

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

DATE: May 14, 2012

CALATERS GLOBAL LETTER #12-001

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

FROM: LISA CROWE, Division Chief  
Personnel/Payroll Services Division

RE: **CalATERS GLOBAL AND 2011-12 FISCAL YEAR-END ACTIVITIES**

We are pleased to welcome the CalATERS Global Pilot Agencies: Board of Equalization, Franchise Tax Board, Office of Inspector General, Department of Real Estate, and Office of Real Estate Appraisers.

This first CalATERS Global Letter is to inform you of upcoming CalATERS year-end processing activities.

**Department Maintenance of CalATERS Global 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 2012-13 Fiscal Year all edits and/or deletes to existing files need to be submitted to CalATERS staff by June 27, 2012. Departments will be notified once these files have been successfully loaded into CalATERS Global.

**Submission of Travel Advance and Expense Reimbursement Requests**

For 2011-12 year-end reconciliation, the last payments issued from CalATERS Global will have an issue date of June 26, 2012. To meet this payment date, travel advance and expense reimbursement forms must be submitted and approved by 5:00 PM on June 20, 2012. The payment information for the department accounting system and office revolving fund will be available on the morning of June 27, 2012, for these payments. A broadcast message will be placed on CalATERS Global to remind users of this deadline.

Between June 21-29, 2012, 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. However, these approved forms will not be extracted for payment until July 2, 2012.

If you have questions, please contact the CalATERS Help Desk at (916) 324-9991 and reference this CalATERS Global letter.

LC: EA