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

DATE: May 14, 2014

CALATERS GLOBAL LETTER #14-003

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

FROM: LISA CROWE, Chief
Personnel/Payroll Services Division

RE: CalATERS GLOBAL 2013-2014 FISCAL YEAR-END ACTIVITIES

This letter is to inform you of upcoming CalATERS Global year-end processing activities.

Department Maintenance of Calprofile and Calapprover File Loads

All departments are requested to review their calapprover and calprofile files to verify that all individuals loaded on the calapprover and calprofile tables are current department employees. The file formats for calapprover and calprofile are available in the CalATERS Implementation Manual, Section 3 - Table Development.

In preparation for the upcoming 2014-2015 Fiscal Year, all edits and/or deletes to existing files should be submitted to CalATERS staff by Friday, June 20, 2014. Departments will be notified once these files have been successfully loaded into CalATERS.

Submission of Travel Advance and Expense Reimbursement Requests

For year-end reconciliation, the last payments issued from CalATERS Global will have an issue date of June 18, 2014. To meet this payment date, travel advance and expense reimbursement forms must be submitted and approved by department accounting staff no later than 5:00 PM on Wednesday, June 11, 2014. The payment information for the department accounting system and office revolving fund will be available on the morning of June 19, 2014. A broadcast message will be placed on CalATERS Global to remind users of the deadline.

Between June 12 and 30, 2014, CalATERS Global will be available for users to create expense reimbursement forms, to submit forms, to have forms approved by their approvers, and for the department accounting offices to approve the forms. However, these approved forms will not be extracted for reimbursement until July 1, 2014.

If you have questions, please contact the CalATERS Help Desk and refer to this CalATERS Global Letter.

LC: lr