish to view. Next, press enter and the selected report will be displayed. Please see Section 9.0, Viewing Commands/PF Keys for navigating through the report instructions.

Additional Topic Report Information:

Occasionally, the Enterprise Index Topic Items displays ‘……..’ (see example above) in the Topic Item field. This occurs when there is more than one fiscal year for a given Topic Item.

Viewing a Report 8.0

The preceding sections describe how to select a report. The selected report will display the following information:

- **Screen Heading – the top three lines contain system information.**

  Line 1 displays messages from the system. For example, if you press a PF key that is not active for report viewing, the system uses the top line to tell you the PF key does not work on the screen.

  Line 2 contains two fields:

  - COMMAND, where you enter commands such as the FIND command for searches. See Section 9.0 for a complete list of available COMMANDS.

  - SCROLL, which allows the user to SCROLL through the report. See Section 9.1 for scrolling information.

  Line 3 contains six fields that provides the: Report ID, Version, Section Code (the section of the report you are viewing), Page, Row and Column.

- **Viewing Window**

  The viewing window displays as much of the report as will fit on the screen at one time. The size of the viewing window depends on the type of terminal you are using. Most of the reports in ViewDirect are too large to view on one screen. Therefore, scrolling is necessary to see the full page.

Viewing Commands/PF Keys 9.0

A number of commands are available to help you navigate through a report. Most commands have a corresponding PF Key. The following summarizes the commands and the PF keys, if applicable.

Command	***PF Key***	***Result***
H(Help)	PF1	Gives information about Viewing and Printing help
PR(Print)	PF2	Displays the Printing Menu from which you may print any page you are authorized to view.
END	PF3	Returns you to the previous screen.
ME(Menu)	PF4	Returns you to the Viewing Menu.
RF(Repeat Find)	PF5	Searches all occurrences of the string of characters.
MA(Mark)	PF6	Marks pages for printing.
U(Up)	PF7	Moves the viewing window up.
D(Down)	PF8	Moves the viewing window down.
LE(Left)	PF10	Moves the viewing window to the left.
RI(Right)	PF11	Moves the viewing window to the right.
Q(Quit)	PF12	Exit from the Viewing and Printing system.
F(Find)	N/A	Searches forward for a string of up to 44 characters. This command can only be used once in a Report.
T(Top)		Moves the viewing window to the beginning of the report.
B(Bottom)	N/A	Moves the viewing window to the bottom of the report.
L(Locate)	N/A	Same as the Find except this command is used for all screens except when in a Report.

Further information on using the commands listed above can be found in the following sections.

- **How to Navigate Through a Report** **9.1**

Without changing the default fields, the window typically moves to the right or left half of the width of the screen at a time. Example: On an 80 column screen, the window moves 40 columns if scrolling to the right or left. The following describes how to easily navigate through a report.

Commands

Navigating through a report can be accomplished by entering any of the following commands in the **Command** field.

- **RI**(ght) –moves the screen to the right by the number of columns you specify.

  To specify how many columns you wish to move to the right, on the Command line, enter RI and the number of columns you wish to move right (ex. RI 5 will move your screen to the right 5 columns).

- **LE**(ft) – moves the screen to the left by the number of columns you specify.

  To specify how many columns you wish to move to the left, on the Command line, enter LE and the number of columns you wish to move to the left (ex. LE 5 will move your screen to the left 5 columns).

- **U**(p) – moves the screen up by the number of rows you specify. This command is the same as entering Row in the SCROLL field.

  To specify how many rows you wish to move Up, enter U on the Command line and the number of rows and press enter.

- **D**(own) – moves the screen down by the number of rows you specify. This command is the same as entering Row in the SCROLL field.

  To specify how many rows you wish to move Down, enter D on the command line and the number of rows and press enter.

- **T**(op) – to go to the first page of a report, enter a T on the Command line and press enter.

- **B**(ottom) – to go to the last page of a report, enter a B on the Command line and press enter.

- **L**(ocate) – The Locate command is useful when trying to find a specific section of a report (ex. Agency Code/Reporting Unit). This command can only be used on the Report Section or Enterprise Index Topic Items screens. To locate a specific section, enter L and the string of data you are searching for.

  Example: If you are in the Enterprise Index Topic Items screen for the Warrant Register report and you are trying to find Agency/Reporting Unit 051-220, enter L 051-220.

- **F**(ind) – The Find command is useful when trying to find specific information of a report (ex. Smith). This command is available once you are inside the report. To Find the specified information, enter F and the string of data you are searching for. Example: To find a record with the name Smith, enter F Smith.

  With this command, you can also find all occurrences of specified data by entering the string requested (ex. F Smith) and press enter. After finding the first occurrence, press PF5 to repeat the Find.

Scrolling

Scrolling through a report is possible using a combination of PF keys and commands. Scrolling is accomplished by:

In the **SCROLL** field (on the command line to the far right) you have the option of scrolling by:

- **Screen** – scrolls forward one screen at a time.

  To scroll a screen at a time, change the SCROLL field to SCREEN and press PF8 (forward) or PF7 (back).

