1. Welcome to the State Controller’s Office Personnel / Payroll Specialist Fundamentals Course Module 3: Mainframe Systems Overview. This class is a prerequisite for all instructor-led classes offered by the State Controller’s Office.

We hope you find this eLearning beneficial and relevant. Should you have problems viewing or playing this eLearning program, please contact the Personnel/Payroll Services Statewide Training Unit at ppsdtraining@sco.ca.gov to request assistance.

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Please do not use training course materials in lieu of the appropriate legal and regulatory references.

Thank you.

3. The purpose of this training module is to introduce you to eight SCO Mainframe Production, or SCOPROD, systems.
### Slide 4

**Training Objectives**

At the completion of this course, you will:

- Understand the importance of each mainframe system discussed.
- Understand the types of information each mainframe system provides.

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### Slide 5

**Uniform State Payroll System (USPS)**

The USPS is a decentralized system that Civil Service Departments and Agency Human Resources staff are responsible for entering data into for the accurate generation of personnel and payroll records.

To obtain access to the mainframe, a PSD125A form must be completed by your Agency or Division’s contact and submitted to the SCO Decentralized Security Administrator for approval.

Now let’s get started!

We will begin by discussing the Uniform State Payroll System, or USPS.

The USPS is a decentralized system that Civil Service Departments and Agency Human Resources staff are responsible for entering data into for the accurate generation of personnel and payroll records.

Personnel and payroll systems are accessed through a mainframe computer system interface you log into from your computer called “the Mainframe” or “SCOPROD” (meaning the SCO Production environment). These systems are used to inquire and/or update employee records.

To obtain access to the mainframe, a PSD125A form must be completed by your Agency or Division’s contact and submitted to the SCO Decentralized Security Administrator for approval.

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### Slide 6

**SCOPROD System**

The eight most common SCOPROD environments you will use in your day-to-day work are:

- **PIMS**, or Personnel Information Management System,
- **ACAS**, or Affordable Care Act System,
- **HIST**, or Online Payment History Record,
- **TAXI**, or Payment History Record Year-to-Date Inquiry,
- **PIP**, or Payroll Input Process,
- **REPT**, or ViewDirect,
- **MPC**, or Master Payroll Certification,
- And **CSP**, or Civil Service/Exempt Payscale.

Two additional systems, **LAS**, or California Leave Accounting System, and **MIRS**, or Management Information Retrieval System, will not be included in this training. For information about these two subscription-based systems, please visit the State Controller’s Office Website at [www.sco.ca.gov](http://www.sco.ca.gov)
### Slide 7

**Content**

Now let’s see what you’ve learned so far!

At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.

### Slide 8

**Content**

Mark whether the following statement is True or False.

The Uniform State Payroll System (USPS) is a decentralized system used by Civil Service Departments and Agencies for accurate generation of personnel and payroll records.

**True** or **False**?

### Slide 9

**Content**

Type a letter in Column 1 that best matches the description shown in Column 2.

