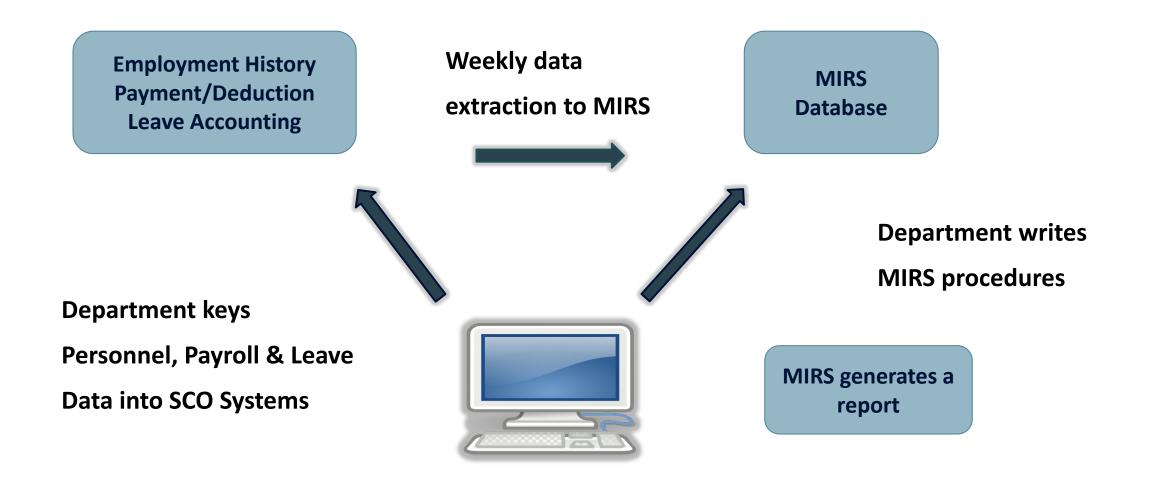
Management Information Retrieval System - MIRS

The following information provides an overview of MIRS and includes the following:

- > Process Overview
- > Features
- > Files and Reports
- Customer Service and Satisfaction
- > Monthly Costs
- > Contacts

MIRS Process Overview



MIRS Features

- > Weekly Updates
- MIRS maintained by SCO MIRS consultants
 - System Enhancements and modifications
- > Ad Hoc Reporting
 - Offers customer control and flexibility
- Centralized data Source
 - Single data entry
- > Pre-written procedures
- Report downloading
- > MIRS support website

MIRS Files



- > Employment History
- > Payments
- > Employer Sponsored Deductions
- > Leave Accounting
- Position Inventory

MIRS Employment History (EH) File

> The EH file includes current EH transactions plus 24 months of transactional history

> Samples of Employment History Reports are as follows:

- Collective Bargaining
- Cost Projections
- IDL/Worker's Comp

Collective Bargaining Report

PAGE 1

COUNT OF ACTIVE EMPLOYEES BY BARGAINING UNIT DATA AS OF: 07/28/2017

	CONFIDENT	IAL EXCLUDED	MANAGERIAL	RANK & FILE	SUPERVISORY	TOTAL
CBII	C					
01	13	74	118	6478	1106	7789
02	1	0	2	16	1	20
04	26	3	0	1505	51	1585
07	0	0	0	43	15	58
12	0	0	0	26	5	31
14	0	0	0	27	4	31
48	0	50	0	0	0	50
97	0	5	0	0	0	5
98	0	3	0	0	0	3
99	0	12	0	0	0	12
TOTA	AL					
	40	147	120	8095	1182	9584

Cost Projections Report

PAGE 1

PROJECTED COST OF 4% SALARY INCREASE FOR FULL-TIME AND FRACTIONAL, CONFIDENTIAL, EXCLUDED, SUPERVISORY, MANAGERIAL EMPLOYEES DATA AS OF: 07/28/2017

UNIT CBID	OLD SALARY	4% INCREASE	NEW SALARY
001 S01	\$24,545.00	\$981.80	\$25,526.80
003 S01	\$18,502.00	\$740.08	\$19,242.08
004 M01 S01	\$6,090.00 \$69,657.00	\$243.60 \$2,786.28	\$6,333.60 \$72,443.28
*TOTAL 004	\$75,747.00	\$3,029.88	\$78,776.88
006 M01 S01	\$6,090.00 \$34,802.00	\$243.60 \$1,392.08	\$6,333.60 \$36,194.08
*TOTAL 006	\$40,892.00	\$1,635.68	\$42,527.68

