
STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: April 25, 2013

CALATERS LETTER #13-001

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System (CalATERS)

FROM: LISA CROWE, Chief
Personnel/Payroll Services Division

RE: CalATERS 2012-2013 FISCAL YEAR-END ACTIVITIES

This letter is to inform you of upcoming CalATERS year-end processing activities.

Department Maintenance of CalATERS Calprofile and Calapprover File Loads

All departments are requested to review their calapprover and calprofile files to verify that all individuals loaded on the calapprover and calprofile tables are current department employees. The file format for calapprover and calprofile is available in the CalATERS Implementation Manual, Section 3 - Table Development. In preparation for the upcoming 2013-2014 Fiscal Year, all edits and/or deletes to existing files should be submitted to CalATERS staff by Monday, June 3, 2013. Departments will be notified once these files have been successfully loaded into CalATERS.

Submission of Travel Advance and Expense Reimbursement Requests

For year-end reconciliation, the last payments issued from CalATERS will have an issue date of June 18, 2013. To meet this payment date, travel advance and expense reimbursement forms must be submitted and approved by 5:00 PM on June 12, 2013. The payment information for the department accounting system and office revolving fund will be available on the morning of June 19, 2013, for these payments. A broadcast message will be placed on CalATERS to remind users of the deadline.

For agencies included in the Governor's Reorganization Plan: A CalATERS Analyst will be contacting each affected agency to discuss the necessary files needed to adhere to the reorganization plan. Once the files are received and loaded, CalATERS/CalATERS Global will be available for users to create claim forms, to submit forms, to have forms approved by their approvers and for the department accounting offices to approve the forms. Forms approved during this time will not be extracted for reimbursement until July 1, 2013.

All other agencies: Between June 13 and 30, 2013, CalATERS will be available for users to create claim forms, to submit forms, to have forms approved by their approvers and for the department accounting offices to approve the forms. However, the approved forms will not be extracted for reimbursement until July 1, 2013.

If you have questions, please contact the CalATERS Help Desk and refer to this CalATERS Letter.

LC: lr