**Column 1**
- PIMS
- ACAS
- HIST
- TAXI
- PIP
- REPT
- MPC
- CSP

**Column 2**
- Personnel Information Management System
- Affordable Care Act System
- Online Payment History Record
- Payment History Record Year-to-Date Inquiry
- Payroll Input Process
- ViewDirect
- Master Payroll Certification
- Civil Service/Exempt Payscale
<table>
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<tbody>
<tr>
<td>10.</td>
<td><img src="image1.png" alt="SCOPROD Systems" /></td>
<td>The first SCOPROD System we will review is the Personnel Information Management System, or PIMS. The Personnel Information Management System is a computerized information file, or database, that contains official personnel, payroll, and retirement information for the majority of employees of the California State Civil Service and the California State University (CSU). Responsibility for PIMS maintenance and security is delegated to the State Controller, the pay agent for the State of California Civil Service and the California State University systems. To access the Personnel Information Management System, type “PIMS” in the SCOPROD Entry Screen and then click Enter.</td>
</tr>
</tbody>
</table>
| 11. | ![Personnel Information Management System (PIMS)](image2.png) | There are two parts to the PIMS screen.  
- The top portion is for Inquiry ONLY;  
- The bottom portion is for keying updated information.  
Please note that you may only view and update records for employees currently employed with your department, last employed with your department, or being appointed to your department, and who are on the ACTIVE Employment History database. In this training, we will only be addressing the Inquiry section of each PIMS report. |
| 12. | ![Personnel Information Management System (PIMS)](image3.png) | There are five types of Employment History Inquiries you can make through the PIMS prompt screen:  
- **PAR INQUIRY** – The PAR, or Personnel Action Request, displays the last or most recent transaction entered on the Employment History database.  
- **EAR INQUIRY** – The EAR, or Employee Action Request, displays current information and is formatted in the same order as the EAR form.  
- **RST INQUIRY** – The RST, or Retirement System Transaction, displays retirement information. This information is interfaced with the PERS System.  
- **HIST INQUIRY** - or Employment History System, is used to inquire on employment history records to verify transactions posted correctly.  
- **PSN INQUIRY** – PSN, or Position Inquiry, reflects position information for each position sequence the employee has on the database. In this training module, we will briefly describe each of these inquiry screens. More detailed information regarding Employee History is provided in the Employment History Overview instructor-led classroom training. |
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<tbody>
<tr>
<td>13.</td>
<td><img src="image1.png" alt="Image" /></td>
<td>To attend this classroom training, please contact your Agency or Department Training Coordinator. The first area we will explore is Personnel Action Request, or PAR, Inquiry. To review the most recent PAR transaction history, place your curser on the PAR type line in the Social Security field, type the Social Security Number, and click Enter.</td>
</tr>
<tr>
<td>14.</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Let’s take a moment to review the PAR Inquiry results for this fictitious employee. The PAR inquiry screen displays the last, or most recent, transaction entered on the Employment History database. The screen is often used by Personnel and Payroll Specialists to validate the most recent changes to an employee’s history in lieu of the receipt of a turnaround PAR. To return to the Inquiry type Prompt screen, press the Page Up key.</td>
</tr>
<tr>
<td>15.</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Next we will review current Employee Action Request, or EAR, Inquiry transaction screen. To review the most recent EAR transaction history, place your curser on the EAR type line in the Social Security field, type the Social Security Number, and click Enter.</td>
</tr>
</tbody>
</table>
16. The EAR Inquiry transactions screen displays current information that is formatted in the same order as the EAR document. This EAR Inquiry screen for a fictitious employee displays the employee’s Social Security Number, full Name, Marital status, State and Federal Tax Withholding status, Exempt status, Address, Birthdate, and Address Withholding indicator.

17. To review an employee’s most recent Retirement Transaction, place your cursor on the RST type line in the Social Security field, type the Social Security number, and click Enter.

18. The Retirement System Transaction displays retirement information and interfaces with the Public Employees’ Retirement System, or PERS. The Retirement System Transaction screen is divided into four sections: Employee/Member Information, Employment Information, Retirement Information, and Separation Information.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>19</td>
<td></td>
<td>Next we will review how to access an employee’s Employment History Transaction, or HIST.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employment History Inquiry can only be accessed for employees who are currently employed with your department or who were last employed with your department.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>There are two ways to use Employment History System Inquiry. They are HIST (PAR) and HIST (EAR).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>We will first review HIST (PAR).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To access this information, place your cursor on the HIST type line in the Social Security field, type the Social Security Number, and click Enter.</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>This is the PAR Employee History inquiry screen.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This screen is used to inquire on employment history records in order to verify transactions posted correctly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In this example of a fictitious employee, the upper right corner tells us that we are viewing one of six pages of PAR keying history. The PAR History screen displays from one to nine pages of PAR transactions posted on the employee’s record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This inquiry provides identifying information such as the employee’s Social Security Number and full Name, as well as transaction details such as Effective Date, Transaction Code, Position Number, SPB Agency, Entry Date, PSD Reference Number, History Types, and SPB ID indicator code.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This screen also contains a History Type Legend to assist in reading the History Type Codes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To return to the inquiry type Prompt screen, press the Page Up key.</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>The second way to use the Employee History System is to review HIST EAR.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The EAR employment history screen displays the last 15 EAR transactions posted on an employee’s record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To access EAR History, key in the employee’s Social Security Number, key 13 numeric zeroes under Position Number, and click Enter.</td>
</tr>
</tbody>
</table>
22. EAR History is displayed on one screen and reflects up to the last 15 transactions on the employee record.

