

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

DATE: April 11, 2025

PERSONNEL LETTER #25-006
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division

RE: ITEM 351 ESTABLISHED EARNINGS – NEW VIEWDIRECT REPORT AND AUDIT MESSAGES

In reference to [Personnel Letter #24-007](#), the State Controller's Office (SCO) released a new report of Rank-and-File and Excluded employees with incorrect data in Item 351, Established Earnings. The new version of the report PDSQ0122, "EMPLOYEES WITH BLANK EID BUT POPULATED ASSOCIATED AMOUNT," dated April 1, 2025, is available on ViewDirect or Mobius View. This listing will be available for 90 days. Previous versions of the report are still accessible on ViewDirect. For more information on accessing and printing ViewDirect and Mobius View reports, please see the [ViewDirect and Mobius View](#) webpage on the SCO website.

The records on report PDSQ0122 show a blank value in the Established Earnings ID (EID) 1, 2, and/or 3 field(s), yet display an associated EID dollar amount. These errors were caused by not properly re-entering or deleting the EID(s) to reflect the appropriate EID(s) for the effective date of the transaction(s).

To stop these errors from recurring, SCO established four new audit messages, as follows:

0351-01 VERIFY EID #1 AND RE-ENTER OR DELETE EID, AS APPROPRIATE

0351-02 VERIFY EID #2 AND RE-ENTER OR DELETE EID, AS APPROPRIATE

0351-03 VERIFY EID #3 AND RE-ENTER OR DELETE EID, AS APPROPRIATE

0351-04 DUPLICATE ESTABLISHED EARNINGS ID

If an employee is still eligible for the EID, the department must re-enter the EID properly by keying "L" in the IND field and the appropriate EID, ensuring that the same EID is not keyed in multiple EID fields. If an employee is no longer eligible for the EID, the department must properly delete the EID by keying "*" in the IND field and "EOF" in the ID field.

[Personnel Action Manual \(PAM\) Section 10.13.2: CS/EXEMPT AUTOMATED AUDITS](#) has been updated to reflect the new audit messages and procedures to resolve these errors.

DEPARTMENTAL ACTION REQUIRED

Departments must review the transactions listed on PDSQ0122 every month and correct all records. If an employee is no longer entitled to the EID, departments must process a correction for the identified transaction(s) and key an asterisk (*) in the Established Earning Indicator "IND" box, and EOF in the Established Earnings Identifier "ID" box to delete the remaining dollar amount. All resulting out-of-sequence transactions must also be corrected.

Please refer to [PAM Section 2.48.1: Item 351 – Established Earnings](#), and [PAM Section 9: PAR Corrections Out of Sequence Voids](#) for additional processing instructions.

For additional questions, please use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (SCCC) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

Websites:

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

LD:HK:PMAB