

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

DATE: December 5, 2019

PERSONNEL LETTER #19-020
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division**RE: JULY 1, 2019 SPECIAL SALARY ADJUSTMENT – BU 07 EMPLOYEE RECORDS
REQUIRING MANUAL PROCESSING VIEWDIRECT REPORT**

The State Controller's Office (SCO) is providing departments with a listing of their Rank-and-File and Excluded employees in bargaining unit 07 whose records will require manual processing by December 11, 2019 to apply the July 1, 2019 Special Salary Adjustments (SSA).

The report can be found on the ViewDirect on-line report system under report ID PDW6016B and report name, "BU 07 7/1/19 SSA – RECORDS REQUIRING MANUAL PROCESSING." This listing will remain on ViewDirect for 90 days. Entries on the report are sorted by agency code, then by CBID, then by class, then by Social Security Number (SSN). Departments with no affected employees will have no data listed under the report ID. This is a one-time report and a hard copy will not be provided to departments.

Listing PDW6016B includes employees whose Employment History (EH) records contain transactions effective after July 1, 2019 and were excluded from the SSA mass update on December 4, 2019. Departments must manually process SAL transactions and correct any out-of-sequence data resulting from the SAL transaction for these employees prior to the GSI mass update. Records that are not updated by December 11, 2019 will have incorrect salary rates when the GSI mass update runs and will require additional corrections to employees' EH. Please refer to SCO Personnel Letter #19-019 for additional information. This letter can be accessed via the following link: [PERSONNEL LETTER 19-019](#).

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 see the ViewDirect User Manual on the SCO website at [ViewDirect User Manual](#).

For questions regarding the ViewDirect report, please contact Ashley Le via phone at (916) 322-3791 or ale@sco.ca.gov. For assistance with personnel or payroll related items, Agencies can contact the Statewide Customer Contact Center at (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – PPSDHRSuggestions@sco.ca.gov, or Escalation Email Inbox (HR Supervisors and Managers) – PPSDOps@sco.ca.gov.

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