DATE: December 17, 2025   MIRS LETTER #25-002
                                                (Civil Service Only)

TO: All Agencies in the Management Information Retrieval System

FROM: Lisa Dean, Chief
         Personnel and Payroll Services Division

RE: MANAGEMENT INFORMATION RETRIEVAL SYSTEM UPDATES – 2026 VIRTUAL TRAINING

The State Controller's Office (SCO) is pleased to announce the 2026 dates of the Management Information Retrieval System (MIRS) virtual training. After a strong first-year launch and valuable feedback from participants, we are excited to continue offering a training course that combines both written content and hands-on practice. Our goal remains the same, to support users as they develop the skills, knowledge, and confidence needed to write both beginner and advanced MIRS procedures.

For 2026, the MIRS virtual training will remain fully online and will continue to utilize Microsoft Teams. We have updated the structure of the course so that each class is four days in length, Monday through Thursday, with each training day scheduled from 8:30 a.m. to 4:30 p.m. (8 hours per day). Participants must attend all four days of the class to receive full credit for the course. Additionally, participants may now register for classes through SCO's [Personnel and Payroll Services Training Registration](#) webpage. Information on how to select and register for classes is provided on the linked webpage.

The updated curriculum is designed to support users at all levels of experience. New users will be guided through each concept in a clear and approachable way, while experienced users will find expanded instruction, new examples, and opportunities to enhance their current skill set. Throughout the training, participants will explore MIRS File Descriptions, learn how to troubleshoot error messages when writing procedures, and learn how to combine File Descriptions in Match Procedures. Instructors will also lead participants through hands-on practices designed to reinforce the written content of the class. Each participant will receive a digital MIRS Workbook to use during training and as a reference tool after class.

Classes will be offered throughout 2026. To register for Management Information Retrieval System Training, please visit the [Personnel and Payroll Services Training Registration](#) webpage to browse and enroll for an available class. Space is limited and will be reserved on a first-come, first-served basis. For additional information regarding MIRS virtual training or to watch the MIRS eLearning Modules, please visit the [MIRS Training](#) webpage.

If you have questions regarding this letter, please contact PPSDMIRS@sco.ca.gov.

For assistance with personnel or payroll related questions, please use the following contact information:

All PPSD Contact Information:

- [PPSD Contacts and Additional Information](#)

Web Resources:

- [For HR Personnel](#)
- [For State Employees](#)

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