IDL/Worker's Compensation Report

EMPLOYEES ON IDL OR WORKERS COMP

DATA AS OF: 07/28/2017

EMPLOYEE		INJURY	INJURY	
NAME	SSN	CODE	DATE	STATUS
BROWN, JOHN C	xxx-xx-xxxx	5	2017/07/08	ACTIVE
BROWN, MICHAEL	xxx-xx-xxxx	5	2015/07/10	ACTIVE
JOHNSON, JENNIFER S	xxx-xx-xxxx	5	2016/01/05	ACTIVE
JONES, ROBERT	xxx-xx-xxxx	5	2016/04/23	ACTIVE
JONES, ROBERT B	xxx-xx-xxxx	2	2015/11/21	ACTIVE
SMITH, LINDA D	xxx-xx-xxxx	2	2016/08/05	ACTIVE
SMITH, MARY A	xxx-xx-xxxx	5	2016/03/02	ACTIVE
WILLIAMS, ELIZABETH	xxx-xx-xxxx	5	2016/01/26	ACTIVE

MIRS Payment File

- > The payment file includes 24 months of payment history.
- > Sample payment file reports are as follows:
 - Overtime usage
 - Fiscal year expenditures

Overtime Usage Report

WORKING 40 OR MORE HOURS OF OVERTIME

DURING THE 03/2017 PAY PERIOD

DATA AS OF: 07/28/2017

UNIT	EMPLOYEE	NUMBER OF	GROSS EMP
NUMBER	NAME	HOURS	PAY
222	BROWN, MARY D	62.00	\$1,524.93
	JOHNSON, LINDA C	94.25	\$2,144.66
	JONES, JAMES E	71.50	\$1,775.80
	SMITH, MICHAEL	121.25	\$3,099.31
	WILLIAMS, JOHN	40.85	\$1,126.87
	WILLIAMS, PATSY	42.00	\$945.45

TOTAL: 222 528.50 \$13,044.77

Fiscal Year Expenditures

QUARTERLY EXPENDITURES FOR THE 2016/2017 FISCAL YEAR DATA AS OF: 07/28/2017

	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
TYPE OF					
PAYMENT*					
AWARD	\$748.18	\$67,280.05	\$5,725.67	\$192,600.17	\$266,354.07
DED ADJ REF	\$11,235.40	\$406.43	\$728.95	\$117.78	\$12,488.56
DSBLTY SUPP	\$76,237.17	\$68,952.15	\$67,659.18	\$19,766.00	\$232,614.50
IDL FULL	\$40,201.22	\$82,353.48	\$38,255.75	\$7,615.02	\$168,425.47
IDL-2/3	\$400,667.58	\$366,092.91	\$399,021.72	\$109,885.84	\$1,275,668.05
L/S OT	\$25,112.25	\$25,710.15	\$14,520.31	\$15,237.47	\$80,580.18
L/S VAC	\$374,033.95	\$137,484.39	\$548,947.07	\$229,786.99	\$1,290,252.40
MISC	\$14,264.98	\$24,969.31	\$24,603.06	\$6,959.05	\$70,796.40
NDI	\$177,008.65	\$184,063.67	\$151,342.87	\$26,896.11	\$539,311.30
OVERTIME	\$2,840,235.12	\$1,612,859.96	\$1,086,990.55	\$147,470.29	\$5,687,555.92
PREMIUM PAY	\$5,451.42	\$3,937.79	\$2,480.70	0	\$11,869.91
REGULAR	\$115,608,076.63	\$110,884,049.18	\$109,677,719.67	\$35,716,819.28	\$371,886,664.76
TOTAL	\$119,573,272.55	\$113,458,159.47	\$112,017,995.50	\$36,473,154.00	\$381,522,581.52

*INCLUDES GROSS, STATE SHARE RETIREMENT, SOCIAL SECURITY AND MEDICARE IF APPLICABLE TO THE TYPE OF PAYMENT.

