

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

DATE: January 13, 2013

PERSONNEL LETTER #13-003
(MYCALPAYS)

TO: All Agencies in the MyCALPAYS System

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: CHANGE TO MYCALPAYS REHIRE EMPLOYEE PROCEDURES

The current interim procedure for departments live on MyCalPAYS requires the department to process a rehire appointment in the State Controllers Office (SCO) Legacy system when the employee has a payment issued from the SCO Legacy system within the same tax year. All other rehire appointments are processed in MyCalPAYS using the "New to MyCalPAYS Rehire" Action.

To streamline the process and reduce system errors, effective January 1, 2013, departments live on MyCalPAYS will process all rehire appointments in the SCO Legacy system. Departments will maintain rehired employees in the SCO Legacy system until the employee records are converted to MyCalPAYS. Future communications will provide the conversion schedule, and the MyCalPAYS Interim Process Binder (Section C) will be updated to reflect this change.

Questions regarding this Personnel Letter should be directed to the Customer Contact Center at mcpccc@sco.ca.gov.

LC:SV:MCP