

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

DATE: September 1, 2020

PERSONNEL LETTER #20-025
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: MERIT SALARY ADJUSTMENT (MSA) REPORTS**

The Personnel and Payroll Services Division (PPSD) has released a new report to ViewDirect for the MSA Slips that only displays the last four digits of the employee's Social Security Number (SSN). The current report with the employee's full SSN is still available for those agencies that require the full SSN. Both reports are available under the following Report IDs and names:

Report ID	Report Name	Comments
PD6300S	MSA Slips	Current Report: Displays employee's full SSN
PD6300SNS	MSA Slips (Last4)	New Report: Displays the last four digits of the employee's SSN only

For inquiries specific to Personnel staff authorized to access ViewDirect, contact PPSD Decentralized Security by emailing dsa@sco.ca.gov and refer to the [ViewDirect User Manual](#) for information regarding accessing and printing ViewDirect reports.

Additional Contact Information:[Statewide Customer Contact Center](#) (916) 372-7200Human Resources (HR) Suggestions Email Inbox (All HR Staff) – PPSDHRSuggestions@sco.ca.govCalifornia State University (CSU) Email Inbox PPSDCSUInquiry@sco.ca.govEscalation Email Inbox (HR Supervisors and Managers) – PPSDOps@sco.ca.gov

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