MIRS Employer Sponsored Deduction File

- The deduction file includes 24 months of deduction history for benefits: Life, flex, health, dental, and vision
- Sample Deduction Reports are as follows:
 - Dental coverage
 - Expenditures tracking

Dental Coverage Report

EMPLOYEES ENROLLED IN DELTA DENTAL PLAN

DURING THE 06/2017 PAY PERIOD

DATA AS OF: 07/28/2017

POSITION	EMPLOYEE	PARTY
NUMBER	NAME	RATE
222-121-3131-001	BROWN, LINDA C	3
222-121-3331-002	JOHNSON, ELIZABETH R	2
222-121-4455-045	BROWN, MICHAEL D	3
222-121-5858-090	JONES, JOHN L	1
222-222-1123-050	SMITH, PATRICIA	3
222-222-1330-002	JOHNSON, JAMES	1
222-222-4090-001	WILLIAMS, MARY D	2

Expenditure Tracking Report

STATE SHARE EXPENDITURES FOR THE 03/2016 AND 04/2016 PAY PERIODS

PAY

PERIOD	BENEFIT	STATE SHARE
03/2016	DENTAL	\$96,655.28
	FLEX CASH	\$35,200.00
	HEALTH	\$546,531.85
	LIFE INS	\$3,518.62
	VISION	\$18,296.13
TOTAL 03	/2016	\$700,201.88
04/2016	DENTAL	\$83,004.25
	FLEX CASH	\$135,636.17
	HEALTH	\$479,395.71
	LIFE INS	\$3,493.62
	ST FLEX FEE	\$2,115.66
	VISION	\$15,257.02
TOTAL 04	/2016	\$718,902.43
TOTAL		\$1,419,104.31

MIRS Leave Accounting File

- The accounting file includes current state service and leave benefit data, with 24 months of leave benefit transactional history.
- > Sample leave accounting reports are as follows:
 - Leave benefit cash out
 - A count of employees who used sick leave, including the total amount of sick leave hours used in a specified leave period

Leave Benefit Cash Out Report

PAGE 1

LEAVE BENEFIT CASH OUT COSTS FOR EMPLOYEES WHO ARE AGE 55 OR OLDER DATA AS OF: 07/28/2017

	ΕE		CASH OUT
AGE	COUNT	BENEFIT	AMOUNT
55	315	ANNUAL	\$630,523.13
		СТО	\$4 , 576.97
		HOL CR	\$115 , 177.49
		PH	\$24 , 518.12
		PLP	\$84 , 045.20
		VACATION	\$1,145,382.45

TOTAL FOR AGE: 55

\$2,004,223.36

Sick Leave Usage Report

PAGE 1

COUNT OF EMPLOYEES WHO USED SICK LEAVE AND TOTAL SICK LEAVE HOURS USED FOR LEAVE PERIOD 06/2017 DATA AS OF: 07/28/2017

			COUNT OF	SICK LEAVE
AGY	UNIT	CLASSIFICATION	EMPLOYEES	HOURS USED
555	151	EXEC SEC I	2	19.00
		STAFF SER AN (GEN)	1	16.00
		STF SVS MGR II/SUP	1	2.00
		WORD PROC TECH	1	8.00
TOTA	L FOR	UNIT: 151	5	45.00

NOTE: REPORT INCLUDES LEAVE BENEFITS USED IN LIEU OF SICK LEAVE.

PERSONAL HOLIDAY 'UNIT' USED IN LIEU OF SICK LEAVE BY:

- FULL TIME OR INTERMITTENT EMPLOYEE IS CONVERTED TO 8 HOURS.

- FRACTIONAL EMPLOYEE IS CONVERTED TO ITS FRACTIONAL HOURLY EQUIVALENT.

MIRS Position Inventory File

- > The position file includes position inventory and information from the SCO's monthly position roster file
- > Sample position inventory reports are as follows:
 - A listing of all current vacancies available

Listing of All Vacancies Report

LISTING OF ALL VACANT POSITIONS IN CLASS TITLE ORDER DATA AS OF: April 30, 2017

		AUTH
CLASS		TIME
TITLE	POSITION NUMBER	BASE
ACCOUNTANT TRAINEE	001-405-4179-001	1.00
AS INFO SYS AN/SP	001-406-1470-014	1.00
ASO ENGRG GEOLOGST	001-101-3754-090	1.00
	001-109-3754-061	1.00
ASO GOVRL PROG ANL	001-105-5393-001	1.00
	001-304-5393-001	1.00
	001-402-5393-002	1.00
	001-402-5393-005	1.00
	001-543-5393-004	.60
ASO MANGMT AUDITOR	001-544-4159-090	1.00
	001-552-4159-098	1.00
ASOC OIL&GAS ENGR	001-201-3783-009	.75
	001-201-3783-011	.75
	001-201-3783-012	.25
	001-205-3783-098	1.00