Unlike HIST PAR, HIST EAR types do not provide detailed data. Attempts to access history through this screen can result in error messages.

PAR Transaction Codes: 105 (Social Security Number), 440 (Gender), 445 (Ethnic Origin), 455 (Disability Code), and 705 (Total State Service) are only displayed on this screen.

Transaction code MIS indicates that more than one type of action was processed on the EAR document.

To return to the inquiry type Prompt screen, press the Page Up key.

23. The final area we will explore in PIMS is the Employee Position Number, or PSN, screen. This category can be accessed for any employee in the USPS Employment History database.

To review an employee’s most current Employee Position Number, place your cursor on the PSN type line in the Social Security field, type the Social Security Number, and click Enter.

24. In this example of a fictitious employee, the PSN screen reflects position information for each position sequence this employee has in the database.

This screen displays the following information:

- **SERV** identifies if the employee’s record is in service or out of service. If the field is blank the record is in service, if the field has either a “C” or a “P”, the record is out of service due to PPSD processing.
- **SEP** identifies if an employee is current or separated. A blank field indicates the employee is actively employed, a “T” in the field means the employee is temporarily separated on non-pay status, and an “S” indicates the employee is permanently separated.
- **DOC Number** conveys the document processing number that identifies the number of personnel actions that have been processed for the employee.
- **RETIRE ACCT CODE** defines the employee’s retirement system.
- **TIME BASE** indicates the employee’s time base.

In this example, **FT** indicates the employee has Full Time status and **INT** indicates the employee is Intermittent.
### 25. Now let's see what you've learned so far!

At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.

### 26. Mark whether the following statement is True or False.

The Personnel Information Management System, PIMS, is a computerized information database containing official personnel, payroll, and retirement information for the majority of California State Civil Service and California State University employees.

**True** or **False**?

### 27. Type a letter in Column 1 that best matched the description in Column 2.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Action Request (PAR) Inquiry</td>
<td>Column 3: A. reflects position information for each position sequence the employee has on the database.</td>
</tr>
<tr>
<td>Employee Action Request (EAR) Inquiry</td>
<td>B. Displays current information.</td>
</tr>
<tr>
<td>Retirement System Transaction (RST) Inquiry</td>
<td>C. Displays last, or most recent, transaction entered on the Employment History database.</td>
</tr>
<tr>
<td>Employment History (HIST) Inquiry</td>
<td>D. Is used to inquire on employment history records to verify transactions posted correctly.</td>
</tr>
<tr>
<td>Position (PSN) Inquiry</td>
<td>E. Reflects position information for each position sequence the employee has on the database.</td>
</tr>
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</tbody>
</table>
| 28. | ![Image](image1.png) | Select the location in PIMS that best matches the following statement.  
When reviewing an Employee’s Employment History Transaction, or HIST, the last 15 EAR transactions posted do not provide detailed data.  
A. HIST EAR  
B. HIST PAR |
| 29. | ![Image](image2.png) | Select the location in PIMS that best matches the following statement.  
When reviewing an Employee’s Employment History Transaction, or HIST, this screen is used to verify transactions posted correctly and contains one to nine pages of transaction history.  
A. HIST PAR  
B. HIST EAR |
| 30. | ![Image](image3.png) | The second SCOPROD System we will review in this training is the ACAS, or Affordable Care Act System.  
The State is required to report health coverage status to the IRS every year. The State Controller’s Office has created the ACAS database to capture the data the State is required to report to the IRS to demonstrate compliance. All health benefit status codes are keyed into the ACAS database. The ACAS must show a status, such as offer or acceptance, for each employee from date of hire to date of separation.  
Five status code categories that capture an employee’s health benefits status and eligibility:  
- Keying of health benefits statuses should be done during the month the event occurs.  
To access the Affordable Care Act System (ACAS), type “ACAS” in the SCOPROD Entry Screen and click Enter. |
<table>
<thead>
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<th>Pg</th>
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</thead>
<tbody>
<tr>
<td>31.</td>
<td><img src="image1.png" alt="Image of the main menu" /></td>
<td>This is the main menu. During this training we are not using actual Social Security Numbers. Let’s look at the Key ACAS Transaction screen first. To enter a transaction, enter the Social Security Number and place an “X” next to Key ACA Transaction/Health Coverage Notice Date.</td>
</tr>
<tr>
<td>32.</td>
<td><img src="image2.png" alt="Image of the Key ACAS Transaction screen" /></td>
<td>This is the Key ACAS Transaction screen. Only three fields may be keyed: the Effective Date, the ACA Status, and the Health Coverage Notice Date. Please be sure to refer to the instructions in the ACAS User Guide regarding entry of the Health Coverage Notice Date.</td>
</tr>
<tr>
<td>33.</td>
<td><img src="image3.png" alt="Image of the ACA history screen" /></td>
<td>If you want to look at ACA history, enter a Social Security Number and enter an “X” next to View ACA Transaction History.</td>
</tr>
<tr>
<td>Pg</td>
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</tr>
<tr>
<td>34.</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Now you are able to view ACA Transaction History for a fictitious employee. Notice there are several two digit codes in the ACA STATUS column. In the ACA Transaction History, the most current transaction is at the top. An employee’s health benefit status must be accounted for by an ACAS code from the date of hire to the date of separation. To review the ACAS User Guide and to view the ACA Overview video and ACAS Database Training Module, along with other supporting documentation, please visit the State Controller’s Office eLearning webpage. To return to the main SCOPROD Entry Screen, press the Pause Break key.</td>
</tr>
<tr>
<td>35.</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Next we will review the online Payment History system, also known as “HIST.” The Payment History System is an online inquiry payment record that is accessed from the SCOPROD screen. To access Payment History screens, type “HIST” at the SCOPROD Entry Screen and click Enter.</td>
</tr>
<tr>
<td>36.</td>
<td><img src="image3.png" alt="Image" /></td>
<td>This is the Payroll Online Information System screen. HIST stores 36 pay periods, plus current, of payment history information from the issue date of the payment. To view more information, type an “X” on the same line as Payment History Inquiry and click Enter.</td>
</tr>
</tbody>
</table>
This example is for a fictitious employee.

