

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

DATE: February 16, 2022

FISCAL YEAR-END LETTER #22-001  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: SCHEDULE 8 FILE TRANSFER PROTOCOL SIGN-UPS AND VIEWDIRECT REPORT**

In conjunction with the Department of Finance and the State Controller's paperless initiative, the State Controller's Office (SCO) will no longer provide a hard copy of the annual Schedule 8 Report. The SCO will now offer two methods to receive an electronic version of the Schedule 8 Report.

The first method is via File Transfer Protocol (FTP). This electronic version will allow agencies to download, view and filter their Schedule 8 in Microsoft Excel. To ensure the media specification information in our files is current, please complete, scan and return via email the media specification information package (Attachment A) by March 30, 2022 to the email address on Attachment A, Page 1. If your agency is planning a reorganization, please include any new agency codes in Item 3 of Attachment A, Page 1. For each FTP file, your agency will be charged \$72.00. All costs incurred will be included in the invoice for the billing quarter. Record format description and file definitions can be provided to assist in programming upon completion of FTP sign up.

The second method is via the ViewDirect system. Agencies will be able to review the Regular SCH 8 Report as well as the Supplementary report. Agencies can access ViewDirect Report ID: PD59, Report Name "SCH 8 REGULAR" and PD 60, Report Name "SCH 8 SUPPLEMENTAL". For information on how to obtain access, please refer to the [ViewDirect Manual](#) for procedures.

If you have any questions, please contact Chuck Lucas in the Systems Activities Coordination and Support Unit at [ppdsacs@sco.ca.gov](mailto:ppdsacs@sco.ca.gov).

**Additional Contact Information:**

- Affordable Care Act (ACA) Email [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)
- Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)
- Cal Employee Connect Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
- California Leave Accounting System (CLAS) Email [Clas@sco.ca.gov](mailto:Clas@sco.ca.gov)
- ConnectHR Email [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDmirs@sco.ca.gov](mailto:PPSDmirs@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

**SCO Key Initiatives:**

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

JEB:AB:SACS

STATE CONTROLLER'S OFFICE  
PROGRAM MANAGEMENT AND ANALYSIS BUREAU  
FTP SPECIFICATION INFORMATION

RETURN TO: Chuck Lucas  
STATE CONTROLLER'S OFFICE  
PPSDSACS@SCO.CA.GOV  
RE: SCH 8 FTP FORM

**MUST BE RETURNED BY MARCH 30, 2022**

FILE NAME: SCHEDULE 8

- 1. DEPARTMENT NAME/ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. MEDIA CHARACTERISTICS

FTP

- 3. SELECTION CRITERIA

Please list the three (3) digit payroll agency code(s) to be used for the selection criteria. This is not asking for your 4-digit budget code (or Org Code or CFIS code) and please include all agencies your agency is responsible for Payroll and Personnel Transactions:

Agency Code(s)    \_\_\_\_\_  
                                  \_\_\_\_\_  
                                  \_\_\_\_\_  
                                  \_\_\_\_\_

- 4. MEDIA DELIVERY

AUTHORIZED FTP USER. Please provide the following information on those individuals who will be authorized to extract this data. Samantha Kelly, the FTP Coordinator will get access for the FTP user through our Information Security Office. She can be reached via email at [skelly@sco.ca.gov](mailto:skelly@sco.ca.gov) should you have any questions.

Authorized Person(s)

Full printed name \_\_\_\_\_  
Email \_\_\_\_\_

Telephone # \_\_\_\_\_  
Current User ID \_\_\_\_\_

Full printed name \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Current User ID \_\_\_\_\_

5. WHO TO CONTACT FOR PROBLEMS, ETC.

Full Printed Name \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone # \_\_\_\_\_

6. BILLING CONTACT FOR CHARGES INCURRED (\$72.00 PER MEDIA)

Full Printed Name \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

7. TEST MEDIA

A Schedule 8 test media can be provided in May prior to July 1, 2022. Please check one of the following:

- YES – please send test media.
- NO – test media is not required.

8. Please note that some of the information contained on this file is considered confidential under the Information Practices Act of 1977. Upon receipt of this data, you assume responsibility to ensure adequate controls exist to meet Federal and State requirements for protecting confidential information.

9. PERSON COMPLETING THIS FORM:

Full printed Name \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone # \_\_\_\_\_

10. PERSON AUTHORIZING SCHEDULE 8 MEDIA REQUEST:

Full printed Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_