MIRS Common Library

- Common Library reports have a statewide application. They are pre-written and are ready to execute and print/download at your department.
- > Types of common library reports are as follows:
 - > Accounting/Budget/Payroll Reports
 - Blanket Funds Report (COM024)
 - Intermittent Hours Tracking
 - Intermittent Employees Report (INT003A, INT004A, INT006A, INT009, and INT010)
 - > Equal Employment Opportunity Reports
 - Ethnic and Gender Report (COM029)

MIRS Common Library (Cont.)

- > Leave Accounting Reports
 - Direct Deposit Eligibility Report (LEAVE001)
- > Personnel Reports
 - State Service Credit Report (PERS001)
- > Position Inventory Reports
 - Filled/Vacant Position Report (POS003)

Blanket Funds Report

PAGE 1

BLANKET EXPENDITURE REPORT (INCLUDES O.T. AND TEMP. HELP) FOR MARCH, 2000 DATA AS OF: 04/28/2000

AGY	SERIAL NUMBER	UNIT	NAME	GROSS PAY	DAYS PAID	HOURS PAID
999	901	510	ADAMS, JAMES C	\$379.92	0	12.00
		530	HILL, JAVIER	\$3,516.96	20	13.00
		540	GARVEY, RONALD	\$636.90	0	22.00
			JONES, JUAN M	\$1,155.20	0	38.00
*TOT	AL BLANKE	ET 901		\$5,688.98	20	85.00

Intermittent Hours Tracking

> Employees who worked 960 hours plus towards their Vacation/Personal Holiday waiting period

PAGE 1

INTERMITTENT EMPLOYEES WITH 960 HOURS OR MORE TOWARDS THEIR VACATION/PERSONAL HOLIDAY WAITING PERIOD USING BENEFIT ID WP DATA AS OF: 03/17/2017

				# OF		PH/VA
				HOURS FOR	STATE	
WAITING POSITION LEAVE				BENEFIT ID	SERVICE	END
NUMBER	CLASSIFICATION	EMPLOYEE NAME	SSN	WP	MONTHS	PERIOD
555-011-4870-902	STUDENT ASSISTANT	BROWN, MARY M	xxx-xx-xxxx	960.00	7	99/9999
		JOHNSON, ELIZABETH	xxx-xx-xxxx	982.00	9	99/9999
		SMITH, PATRICIA R	xxx-xx-xxxx	1002.50	5	99/9999
		WILLIAMS, JAMES D	xxx-xx-xxxx	993.00	5	99/9999
555-012-1123-902	ASSISTANT CLERK	JOHNSON, LINDA B	xxx-xx-xxxx	975.00	5	99/9999
555-013-1441-902	OFF ASST/GEN	BROWN, WILLIAM C	xxx-xx-xxxx	1007.00	12	02/2006
		JONES, ROBERT C	xxx-xx-xxxx	960.50	7	99/9999
		SMITH, JENNIFER	xxx-xx-xxxx	985.00	1	99/9999
		SMITH, JOHN F	xxx-xx-xxxx	1100.00	8	01/2006
		WILLIAMS, PATRICIA	xxx-xx-xxxx	1045.00	6	99/9999
555-100-1419-902	KEY DATA OPERATOR	JONES, WILLIAM	xxx-xx-xxxx	999.00	16	99/9999

Intermittent and Eligible for Retirement

Identifies Intermittent Employees <u>not</u> currently enrolled in a retirement plan and are eligible; employees who have a Benefit ID of RT