To view an employee’s payment history information, type the Social Security Number and the appropriate Beginning and Ending Pay Period dates, and click Enter.

The Payment History Summary screen displays a list of payments and adjustments in the following order: Pay Period, Position Number, Payment History Records, and Issue Date.

Below the Social Security Number, starting on the left and moving across the screen to the right, the codes in the columns represent the: Position Number, Clearance Type, Payment Type, Shift Differential, Adjustment Code, Salary Type, Marital Status, Salary Total, Time Base, Time Paid (Days and Hours), Gross, Accounts Receivables or Warrant Number, and Issue Date.

In the Time paid column, a full month will display as “99” on HIST, this does not indicate 99 days of pay.

Definitions of payroll codes and their corresponding values can be found on the Controller’s Office Website in the Payroll Procedures Manual (PPM) at: [http://www.sco.ca.gov/ppdm_ppm.html](http://www.sco.ca.gov/ppdm_ppm.html).

From the Payment History Summary screen, you can view the Payment Detail or Miscellaneous Deductions for an employee.

To view Payment Detail only, key a "P" in front of the position number. The payment detail screen contains detailed information for the payment or adjustment requested.

To view Miscellaneous Deductions only, key a "D" in front of the position number. This screen contains detailed miscellaneous deduction information for the payment or adjustment.

To view BOTH the Payment Detail and Miscellaneous screens, key a "B" in front of the position number. This will provide both Payment Detail and Miscellaneous Deduction information.

