

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. Additionally, 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.

Mobius View

Mobius View will provide access to select SCO Mainframe reports through a web interface using either Microsoft Edge or Google Chrome desktop internet browsers (only). The Mobius View tool has been built to provide you with a fast user-friendly interface. Some reports will NOT be viewable on ViewDirect (mainframe viewer) only on MobiusView (Web Viewer).

(*)Note: If you receive the following error message **1135I-ARCHIVE CONTAINS NON-TEXT DATA**, this report can only be viewable on [Mobius View](#) (Web Viewer).

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

NOTICE OF 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 07/20XX

PDC6055R

EMPLOYEES ENROLLED IN 2025 FLEXELECT REIMBURSEMENT ACCOUNTS

PDC9820

20XX W-2'S TO BE MAILED

PDC9821

CSU 20XX 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

***PDESLA**

EMPLOYEE STATEMENT OF LEAVE INFORMATION – AGENCY

***PDESLU**

EMPLOYEE STATEMENT OF LEAVE INFORMATION - UNIT

PDE3011

EMPLOYEES WITH ARREARS CHILD SUPPORT GARNISHMENTS

PDF0043A

EMPLOYEES WITH A 1C ACAS CODE CURRENT IN 2018

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

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

PDP5711

SUSPENDED TRANSACTIONS

PDQ2701A

QRTL EE W/O HEALTH COVERAGE NOTICE DATE

PDQ2701B

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

PDQ2701C

QRTL EE W/O ACA STATUS CODE

PDQ2701D

QRTL EE WITH 2D W/O HEALTH BENEFIT OFFER

PDQ2701E

QRTL EE WITH HEALTH BEN OFFER W/O ACCEPTOR DECLINE

PDQ2701F

QRTL TEMP INTERMITTENT EE REFLECTED AS ELIGIBLE

PDQ2701G

QRTL NON PI EE WITH AN ACA STATUS CODE OF2B

PDQ2701H

QRTL PI EE REFLECTED AS NOT ELIGIBLE

PDQ2701I

QRTL EMPLOYEE WITHOUT APPROPRIATE ADDRESS

PDQ2701J

QRTL 119 DAY EE WITH STATUS CODE OTHER THAN2A OR 6A

PDQ2701K

QRTLTY EMPLOYEE WITH COBRA CODE LONGER THAN18 MONTHS

PDQ2701L

QRTLTY 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

PDSQ0139

PRIOR EMPLOYER LEAVE BENEFIT REPORT

PDSQ0173

AFFORDABLE CARE ACT – 20XX CORR IRP REPORT

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 FTP Coordinator at ppsdftpreporting@sco.ca.gov | (916) 324-3681 | (916) 445-2385.

PDV1101

EST PSNS BY PSN NUMBER

PDV1102

EST PSNS BY CLASS TITLE AND PSN NUMBER

PDV1103

FILLED/VACANT PSN SUMMARY BY FACILITY AND CLASS TITLE

PDV1104

DEPT SUMMARY FILLED/VACANT PSNS BY CLASS

PDV1105

EST PSNS W/ NO EXPENDITURES BY FACILITY AND PSN 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 SUMMARY BY 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 ½ inches, 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.