PAGE 1

INTERMITTENT EMPLOYEES ELIGIBLE FOR RETIREMENT BENEFITS DATA AS OF: 03/17/2017

POSITION NUMBER	NAME	SSN	RETIREMENT BALANCE
NOMBER	NAME	55N	BALANCE
555-011-4870-902	SMITH, JENNIFER B	XXX-XX-XXXX	1120.00
555-012-1123-902	WILLIAMS, LINDA D	XXX-XX-XXXX	1176.00
555-013-1441-902	BROWN, ELIZABETH	xxx-xx-xxxx	1033.50
	JONES, MARY M	XXX-XX-XXXX	1012.00
	SMITH, JENNIFER L	xxx-xx-xxxx	1360.00
	WILLIAMS, JAMES S	XXX-XX-XXXX	1190.00
555-122-1419-902	JOHNSON, MICHAEL R	xxx-xx-xxxx	1902.00

Intermittent Employees Approaching Maximum

- Intermittent employees that reached 1500 hours maximum (worked 1200 hours or more) or *2000 hours maximum (1600 hours or more)
- Employee's in bargaining unit 06, based on Leave Benefit ID and MAX (Max hours worked)

INTERM	(1200/*1	EMPLOYEES APPROACHING THEIR 1500/*2000 (1200/*1600 HOURS OR MORE) DATA AS OF: 03/17/2017					
			СВ	TOTAL HOURS			
NAME	POSITION NUM		ID	WORKED			
BROWN, JAMES I	555-012-1123	 -902 xxx-xx-xxxx	 R04	1,231.00			
BROWN, JOHN P	555-015-1441	-902 xxx-xx-xxxx	R04	1,455.00			
JOHNSON, ROBER	RT C 555-015-1419	-902 xxx-xx-xxxx	R04	1,345.00			
JONES, ELIZABE	ETH 555-012-4870·	-902 xxx-xx-xxxx	E	1,313.00			
JONES, WILLIAM	4 R 555-015-9662-	-902 xxx-xx-xxxx	*R06	1,745.00			
SMITH, MARY O	555-011-4870	-902 xxx-xx-xxxx	E	1,203.00			
WILLAIMS, LINI	DA 555-013-9662-	-902 xxx-xx-xxxx	*R06	1,800.00			

PAGE 1

*THOSE EMPLOYEES WHO ARE IN BARGAINING UNIT 06

Intermittent and Eligible for SISA & MSA

SUPERVISOR CERTIFICATION OF SALARY ADJUSTMENT

SOCIAL SECURITY NUMBER XXX-XX-XXXX	EMPLOYEE NAME WILLIAMS, MARY	OLD SALARY L	NEW SALARY	POSITION NUMBER 999-111-0835-905
FIRST MONTH HOURS WORKED	START DATE	CARRY-OVER HOURS 145.50	HOURS WORKED 2065.50	EFFECTIVE DATE 03/02/2017

IN MY JUDGMENT, THE EMPLOYEE'S JOB PERFORMANCE

MEETS THE LEVEL OF QUALITY AND QUANTITY EXPECTED BY THE AGENCY AT THIS STAGE OF AN EMPLOYEES EXPERIENCE IN THE POSITION AND THEREFORE I RECOMMEND THAT THE EMPLOYEE BE GRANTED A SALARY ADJUSTMENT DOES NOT MEET THE LEVEL OF QUALITY AND QUANTITY EXPECTED BY THE AGENCY AT THIS STAGE OF AN EMPLOYEES EXPERIENCE IN THE POSITION AND THEREFORE I RECOMMEND THAT THE EMPLOYEE NOT BE GRANTED A SALARY ADJUSTMENT AT THIS TIME. I HAVE SO INFORMED THE EMPLOYEE ON THIS DATE ______. SEE ATTACHED MEMO.

SIGNATURE OF SUPERVISOR

TITLE DATE

Intermittent and Reached 960 or 1920 Hours

Intermittent employees who have reached 960 hours towards the end of an Alternate Range of 6 months, or 1920 hours towards the end of an Alternate Range of 12 months

EMPLOYEE'S NAME		SOCIAL SECURITY NO
BROWN, JOHN L	xxx-xx-xxxx	
EMPLOYEE'S POSITION NUMBER	: 999-123-0916-901	
CLASS TITLE	EVALUATION DATE	ALTERNATIVE RANGE
FSH & WLDLF TECH		A
AT THIS STAGE OF AN I I THEREFORE RECOMMEND THAT BE MOVED FROM RAI NOT BE GRANTED A	AND QUANTITY EXPECTE EMPLOYEE'S EXPERIENCE	D BY THE AGENCY IN THE POSITION. DATE
COMMENTS:		
SIGNATURE OF SUPERVISOR	 TITLE	DATE