The system will display the Detail screen first, and then the Deduction screen for each pay period, beginning with the earliest pay period requested.
<table>
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<tbody>
<tr>
<td>40.</td>
<td><img src="image1.png" alt="Image" /></td>
<td>This is the Payment History Detail screen. This screen provides detailed information for the payment, or adjustment, identified on the Summary screen. Notice in the upper right corner of this screen, there are two pages to this payment history. The types of information found on this screen include Employee’s Social Security Number, Name, and Position Number. This screen also displays the CBID, Pay Period, Warrant Number, Issue Date, Gross Pay, Net Pay, Payroll Code (Clearance Type, Roll Code, Payment Type, Payment Type Suffix, Adjustment Code, Shift Differential, Gross Type, Special Pay, Work Week Group, Overtime Code, Range, and Salary Type), and various payroll deductions such as Retirement, Social Security, Medicare, Federal and State Tax, and SDI. Please be sure to reference the PPM to obtain a copy of all of the applicable payroll codes. To return to the main SCOPROD Entry Screen, press the Pause Break key.</td>
</tr>
<tr>
<td>41.</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Now let’s review the Payroll Information System History Year-to-Date Inquiry. At the SCOPROD Entry Screen, type “TAXI” and press Enter. The Year-to-Date Information System, or TAXI environment, displays payment records which are reflected on the W-2 as well as fringe benefit information for a specific record. Information is available for the current plus four prior tax years.</td>
</tr>
<tr>
<td>42.</td>
<td><img src="image3.png" alt="Image" /></td>
<td>This is the main TAXI screen. Here you will find payment history, as well as year-to-date information, similar to what is printed on a W-2 form.</td>
</tr>
<tr>
<td>Pg</td>
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</tr>
</tbody>
</table>
| 43. | ![Image](https://example.com/image1.png) | To access year-to-date information, enter the employee’s Social Security Number and tax year or the beginning and ending pay periods to be viewed.  

Please note that all examples shown in this presentation are for fictitious employees.  

Entering the tax year will display year-to-date payment information for all payments issued during the requested tax year, as reflected on the W-2.  

Entering the beginning and ending pay periods will display year-to-date payment information for all payments issued for the specified range of pay periods, regardless of issue date.  

There are three types of data that can be viewed from this screen: SUMMARY data, DETAIL data, and TOTALS Only.  

In this example, we will view “Totals Only.” To view this information, place an “X” on the “Totals Only” line and click Enter. |
| 44. | ![Image](https://example.com/image2.png) | Here you will see year-to-date tax information for this fictitious employee.  

Year-to-date tax information is used to verify income; identify Social Security withholdings; identify flex amounts; fringe benefits; deferred compensation for lump sum deferral; and any Employee Paid Member Contributions. |
| 45. | ![Image](https://example.com/image3.png) | Year to Date Inquiry or TAXI can also be used to check payment history.  

To view an employee’s payment history, Enter the employee’s Social Security Number, enter the Beginning and Ending Pay Period, then Press the F2 key. |
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<th>Slide</th>
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</table>
| 46 | ![Year to Date Selection Summary](image) | This is the Year to Date Selection Summary page for a fictitious employee.  
This summary screen shows the pay period, or periods, you selected on the Year to Date Inquiry main menu.  
To view more detailed information for a specific pay period, place an “X” on the pay period you wish to view and click the F3 key. |
| 47 | ![Payment History detail](image) | This is the Payment History detail for the pay period selected on the summary screen.  
This detail page for a fictitious employee displays specific payment history information regarding the Payment Type, Pay Period, Clearance Type, Issue Date, Warrant Number, Retirement Deduction, Social Security, Medicare, Federal and State Tax, and 401K (Deferred Compensation).  
As you can see from this example, the same information displayed in our previous HIST example is also available in TAXI; however, the information is arranged a little differently.  
To return to the SCO Production Entry Screen, click the Pause Break key. |
| 48 | ![Quiz](image) | Now let’s see what you’ve learned so far!  
At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide. |
### 49.

Type a letter in Column 1 that best matches the description shown in Column 2.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>- This database is used to key health benefit status codes to capture IRS-mandated data.</td>
<td>ACAS – Affordable Care Act</td>
</tr>
<tr>
<td>- This database is an online inquiry payment record that stores 36 pay periods of payment history information from the issue date of the payment.</td>
<td>HIST – Employment History System</td>
</tr>
<tr>
<td>- This database displays up to four prior tax years of payment records which are reflected on the W-2, as well as fringe benefit information for a specific record.</td>
<td>TAXI – Year-to-Date Information System</td>
</tr>
</tbody>
</table>

### 50.

The next system we will review is the Payroll Input Process, or PIP.

PIP is an online/update data entry system that allows departments and agencies to submit a variety of payroll-related and leave transactions by keying batch inputs.

A batch is a system name for one or more documents keyed into the PIP system.

To access the Payroll Input Process system, type “PIP” in the SCOPROD Entry Screen and click Enter.

### 51.

This is the Time and Attendance Menu or PIP main menu.

