

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

DATE: February 6, 2024

FISCAL YEAR-END LETTER #24-001
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

RE: SCHEDULE 8 FILE TRANSFER PROTOCOL SIGN-UPS AND VIEWDIRECT REPORT

In conjunction with the Department of Finance and the State Controller's paperless initiative, the State Controller's Office (SCO) will no longer provide a hard copy of the annual Schedule 8 Report. The SCO offers two methods to receive an electronic version of the Schedule 8 Report.

The first method is via File Transfer Protocol (FTP). This electronic version allows agencies to download, view and filter their Schedule 8 in Microsoft Excel. To ensure the media specification information in our files is current, please complete, scan and return via email the media specification information package (Attachment A) by March 31, 2024, to the email address on Attachment A, Page 1. If your agency is planning a reorganization, please include any new agency codes in Item 3 of Attachment A, Page 1. For each FTP file, your agency will be charged \$72.00. All costs incurred will be included in the invoice for the billing quarter. Record format description and file definitions can be provided to assist in programming upon completion of FTP sign up. ***Unfortunately, SCO cannot except any requests for NEW agency sign-ups for the 24-25 Fiscal year End FTP SCH 8 Report, due to system constraints. The SCO can only accept requests for agencies that have already been established with our FTP Coordinator. We apologize for any inconvenience and expect to offer new sign-ups for the 25-26 Fiscal Year-End period.***

The second method is via the ViewDirect system. Agencies are able to review the Regular Schedule 8 Report as well as the Supplementary report. Agencies can access ViewDirect Report ID: PD59, Report Name "SCH 8 REGULAR" and PD 60, Report Name "SCH 8 SUPPLEMENTAL". For information on how to obtain access, please refer to the [ViewDirect and Mobius View \(ca.gov\)](#) link for procedures.

If you have any questions, please contact Chuck Lucas in the Systems Activities Coordination and Support Unit at ppsdsacs@sco.ca.gov.

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](#)

LD:CL:SACS

STATE CONTROLLER'S OFFICE
PROGRAM MANAGEMENT AND ANALYSIS BUREAU
FTP SPECIFICATION INFORMATION

RETURN TO: Chuck Lucas
STATE CONTROLLER'S OFFICE
PPSDSACS@SCO.CA.GOV
RE: SCH 8 FTP FORM

MUST BE RETURNED BY MARCH 31, 2024

FILE NAME: SCHEDULE 8

1. DEPARTMENT NAME/ADDRESS

2. MEDIA CHARACTERISTICS

FTP

3. SELECTION CRITERIA

Please list the three (3) digit payroll agency code(s) to be used for the selection criteria. This is not asking for your 4-digit budget code (or Org Code or CFIS code) and please include all agencies your agency is responsible for Payroll and Personnel Transactions:

Agency Code(s) _____

4. MEDIA DELIVERY

AUTHORIZED FTP USER. Please provide the following information on those individuals who will be authorized to extract this data. Kelly Montalbano, the FTP Coordinator will get access for the FTP user through our Information Security Office. She can be reached via email at ppsdftpreporting@sco.ca.gov should you have any questions.

Authorized Person(s)

Full printed name _____
Email _____
Telephone # _____
Current User ID _____

Full printed name _____
Email _____
Telephone # _____
Current User ID _____

5. WHO TO CONTACT FOR PROBLEMS, ETC.

Full Printed Name _____
Email _____
Telephone # _____

6. BILLING CONTACT FOR CHARGES INCURRED (\$72.00 PER MEDIA)

Full Printed Name _____
Email _____
Telephone # _____
Address _____

7. TEST MEDIA

A Sch 8 test media can be provided in May prior to July 2024 run. Please check one of the following:

- YES – please send test media.
 NO – test media is not required.

8. Please note that some of the information contained on this file is considered confidential under the information Practices Act of 1977. Upon receipt of this data, you assume responsibility to ensure controls exist to meet Federal and State requirements for protecting confidential information.

9. PERSON COMPLETING THIS FORM:

Full printed Name _____
Email _____
Telephone # _____

10. PERSON AUTHORIZING SCHEDULE8 MEDIA REQUEST:

Full printed Name _____
Signature _____
Date _____