STATE OF CALIFORNIA   MALIA M. COHEN
                                                       California State Controller

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

DATE: April 11, 2024   PERSONNEL LETTER #24-007
                                            (Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Acting Chief
          Personnel and Payroll Services Division

RE: **EMPLOYEES WITH BLANK EID BUT POPULATED ASSOCIATED AMOUNT – VIEWDIRECT REPORT**

The State Controller's Office (SCO) has released a report of Rank-and-File and Excluded employees with incorrect data in Item 351, Established Earnings. These records show a blank value in the Established Earnings ID (EID) 1, 2, and/or 3 field(s), yet display an associated EID dollar amount. This was caused by EIDs being improperly deleted by using the space or delete key instead of an asterisk (*), as instructed in PAM Section 2.48.1. These errors do not have an impact on payroll but could impact retirement reporting. These employees' Employment History records need to be corrected to prevent further incorrect reporting.

The report is available on ViewDirect or Mobius View under report ID PDSQ0122, report date February 28, 2024, and report name, "EMPLOYEES WITH BLANK EID BUT POPULATED ASSOCIATED AMOUNT." This listing is available for 90 days. Entries on the report are sorted by agency, then by unit, and then by social security number. Agencies with no blank EID errors will have no data listed under the report ID. This is a one-time report, and a hard copy will not be provided to departments.

Only personnel staff authorized to access ViewDirect and Mobius View will be able to view and print this listing. For more information on accessing and printing ViewDirect and Mobius reports, please see the [ViewDirect and Mobius View webpage](#) on the SCO website.

<u>DEPARTMENTAL ACTION REQUIRED</u>

Departments must review the transactions listed on PDSQ0122 and correct all records by **May 31, 2024**. If an employee is no longer entitled to the EID, departments must process a correction for the identified transaction(s) and key an asterisk (*) in the Established Earning Indicator "IND" box, and EOF in the Established Earnings Identifier "ID" box to delete the remaining dollar amount. All resulting out-of-sequence transactions must also be corrected. Please refer to [PAM Section 2.48.1: Item 351 – Established Earnings](#) and [PAM Section 9: PAR Corrections Out of Sequence Voids](#) for additional processing instructions.

For additional questions, please use the following contact information:

Contacts:
- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect (CEC) Help and Feedback](#)

- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:
- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

Websites:
- [HR](#)
- [State Employees](#)

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