

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

DATE: February 18, 2021

FISCAL YEAR-END LETTER #21-001  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, 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 Office (SCO) paperless initiative, the SCO will no longer provide a hard copy of the annual Schedule 8 Report beginning with reports for July 2021. There will be two options available to receive an electronic version of the Schedule 8 Report.

The first option is via File Transfer Protocol (FTP). This electronic version will allow 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 Monday, March 8, 2021 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.

The second option is via the ViewDirect system. Agencies will be able to review the Regular SCH 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 and procedures, please refer to the [ViewDirect Manual](#).

If you have any questions, please contact Chuck Lucas in the Systems Activities Coordination and Support Unit via email at [ppsdsacs@sco.ca.gov](mailto:ppsdsacs@sco.ca.gov).

For additional questions, please use the following contact information:

- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- CSU Inquiry Email (HR Supervisors and Managers) [PPSDCSUInquiry@sco.ca.gov](mailto:PPSDCSUInquiry@sco.ca.gov)
- Cal Employee Connect Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
- Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)

**SCO Key Initiatives:**

- [Cal Employee Connect Project](#)
- [CalATERS Replacement Project](#)
- [California State Payroll System Project](#)

JEB:AB:SACS

Attachments

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 08, 2021

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. Samantha Kelly, the FTP coordinator will get access for the FTP user through our ISO Security Office. If you need to reach her, please email skelly@sco.ca.gov. ISO Security is necessary.

Authorized Person(s)

Full printed name \_\_\_\_\_

Email \_\_\_\_\_

Telephone # \_\_\_\_\_  
Current User ID \_\_\_\_\_

Full printed name \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Current User ID \_\_\_\_\_

5. WHO TO CONTACT IF 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 Schedule 8 test media can be provided in May prior to July 1, 2021. 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 adequate 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 SCHEDULE 8 MEDIA REQUEST:

Full printed Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_