The PIP System has two primary functions, Update and Inquiry. From this menu either function can be accessed. Once a function has been accessed, the other function can only be reached by returning to the PIP main menu.

The PIP Inquiry function provides transaction information for approximately three months from the creation date of the batch, as well as various methods of inquiry.

This includes:

- Employee Inquiry which provides all the transactions for a specific Social Security Number,
- Batch Inquiry which reflects all information in a batch, and
- Batch Directory which provides a list of all department or agency batches.

The PIP Update function allows for the processing of several Payroll forms. These forms include:
<table>
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<th>Pg</th>
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<tbody>
<tr>
<td>52.</td>
<td>![Screen Shot]</td>
</tr>
</tbody>
</table>

- Standard Form 672 - the Time and Attendance Report
- Standard Form 603 - Report of Absences Without Pay
- Standard Form 671 - Miscellaneous Payroll and Leave Actions
- Standard Form 966 - Employee Time Certification
- Standard Form 683 – the Pay Adjustment Request

For more information about PIP, please refer to the Payroll Procedures Manual, or PPM, Section K - PIP documentation.

To register to attend the PIP instructor-led classroom training, please contact your Agency or Department Training Coordinator.

In our next SCOPROD Systems review, we will take a look at ViewDirect.

ViewDirect is an online reporting system maintained by the State Controller’s Office. ViewDirect contains reports necessary for human resources offices to reconcile personnel and payroll transactions.

The reports on ViewDirect are immediately available online after they are produced. Users can access and print the online reports from their workstations.

Please note that the State Controller’s Office maintains two separate ViewDirect databases.

1. The first database is the Personnel/Payroll Services Division (PPSD) ViewDirect database, which contains personnel and payroll related reports.
2. The second ViewDirect database contains fiscal reports and is maintained by the Division of Accounting and Reporting.

In this training we will focus on the ViewDirect reports related to personnel and payroll services.

To begin our review of ViewDirect reports, we will begin at the SCOPROD Entry Screen.

Type “REPT” and click Enter.
53. This is the ViewDirect Viewing Menu.

While many reports are available in ViewDirect, in this module we will be discussing the Payroll Warrant Register.

The Payroll Warrant Register is a report that displays the record of payments for each employee who has pay issued or adjusted on a daily, semi-monthly, or monthly cycle. This information includes the amount of original pay and any adjustments, transfers, Accounts Receivables, Accounts Receivables reversals, and/or redeposited amounts.

The Payroll Warrant Register online report is a condensed version of the printed copy and was originally developed for payroll reconciliation purposes. The online register does not show the mandatory and voluntary deduction detail that the printed copy shows.

You may find this deduction information through the Payroll Online History System.

54. There are two ways to navigate through the ViewDirect reports. These access options are by Report or “R”, or by Topic or “T.”

In this example we are going to look for a copy of the Payroll Warrant Register by topic.

To search for this report by topic, enter “T” at the access option prompt and click Enter.

55. This is the Enterprise Index Topics page.

Under “Topic ID” locate the name of the report you wish to view. In this example, the Topic ID is PAYREG and the topic name, or report name, is Payroll Warrant Register.

Place an “X” under Option and press Enter.
56. On the Enterprise Index Topic Versions screen, place an “X” under the option you would like to view and click Enter.

57. Here you will see a list of the current Payroll Warrant Registers available for review. Notice the files are listed by the three-digit agency code number, then by reporting unit.

The five types of Payroll Registers are categorized by Clearance Type code.

The Payroll Warrant Register, Clearance Type 1, is a record of Payroll Warrants issued. There are two categories for payroll warrant registers; Master Payroll and Supplemental Payroll.

The Redeposit Warrant Register, Clearance Type 4, is the record of payroll warrants that are redeposited back into the departments’ funds. The warrants are either withheld by the State Controller’s Office prior to being sent to the departments, or returned by the departments.

58. Clearance Type 5, the Accounts Receivable Warrant Register, is the record of an overpayment. It shows how much an employee must reimburse the department.

Clearance Types 6 and 7, the Transfer of Funds Warrant Register, are the records of adjustments necessary to correct position and/or appropriation originally charged in error due to retroactivity and/or incorrect PARs.

Clearance Type 9, the Reverse Accounts Receivable Warrant Register, is the record of the reversals of a previously established A/R.

