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

DATE: January 14, 2025

MIRS LETTER #25-001
(Civil Service Only)

TO: All Agencies in the Management Information Retrieval System

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

RE: MANAGEMENT INFORMATION RETRIEVAL SYSTEM UPDATES - NEW VIRTUAL TRAINING

The State Controller's Office (SCO) is pleased to announce the launch of the Management Information Retrieval System (MIRS) Virtual Training, which provides in-depth instruction and hands-on experience focused on writing beginner and advanced MIRS procedures.

The MIRS Virtual Training is offered in an online environment and requires participants to use the Microsoft Teams platform. The MIRS Virtual Training consists of six four-hour sessions, hosted Tuesday to Thursday over two weeks. Participants must attend all six sessions.

The content of the MIRS Virtual Training is designed to equip MIRS users at every level. An experienced MIRS user will learn new and valuable information throughout class, and a beginning MIRS user will be able to easily follow along in each lesson. Participants will gain knowledge and insight on content such as the MIRS File Descriptions, error messages when writing procedures, and combining MIRS File Descriptions in Match Procedures. Each participant will also receive a digital MIRS Workbook to use during and after class.

Classes are scheduled throughout the year, starting with a pilot class, which will be held from February 4 to February 13, 2025. Participants in the pilot class will be asked to provide feedback on the new MIRS Virtual Training. Space for all training dates is limited and reserved on a first-come, first-served basis. To enroll in a training class, please review the training dates on the [MIRS Training](#) webpage and contact PPSDMIRS@sco.ca.gov.

If you have questions regarding this letter, please contact PPSDMIRS@sco.ca.gov.

For assistance with personnel or payroll related items and additional questions regarding this letter, agencies can 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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