STATE OF CALIFORNIA   BETTY T. YEE
                                                     California State Controller

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

DATE: July 15, 2020   PERSONNEL LETTER #20-018
                                           (Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
           Personnel and Payroll Services Division

RE: **JULY 1, 2020 PLP/FURLOUGH IMPLEMENTATION – EMPLOYEE RECORDS
           REQUIRING MANUAL PROCESSING VIEWDIRECT REPORTS**

The State Controller's Office (SCO) is providing departments with listings of their Rank-and-File, Excluded, and Exempt employees whose records will require manual processing by July 22, 2020 to apply the July 1, 2020 Personal Leave Program (PLP) or Furlough 2020 Earnings ID (EID).

The first report includes employees who have three locked-in EIDs. The report can be found on the ViewDirect on-line report system under report ID PDP3107C and report name, "7/1/20 PLP/FURLOUGH IMPLEMENTATION - EMPLOYEES WITH 3 LOCKED-IN EIDS." Departments must delete one of the existing EIDs for these employees and add the appropriate PLP/Furlough EID. The deleted pay differential will need to be keyed via the PIP system until the PLP/Furlough 2020 is discontinued.

The second report includes employees with existing 350 transactions effective July 1, 2020. The report can be found under report ID PDP3107F and report name, "7/1/20 PLP/FURLOUGH IMPLEMENTATION - EMPLOYEES WITH 7/1/20 EFF DATE 350 TRANS." Departments must manually process 350C transactions to add the appropriate PLP/Furlough EID and correct any out-of-sequence data resulting from the 350C transaction for eligible employees.

These listings will remain on ViewDirect for 90 days. Entries on the reports are sorted by agency code, then by CBID, then by class, then by Social Security Number (SSN). Departments with no affected employees will have no data listed under the report ID. These are one-time reports and hard copies will not be provided to departments.

Please refer to SCO Personnel Letter #20-012 for additional information. This letter can be accessed via the following link: SCO Personnel Letter.

Only personnel staff authorized to access ViewDirect will be able to view and print this listing. For more information on accessing and printing ViewDirect reports, please see the ViewDirect User Manual on the SCO website at SCO ViewDirect Website.

Please direct questions as follows:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER/EMAIL
Content of ViewDirect Reports	Ashley Le	ALe@sco.ca.gov

SUBJECT AREA	CONTACT	TELEPHONE NUMBER/EMAIL
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Statewide Customer Contact Center SCO	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division SCO	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division SCO	PPSDOps@sco.ca.gov

JEB:AL:PMAB