REPORTS AVAILABLE ON VIEWDIRECT

ViewDirect – General Information

ViewDirect is an on-line report distribution system. The reports distributed via ViewDirect are immediately available on-line after the reports are produced. Users can access the on-line reports from their workstations. Additional, reports can be printed from ViewDirect, if needed.

Please note that the State Controller's Office (SCO) maintains two separate ViewDirect databases. The Personnel and Payroll Services Division (PPSD) ViewDirect database contains personnel and payroll related reports. Because of the confidential nature of the reports in this database, only staff in personnel and payroll offices who meet the security requirements will be allowed access to the PPSD ViewDirect database.

The second ViewDirect database contains Fiscal reports and is maintained by the State Accounting and Reporting Division (SARD). For more information on the Fiscal reports in the SARD ViewDirect database, please contact them directly sardtechsupport@sco.ca.gov.

Reports Available On ViewDirect

ViewDirect has two sections where reports are stored and viewed; they are 'REPORTS' and 'ENTERPRISE INDEX TOPICS'. All reports are stored in the REPORTS section; however, some reports are also stored in the ENTERPRISE INDEX TOPICS.

Available Reports (R) in ViewDirect

In the Report Section, reports are listed by Report ID (example: BOMRPT1) and Report Name (example: Benefit Over Max Report - SSN Included). Reports that are produced once a month will have one version (such as the Leave Activity and Balances (LAB) report). Whereas, reports produced more frequently will have more than one version (such as the Payroll Warrant Register report). Once a Report ID is accessed, it is broken down by Section (Agency Code).

The Reports screen lists the Report ID and Report name that the user is authorized to view. Press PF8 to scroll down to view more reports. PF7 scrolls up to the previous screen of reports.

BOMRPT1
BENEFIT OVER MAX REPORT - SSN INCLUDED

BOMRPT2
BENEFIT OVER MAX REPORT

LASP6565
LEAVE ACCOUNTING INTERMITTENT BENEFIT TRACKINGREPORT

LASP904C
LEAVE ACTIVITY & BALANCES REPORT (LAB)

LASP904CU
LEAVE ACTIVITY & BALANCES REPORT (LAB)-AGENCY & UNIT

LASP906C
LEAVE ACTIVITY & BALANCES REPORT (LAB) -NO SSNS

LASP906CU
LEAVE ACTIVITY & BALANCES REPORT (LAB)-NO SSNS (A&U)

PAYREGX
PAYROLL WARRANT REGISTER

PD-A/R
NOTICEOF PAYROLL ACCOUNTS RECEIVABLE

PD-A/RVRSL
NOTICE OF PAYROLL ACCOUNTS RECEIVABLE REVERSAL

PDA1230A
SEP OR TEMP SEP EE W/OUT HB CANCELLATIONCODE

PDA1230B
ACTIVE EE WITH HEALTH BENEFIT CANCEL CODE (5C, 5D)

PDA1230C
HB CANCEL CODE W/EFF DATE PRIOR TO END OFMONTH

PDA1233A
HB ELIGIBLE PI EE W/O OFFER WHO RECEIVED2015 1095-C

PDA1550A
ACA 6A MASS UPDATE ERROR REPORT FOR 2017

PDA1782
ACA 1095-C ISSUED

PDA2050A
EE WITHOUT HEALTH COVERAGE NOTICE DATE

PDA2050B
EE PERM SEP W/O HEALTH BENEFIT CANCELLATION (5D)

PDA2050C
EE WITHOUT ACA STATUS CODE

PDA2050D

EE WITH 2D WITHOUT HEALTH BENEFIT OFFER

PDA2050E

EE WITH HEALTH BENEFIT OFFER W/O ACCEPT ORDECLINE

PDA2050F

EMPLOYEE WITHOUT APPROPRIATE ADDRESS

PDA2050G

119 DAY EE WITH STATUS CODE OTHER THAN 2AOR 6A

PDA2050H

EMPLOYEE WITH COBRA CODE LONGER THAN 18 MONTHS

PDA2050L

ACTIVE EE WITH SEPARATION CODE

PDA2056M

EE DEDUCTION WITHOUT DEDUCTION CODE

PDA2060A

TEMP INT EE WITH CODE OTHER THAN 2A, 6A, OR COBRA

PDA2060B

NON PI EMPLOYEE WITH AN ACA STATUS CODE OF2B

PDA2065

PI EE REFLECTED AS NOT ELIGIBLE

PDA8758

ACA 6A MASS UPDATE ERROR REPORT 2017 - MAY2019

PDBLKBAL

BLANKET BALANCE REPORT

PDBLKMIC

BLANKET EXPENDITURE REPORT

PDBUDAGY

PAYROLL DEDUCTION REPORT (CD466)

