

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

DATE: August 22, 2013

PERSONNEL LETTER #13-017
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

**RE: EMPLOYEES WHO STILL HAVE A PLP OR FURLOUGH ESTABLISHED EARNINGS ID
VIEWDIRECT REPORT**

The State Controller's Office (SCO) will begin providing a weekly listing to departments identifying employees who still have a Personal Leave Program (PLP) or Furlough Earnings ID (EID) on their records. Effective August 19, 2013, a listing of employees who need to have the PLP or Furlough EID removed from their employment history (EH) records will be available through the ViewDirect on-line reporting system. A hard copy of this listing will not be provided.

Please refer to CalHR's Pay Letter #13-08 and SCO's Personnel Letter #13-009 for more information on the conclusion of the PLP and Furlough programs effective July 1, 2013.

Only personnel staff authorized to access ViewDirect will be able to view and print this listing. For more information on accessing and printing ViewDirect reports, please refer to the [ViewDirect User Manual](#) on the SCO web site. The listing can be found in ViewDirect under report ID PDW6370 and report name, "Employees Who Still Have the PLP EID."

The report will be generated and available on Monday mornings using the current Employment History (EH) status from the previous Friday. Each weekly listing will remain on ViewDirect for four (4) weeks. Entries on the report are sorted by agency, unit, and then by social security number. Departments with no affected employees will have no data listed under the report ID.

DEPARTMENT PROCESSING

Listing PDW6370 should be reviewed by departments to ensure that the PLP or Furlough EID is removed from the EH records of the listed employees. Failure to take the appropriate actions in a timely manner could result in underpayments for employees.

For questions regarding this ViewDirect report, please contact Rosemary Bottorff at (916) 327-3923 or rbottorff@sco.ca.gov.

LC:RB:PMAB