Please note that you will only have access to Payroll Warrant Registers that belong specifically to your department.

For a copy of the ViewDirect User Manual and other ViewDirect documentation, visit the State Controller’s ViewDirect webpage.

To return to the SCOPROD, press the Pause Break.
### Slide 59

**Your Knowledge #4**

Now let’s see what you’ve learned so far!

At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.

### Slide 60

**Type a letter in Column 1 that best matches the description shown in Column 2.**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>A. PIP input process</td>
</tr>
<tr>
<td>F</td>
<td>B. PIP inquiry function</td>
</tr>
<tr>
<td>G</td>
<td>C. PIP update function</td>
</tr>
<tr>
<td>H</td>
<td>D. Payroll warrant register</td>
</tr>
<tr>
<td>I</td>
<td>E. Payroll Warrant Register</td>
</tr>
</tbody>
</table>

**Column 1**

- An online/update data entry system that allows for a variety of payroll-related and leave transactions by keying batch inputs.
- Provides transaction information for approximately three months from the creation date of a batch.
- A system name for one or more documents keyed into the PIP system.
- Allows for the processing of several payroll forms.
- A report that displays records of payments for each employee who has pay issued or adjusted on a daily, semi-monthly, or monthly cycle.

**Column 2**

- PIP – Payroll Input Process
- PIP Inquiry Function
- Batch
- PIP Update Function
- ViewDirect
- Payroll Warrant Register

### Slide 61

**Type a letter in Column 1 that best matches the description shown in Column 2.**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A. Records of all payment transactions correct position and balances and transactions and addresses are made due to incorrectly entered information. PIPs.</td>
</tr>
<tr>
<td>B</td>
<td>B. Record of an instruction showing how much an employee is to receive the department.</td>
</tr>
<tr>
<td>C</td>
<td>C. The record of the transactions of a previously established A/C.</td>
</tr>
<tr>
<td>D</td>
<td>D. Records of payroll amounts containing multiple payroll and supplemental payroll information.</td>
</tr>
<tr>
<td>E</td>
<td>E. Records of payroll amounts that are deposited back into the department's bank.</td>
</tr>
</tbody>
</table>

**Column 1**

- Clearance Type 1 – Payroll Warrant Register
- Clearance Type 4 – Redeposit Warrant Register
- Clearance Type 5 – Accounts Receivable Warrant Register
- Clearance Types 6 and 7 – Transfer of Funds Warrant Register
- Clearance Type 9 – Reverse Accounts Receivables Warrant Register

**Column 2**
The next SCOPROD System we will review is the Master Payroll Certification (MPC) system.

The Master Payroll Certification System is an online and batch process system which allows departments and agencies to certify attendance for negative attendance employees. As you learned in Module 2: Introduction to Forms, Negative Attendance is the reference term for employees whose warrants are written PRIOR to the close of the pay period. Payment is based on ANTICIPATED time worked after Master Payroll cutoff through the end of the pay period. Those employees make up Roll Codes 1 (monthly) and 2 (semi-monthly).

To access Master Payroll Certification System, type “MPC” in the SCOPROD Entry Screen and click Enter.

This menu allows you to access the Certification, or Status, to inquire or update the certification status of reporting units and to access the Add Agency/Reporting Unit screen to add reporting units not displayed on the Attendance Certification File.

The Personnel/Payroll System uses the Attendance Certification File to certify Negative Attendance payroll and identify when the attendance for a Reporting Unit has been reconciled.

Whenever a Payroll Cycle is run, the Attendance Certification File is accessed to determine if the Certification Status has been updated to reflect completion of attendance reconciliation for Reporting Units.

Transactions suspended pending disposition of warrants (meaning PAR/PPT transactions keyed after Master Payroll Cutoff) will be processed in the first Payroll Cycle after the Certification Status has been updated.