PDB5475A

RETIREMENT MAXIMUM - COMPENSATION LIMIT REACHED

PDB5819

CSU DIRECT DEPOSIT LISTING

PDB7883

EMPLOYEES WITH LUMP SUM ISSUED FOR 07/2019

PDC6055R

EES ENROLLED IN 2020 FLEXELECTREIMBURSEMENTACCOUNTS

PDC9820

2019 W-2'S TO BE MAILED

PDC9821

CSU 2019 W-2'S TO BE MAILED

PDEP0404A

POSITION ROSTER LISTING REPORT FOR DEPARTMENTSFMT3

PDEP0404B

POSITION ROSTER LISTING REPORT FOR DEPARTMENTSFMT4

PDEP0404C

POSITION ROSTER LISTING REPORT FOR DEPARTMENTSFMT5

PDEP0405

POSITION ROSTER LISTING REPORT FOR DEPARTMENTS

PDE3011

EMPLOYEES WITH ARREARS CHILD SUPPORT GARNISHMENTS

PDF0043A

EMPLOYEES WITH A 1C ACAS CODE CURRENT IN2018

PDF5520

LEGACY DATA CLEANSING EMPLOYMENT HISTORY-CURRENTONLY

PDF5661

EMPLOYEES WITH A CHANGE TO FIRST/LAST NAME, CITY/STATE

PDF9083

EMPLOYEES WITH LOCKED IN EARNINGS ID REMOVED

PDH6097

EMPLOYEES WITH VESTING OVERPAYMENT FOR 12/2007

PDJ6042
MONTHLY RETRO-PERSONNEL TRANSACTIONS

PDJ6043
MONTHLY RETRO-PAYROLL TRANSACTIONS

PDJ6050
MONTHLY RETROACTIVITY REPORT

PDL1194
EARNED BENEFIT AUDIT (EBA)

PDL1212
STATE SERVICE BEGIN BALANCE (SS BB)

PDL1283
RETRO EARNED BENEFIT AUDIT (EBA)

PDL1293
ANNUAL LEAVE AND SICK LEAVE REPORT

PDL1402
SUPPLEMENTAL PAID SICK LEAVE - USAGE OVER 80 HOURS

PDL4016
UNUSED CTO GREATER THAN 9 LEAVE PERIODS

PDL5711
CSTSA 403(B) COMPLIANCE - TAX YEAR 2000 (DEC99-NOV00)

PDM0500
ALPHA LISTING

PDM0501
FACILITY ALPHA LISTING

PDPR421
PAYROLL HEADER REPORT

PDP2037-1
EMPLOYEES WITH LUMP SUM IMPACTED BY THE GEN

PDP3107C
7/1/20 PLP/FURLOUGH IMP - EE\WITH 3 LOCKED-IN EIDS

PDP3107F
7/1/20 PLP/FURLOUGH IMP - EE\W 7/1/20 EFF DT 350 TRANS

PDP5711
SUSPENDED TRANSACTIONS

PDQ2701A
QRTLY EE W/O HEALTH COVERAGE NOTICE DATE

PDQ2701B
QRTLY EE PERM SEP W/O HEALTH BENEFIT CANCELLATION (5D)

