

Memorandum

To: All Civil Service Agencies

Date: February 25, 2020

From: **State Controller's Office**
Arlene Bailey, Manager
Systems Activities Coordination and Support

RESPONSE REQUIRED BY MARCH 20, 2020

Subject: **FYE-001 SCHEDULE 8 FILE TRANSFER PROTOCOL (FTP) SIGN-UPS**

In conjunction with the Department of Finance and the State Controller's paperless initiative, The State Controller's Office is offering a digital version of the Schedule 8 Report via File Transfer Protocol (FTP). This digital version will allow agencies to download, view and filter their Schedule 8 in Microsoft Excel. Agencies opting to pay for the FTP report will still receive a hard copy of the Schedule 8 Report. To ensure the media specification information in our files is current, please complete, scan and return via email the media specification information package (Attachment A) by March 20, 2020 to the email address on Attachment A, Page 1. If your agency is planning a reorganization, please include any new agency codes in Item 3 of Attachment A, Page 1.

Record format description and file definitions will be provided to assist in programming upon completion of FTP sign up.

For each file, your agency will be charged \$72.00. All costs incurred will be included in the invoice for the billing quarter.

If you have any questions, please contact Chuck Lucas in the Systems Activities Coordination and Support Unit at ppsdsacs@sco.ca.gov.

JEB:LD:AB:PMAB

Attachment

STATE CONTROLLER'S OFFICE
PROGRAM MANAGEMENT AND ANALYSIS BUREAU
FTP SPECIFICATION INFORMATION

RETURN TO: Chuck Lucas
STATE CONTROLLER'S OFFICE
PPSDSACS@SCO.CA.GOV
RE: SCH 8 FTP FORM

**MUST BE RETURNED BY
MARCH 20, 2020**

FILE NAME: SCHEDULE 8

1. DEPARTMENT NAME/ADDRESS

2. MEDIA CHARACTERISTICS

FTP

3. SELECTION CRITERIA

Please list the **three (3) digit payroll agency code(s) (Example SCO is 051)** to be used for the Selection Criteria. This is not asking for your 4-digit budget code (or Org Code or CFIS code as they are also called) and please include all agencies your agency is responsible for Payroll and Personnel Transactions:

Agency Code(s) _____

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

4. MEDIA DELIVERY

AUTHORIZED FTP USER. Please provide the following information on those individuals who will be authorized to extract this data. **If this is a new person who needs access, you must contact Samantha Kelly at (916) 324-7268** so they can obtain access through our ISO Security Office. ISO Security is necessary.

Authorized Person _____
Email _____
Telephone # _____
Current User ID _____

Authorized Person _____
Email _____
Telephone # _____
Current User ID _____

5. WHO TO CONTACT IF PROBLEMS, ETC.

Contact Person _____
Email _____
Telephone # _____

6. BILLING CONTACT FOR CHARGES INCURRED (\$72.00 PER MEDIA)

Contact Person _____
Email _____
Telephone # _____
Address _____

7. TEST MEDIA

A Schedule 8 test media can be provided in May prior to July 1, 2020.
Please check one of the following:

- YES, please send test media.
 NO, test media is not required.

8. Please note that some of the information contained on this file is considered confidential under the Information Practices Act of 1977. Upon receipt of this data, you assume responsibility to ensure adequate controls exist to meet Federal and State requirements for protecting confidential information.

9. PERSON COMPLETING THIS FORM:

Name _____
Email _____
Telephone # _____

10. PERSON AUTHORIZING SCHEDULE 8 MEDIA REQUEST:

Name _____
Signature _____
Date _____