If the Reporting Units are not updated in MPC, transactions keyed after Master Payroll Cutoff will remain suspended and transfer of funds, adjustments, and/or regular pay will not be generated.
<table>
<thead>
<tr>
<th>Pg</th>
<th>Slide</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>64.</td>
<td><img src="image1.jpg" alt="Image of Master Payroll Certification System" /></td>
<td>To view or update the certification status of a reporting unit, access the Certification Status screen by keying the desired Pay Period, Agency Code and Reporting Unit, key an “X” in the field next to “Certification Status”, and click Enter. The requested Agency/Reporting Unit and subsequent Reporting Units on the Certification Status screen will display. If the Reporting Unit field is left blank, the Certification Status screen will display the first Reporting Unit for the requested Agency Code.</td>
</tr>
<tr>
<td>65.</td>
<td><img src="image2.jpg" alt="Image of Add Agency/Reporting Unit" /></td>
<td>To add a Reporting Unit, access the Add Agency/Reporting Unit screen by keying the desired Pay Period, Agency Code, and Reporting Unit number. Place an “X” in the field next to the Add Agency/Reporting Unit and click Enter. This is the Add Agency/Reporting Unit screen. For more information on Master Payroll Certification System, please review the Payroll Procedures Manual, or PPM, Section M - Master Payroll Certification located on the State Controller’s website.</td>
</tr>
<tr>
<td>66.</td>
<td><img src="image3.jpg" alt="Image of Add Agency/Reporting Unit" /></td>
<td>To return to the SCOPROD screen, press the Pause Break key. This is the Add Agency/Reporting Unit screen. For more information on Master Payroll Certification System, please review the Payroll Procedures Manual, or PPM, Section M - Master Payroll Certification located on the State Controller’s website.</td>
</tr>
</tbody>
</table>
### The final SCOPROD System we will review in this training is the Civil Service/Exempt Payscale System, or CSP.

The Civil Service/Exempt Payscales, or CSP, system is an online system that maintains all current and historic classification and salary information for Civil Service/Exempt classifications.

The pay scale record for a classification defines the amount and basis of compensation, or salary structure, and other attributes authorized for the classification.

The CSP system is used by the Employment History, Leave Accounting, Payroll, Payroll Input Process, and Position Control systems to validate classification and salary data entered on transactions, obtain classification and salary data for data generation and pay calculation, and display and print classification and salary data on reports and inquiry screens.

The CSP system also provides the ability to view current and historic pay scale data online.

To access the Civil Service/Exempt Payscale System, type “CSP” in the SCOPROD Entry Screen and click Enter.

### This is the Civil Service/Exempt Payscale main menu screen.

This menu displays query fields for the Class Code, Effective Date, Alternate Range ID, and Class Type.

In this example, we will query the Classification Code field by entering the classification code for an Associate Governmental Program Analyst, or AGPA, Classification Code 5393.

Once you have keyed into all desired fields, place an “X” in the Inquiry field.

### This is the Inquiry Directory screen for CSP.

This screen displays information related to the classification code:

- **The SEL**, or Select, field allows you to select one or more payscale records for viewing.
- **The AUDIT O/R**, or Audit Override, field displays an “A” when a payscale audit was overridden during update processing.
- **CLASS STATUS** indicates if the class is active or abolished.

In this example, we will place an “X” in the SEL column to the left of any entry.
This is the Classification Data screen. This screen contains detailed information about the classification such as Work Week Group, CBID, Alternate Range Criteria, and Footnotes.

For more information about the Civil Service/Exempt Payscales, please visit CalHR’s website.

Now let’s see what you’ve learned!

At any time during this quiz, you may click the PLAY or NEXT button, located on the Play Bar, to advance to the next slide.

Type a letter in Column 1 that best matches the description shown in Column 2.

**Column 1**
- Online and batch processing system which allows attendance for negative attendance employees to be certified.
- Is used by the Personnel/Payroll system to certify Negative Attendance payroll and identify when the attendance for a Reporting Unit has been reconciled.
- Is used by Employment History, Leave Accounting, Payroll, Payroll Input Process, and Position Control systems and maintains all current and historic classification and salary information for Civil Service/Exempt classifications.

**Column 2**
- MPC – Master Payroll Certification System
- Attendance Certification File
- CSP – Civil Service/Exempt Payscales System
As an additional job aid, we have provided a listing of the State Resource weblinks referenced in this training. This job aid, as well as additional job aids, are located on the State Controller’s Office Statewide Training eLearning webpage.

This completes the State Controller’s Office Personnel / Payroll Specialist Fundamentals Course Module 3: Mainframe Systems Overview.

We hope that you have found this training beneficial and relevant.

We thank you for your participation.