PDQ2701C
QRTLY EE W/O ACA STATUS CODE

PDQ2701D
QRTLY EE WITH 2D W/O HEALTH BENEFIT OFFER

PDQ2701E
QRTLY EE WITH HEALTH BEN OFFER W/O ACCEPTOR DECLINE

PDQ2701F
QRTLY TEMP INTERMITTENT EE REFLECTED AS ELIGIBLE

PDQ2701G
QRTLY NON PI EE WITH AN ACA STATUS CODE OF2B

PDQ2701H
QRTLY PI EE REFLECTED AS NOT ELIGIBLE

PDQ2701I
QRTLY EMPLOYEE WITHOUT APPROPRIATE ADDRESS

PDQ2701J
QRTLY 119 DAY EE WITH STATUS CODE OTHER THAN2A OR 6A

PDQ2701K
QRTLY EMPLOYEE WITH COBRA CODE LONGER THAN18 MONTHS

PDQ2701L
QRTLY ACTIVE EE WITH SEPARATION CODE

PDR1400B
SUSPENSE FILE ERROR/ACTIVITY REPORT

PDSQ0120
EMPLOYEES AT OLD MAXIMUM SALARY RATE

PDSQ0122
EMPLOYEES WITH BLANK EID BUT POPULATED ASSOCIATED AMT

PDSQ0124
EMPLOYEES WITH LUMP SUM ISSUED FOR 07/2023 MAY BE ENTITLED TO SAL

ESTABLISHED POSITION AND POTENTIAL VACANCY REPORTS (PDV1101 – PDV1108)

General Report Information:

The Established Position and Potential Vacancy Reports are available to departments participating in the California Leave Accounting System (CLAS). The reports reflect information from the State Controller's Position Roster and Employment History files. They are created once a month and available around the third workday.

Unlike other reports within ViewDirect, there is a cost associated with obtaining access to the Vacancy Reports. The annual cost for departments with less than 2,000 employees is $300.00 and the cost for participants with 2,000 or more employees is $600.00.

To obtain additional information on the Established Position and Potential Vacancy Reports or to request access to these reports, please contact Samantha Kelly of the SCO, Data Management Unit at (916) 324-7268.

PDV1101
EST PSNS BY PSN NUMBER

PDV1102
EST PSNS BY CLASS TITLE AND PSN NUMBER

PDV1103
FILLED/VACANT PSN SUMMARY BY FACILITY ANDCLASS TITLE

PDV1104
DEPT SUMMARY FILLED/VACANT PSNS BY CLASS

PDV1105
EST PSNS W/ NO EXPENDITURES BY FACILITY ANDPSN NUMBER

PDV1106
EST PSNS W/ NO EXPENDITURES BY FACILITY

PDV1107
PSN W/NO EXP. FOR 3, 4 OR 5 MOS. BY FAC. & PSN NUMBER

PDV1108
PSN W/NO EXP. FOR 3, 4 OR 5 MOS. DPT SUMMARYBY FAC.

PDW1579-1
FLSA EXEMPT EE'S NOT ENTITLED TO PAY - NOBUDGET

PDW3335-1
EMPLOYEES WHO TRANSFERRED PRIOR TO SAL UPDATE

PDW3336-1
EMPLOYEES WHO SEPARATED PRIOR TO SAL UPDATE

PDW3339-1
EMPLOYEES WITH LUMP SUM IMPACTED BY THE SAL

PDW3352-1
EMPLOYEES WHO TRANSFERRED PRIOR TO GEN UPDATE

PDW3353-1
EMPLOYEES WHO SEPARATED PRIOR TO GEN UPDATE

PDW4403
PLATA/PEREZ EMPLOYEE LISTING

PDW4404H
PLATA/PEREZ EMPLOYEE HISTORY SUMMARY

PDW4406
PLATA/PEREZ SEPARATED EMPLOYEE LISTING

PDW4407H
PLATA/PEREZ SEPARATED EMPLOYEE HISTORY SUMMARY

PDW4418
EMPLOYEES WITH FLEX/COBEN CASH AND $260 HEALTHCARE SUB

PDW5350
PIP PAYROLL TRANSACTIONS (ANNUAL R & R)

PDW5352
EMPLOYMENT HISTORY SUMMARY (ANNUAL R & R)

PDW5354
PAYMENT HISTORY SUMMARY (ANNUAL R & R)

PDW5355
PAYROLL OVERTIME TRANS (ANNUAL R & R)

PDW6016B
BU 07 7/1/19 SSA-RECORDS REQUIRING MANUALPROCESSING

PDW7170
EMPLOYEES IDENTIFIED AS NON-CITIZENS

PDW7321
2009 PLATA/PEREZ EMPLOYEE LISTING

PDW7322H
2009 PLATA/PEREZ EMPLOYEE HISTORY SUMMARIES

PDW7324
2009 PLATA/PEREZ SEPARATED EMPLOYEE LISTING

PDW7325H
2009 PLATA/PEREZ SEPARATED EMPLOYEE HISTORY SUMMARIES

PDW8055H
RETIREMNT RETRO CHANGES - BU 18 EMPLOYEES OUT OF SEQ

PDW8650
EMP WITH ABOLISHED PLP, FURLOUGH, OR $15 MIN WAGE EIDS

PD59
SCH 8 REGULAR

PD60
SCH 8 SUPPLEMENTRY

PD6300L
MSA LIST

PD6300LCSU
MSA LIST (CSU)