- **Page** – scrolls forward one page at a time.

  To scroll a page at a time, change the SCROLL field to Page and press PF8 (forward) or PF7 (back.)

- **Line** – scrolls forward however many lines you designate.

  To scroll through the report one line at a time, change the SCROLL field to Line and press PF8 (forward) or PF7 (back).

- **Row** – same as line.

  To scroll through the report one row at a time, change the SCROLL field to Row and press PF8 (forward) or PF7 (back.).

Printing Reports 10.0

ViewDirect users are limited to one printer. Printers can only be changed by contacting the ViewDirect Administrator. When changing a printer id, please provide the user id and printer identification number. If you are unsure whether your printer is a mainframe printer, please check with your IT staff for assistance.

Once the job is submitted for printing (per the instructions below), you will receive a message at the top of the screen indicating “Print Request Submitted”. If you do not receive this message, try the following:

1. Make sure the printer is turned on.
2. Log all the way off of the system and log back in. Retry the print request.
3. If after trying numbers 1 and 2 above you are still unable to print, call the SCO Customer Service Help Desk (see attached contact list). Please be prepared to provide your user id and printer id.

The Printing Menu

```
COMMAND---------PR                                    TIME: 083238

                          ***PRINTING MENU***

                           REPORT ID: LASP904C
                        VERSION:  19990317  000316

                  FROM------PAGE= 000001 OF SECTION:051
                     TO------PAGE= 000050  OF SECTION:051
                  NUMBER OF PAGES TO BE PRINTED: 000050
                                PAGE OUTPUT LIMIT:______

                     PRINTER: O(0-ONLINE/ B- BATCH)
                        ON-LINE PRINTER ID: PDXP
                            BATCH DEVICE ID:
                       JCL (FOR BATCH PRINT ONLY)
```

Figure 10.0

Once you submit a report for printing (as described below), you will be directed to the Printing Menu. Please note that all fields on this menu are pre-filled and you cannot enter data.

In ViewDirect, you have the option of printing the entire report or pages of a report. The following sections provide information on either option:

Printing the Entire Report

Once you are within the report, press PF2 and you will be directed to the Printing Menu. From this Menu, press enter and the entire report will be submitted to your printer.

Printing Portions of a Report

If you do not want to print the entire report (PF2 without one of the following commands prints the entire report), you can mark report pages for printing as follows:

- To print a specific number of pages, beginning on the current page you wish to print, on the command line enter MA(space)# (where # enter the number of pages you wish to print. Example: MA 6 will print the current page plus the following 5 pages). Press PF2 (print) and press enter to submit the print request.

- To print a entire section of a report, beginning on the first page of the section you wish to print, on the command line enter MA(space)S. Press PF2 (print) and press enter to submit the print request.

- To print a block of a data of a report, at the beginning of the block you wish to print, on the command line enter MA(space)B on the command line. Scroll forward to the end of the block of data you wish to print and enter MA(space)B again. Press PF2 (print) and press enter to submit the print request.

Contacts 11.0

ViewDirect Administrator (Personnel/Payroll)
Lisa Lobertini, 327-3923

Contact the Personnel/Payroll ViewDirect Administrator for questions related to printer change requests, the ViewDirect procedures, problems viewing reports and problems logging on.

ViewDirect Administrator (Fiscal)
Lita Dionosio, 445-5930

The Fiscal ViewDirect Administrator should be contacted for questions related to the Fiscal ViewDirect system.

Security Authorization Form, PSD125A
SCO Security Administrator,
Lisa Losh, 324-5879

Contact the Security Adminstator for questions related to the Security Authorization form and security requirements.

CLAS Liaison Unit
Support Staff, 327-0756

Contact the CLAS Liaison Unit for questions related to the data contained in any of the CLAS reports.

Payroll Liaison Unit
Support Staff, 323-3081

Contact the Payroll Liaison Unit for questions related to the data contained in any of the Payroll reports.

Data Management Unit
Pam Wilson, 324-3842

For questions related to the Established Position and Potential Vacancy Reports.

SCO Customer Service Hotline, 324-6716

Contact the Customer Service Hotline for printing problems.

APPENDIXES

APPENDIX

Available **Reports** (R) in ViewDirect

BOMRPT1 – Benefit Over Max – with SSN

BOMRPT2 – Benefit Over Max – without SSNs

LASP904C – Leave Activity & Balances – without SSNs

LASP906C – Leave Activity & Balances - with SSNs

PAYREGX – *Report* version of the Payroll Warrant Register Report

PDV1101 – Estab. PSN by PSN Number

PDV1102 – Estab. PSN by Class Title and Psn

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

ROLL8WR – Roll Code 8 Warrant Register Report

Available **Topics** (T) in ViewDirect

PAYREG – *Topic* version of the Payroll Warrant Register Report

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.

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 1st 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.

. 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.

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 o 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

- 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)

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 Pam Wilson of the SCO, Data Management Unit at (916) 324-3842.

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

PDV1101 – Established Positions by Position Number

This report lists all established or reclassed 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 reclassed 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
- 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 reclassed 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.*

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