PD6300S
MSA SLIPS

PD6300SNS

MSA SLIPS (LAST 4)

PD672

PAYROLL - EMPLOYEE TIME ACCOUNTING 672 FORMS

PD672C

PAYROLL - EMPLOYEE TIME ACCOUNTING 672 FORMS W/CAL

PD680

PAR - PERSONNEL ACTION REQUEST PD680

PD680U

PAR - PERSONNEL ACTION REQUEST PD680-AGENCY AND UNIT

PD6300LCSU

MSA LIST (CSU)

PERIODIC

PERIODIC POSITION CONTROL

PR1720-A

SUSPENDED PAYMENT

ROLL8WR

ROLL CODE 8 WARRANT REGISTER

Available Topics (T) in ViewDirect

In the Enterprise Index Topics section, reports are listed by Topic ID (example: PAYREG) and Topic Name (example: Payroll Warrant Register). Once a Topic ID is accessed, it is indexed by key data*. Indexing is necessary when multiple versions of a single report are stored in ViewDirect. Indexing makes it much easier for the user to access a specific report version.

The Enterprise Index Topics screen lists the Topic ID and Topic Name of all the topics you are authorized to view. Press PF8 to down forward to view more reports. PF7 scrolls up to the previous screen of reports.

PAYREG

PAYROLL WARRANT REGISTER

PAYREGR

REGISTERED PAYROLL WARRANT REGISTER

PDAR_AU
NOTICE OF ACCOUNTS RECEIVABLE BY AGENCY REPORTING UNIT

PDAR_CL
NOTICE OF ACCOUNTS RECEIVABLE BY CLEARANCE NUMBER

PDRV_AU
NOTICE OF ACCOUNTS RECEIVABLE REVERSAL BY AGY/REPT UNIT

PDRV_CL
NOTICE OF ACCOUNTS RECEIVABLE REVERSAL BY CLEARANCE NBR

Printing Requirements

All printers must be mainframe printers used by SCO applications. Each ViewDirect user is limited to one printer selection, with the option for SCO to change the printer on request. Printers can only be changed by contacting Decentralized Security Administrator (DSA).

Printing Reports

When changing a Printer ID, please provide the User ID and printer identification number. If you are unsure whether your printer is a mainframe printer, please check with your IT staff for assistance.

Once the job is submitted for printing (per the instructions below), you will receive a message at the top of the screen indicating "Print Request Submitted". If you do not receive this message, try the following:

1. Make sure the printer is turned on.
2. Log all the way off the system and log back in. Retry the print request.
3. If after trying numbers 1 and 2 above you are still unable to print, send an email to DSA@sco.ca.gov .

Printing Capabilities

SCO reports and journal entries are programmed to print on continuous feed computer paper measuring 12 x 8 ½inches, or on 8 ½ x 11-cut sheet paper. Your printer should be set on landscape. The reports are 132 characters wide per line. Refer to your printer's owner manual.

Viewing Commands/PF Keys

A number of commands are available to help you navigate through a report. Most commands have a corresponding PF Key. The following summarizes the commands and the PF keys, if applicable.

Commands/PF Keys

A number of commands are available to help you navigate through a report. Most commands have a corresponding PF Key. The following summarizes the commands and the PF keys, if applicable.

H (Help)

PF1

Gives information about Viewing and Printing help

PR (Print)

PF2

Displays the Printing Menu from which you may print any page you are an authorized to view.

END

PF3

Returns you to the previous screen.

ME (Menu)

PF4

Returns you to the Viewing Menu.

RF (Repeat Find)

PF5

Searches all occurrences of the string of characters.

MA (Mark)

PF6

Marks pages for printing.

U (Up)

PF7

Moves the viewing window up.

D (Down)

PF8

Moves the viewing window down.

LE (Left)

PF10

Moves the viewing window to the left.

RI (Right)

PF11

Moves the viewing window to the right.

Q (Quit)

PF12

Exit from the Viewing and Printing system.

F (Find)

Searches forward for a string of up to 44 characters. This command can only be used once in a Report.

T (Top)

Moves the viewing window to the beginning of the report

B (Bottom)

Moves the viewing window to the bottom of the report.

L (Locate)

Same as the Find except this command is used for all screens except when in a Report.