Ethnicity and Gender Report

PAGE 1

ETHNIC AND GENDER BREAKDOWN BY CLASS FOR ACTIVE EMPLOYEES DATA AS OF: 04/28/2017

CLASS TITLE	ETHNICITY	GENDER		
A INFO SYS AN	FILIPINO	 М	1	25.00
	WHITE	F	2	50.00
		М	1	25.00
TOTAL: A INFO SYS AN			4	100.00
ACCOUNTING TECH	HISPANIC	F	1	33.33
		М	1	33.33
	WHITE	М	1	33.33
TOTAL: ACCOUNTING TECH			3	100.00
ASO GOVRL PROG ANL	AMER INDIAN	F	1	5.56
	BLACK	F	2	11.11
		М	1	5.56
	OTHER	F	1	5.56
	WHITE	F	12	66.67
		М	1	5.56
TOTAL: ASO GOVRL PROG A	ANL		18	100.00

Direct Deposit Eligibility Report

PAGE 1

EMPLOYEES ON DIRECT DEPOSIT THAT DO NOT MEET MINIMUM LEAVE BALANCE REQUIREMENTS DATA AS OF: 04/28/2017

			ANN							
UNIT	EMPLOYEE NAME	SSN	LV	CTO	EX	PLP	SL	VAC	TOTAL	
		2010-2010			10-000					
111	JOHNSON, MARY	XXX-XX-XXXX	.00	.00	.00	.00	8.00	13.50	21.50	
	JONES, JENNIFER C	XXX-XX-XXXX	.00	.00	.00	.25	.00	24.00	24.25	
	JONES, MARY C	XXX-XX-XXXX	.00	.00	.00	.00	8.00	19.00	27.00	
	WILLIAMS, MICHAEL	XXX-XX-XXXX	.00	.00	.00	.00	17.00	4.00	21.00	
113	BROWN, JOHN F	XXX-XX-XXXX	15.50	.00	.00	.00	.00	6.00	21.50	
	BROWN, MARY M	XXX-XX-XXXX	11.00	.00	.00	.00	.00	.00	11.00	
	JOHNSON, LINDA	XXX-XX-XXXX	.00	.00	.00	28.00	8.00	1.25	37.25	
	SMITH, JAMES D	XXX-XX-XXXX	.00	.00	.00	.00	.00	16.00	16.00	
	WILLIAMS, ROBERT R	XXX-XX-XXXX	.00	.00	2.50	.00	.00	2.00	4.50	
112	JONES, JOHN	XXX-XX-XXXX	.00	.00	.00	.00	8.00	22.50	30.50	

State Service Credit Report

EMPLOYEES APPROACHING 20, 25, OR 40 YEARS OF STATE SERVICE WITHIN 12 MONTHS REPORT GENERATED ON 05/01/2017

AGY	UNIT	STATE SERVICE GROUP*		EMPLOYEE NAME	CLASS TITLE
555	111	20 YEARS		SMITH, MARY D WILLIAMS, JAMES C	TRAINING OFFICER I ASO GOVRL PROG ANL
		25 YEARS	288 291 295	BROWN, JENNIFER JOHNSON, LINDA JONES, PATRICIA D	STAFF SVS MANGERI ASO GOVRL PROG ANL SUP PROG TECH III
		40 YEARS	468	SMITH, MICHAEL C WILLIAMS, ROBERT	OF SER SUP II (GN) ACCT ADMIN I/SUP

* 20 YEARS = 228 TO 240 MONTHS OF STATE SERVICE 25 YEARS = 288 TO 300 MONTHS OF STATE SERVICE 40 YEARS = 468 TO 480 MONTHS OF STATE SERVICE

Filled/Vacant Position Report

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD

MANAGEMENT INFORMATION RETRIEVAL SYSTEM

FILLED/VACANT POSITION SUMMARY BY FACILITY AND CLASS TITLE

DATA AS OF: April 30, 2017

PDV1103

001

FACILITY: STATE CONTROLLER'S OFFICE-PPSD

	TYPE			EST	EST	EST
CLASS	OF	CLASS	TOTAL	PSNS	PSNS	PSNS
TITLE	POS	CODE	AUTHORIZED	AUTH	FILLED	VACANT
ACCT I/SP		4177	2.00	2	1	1
ACCT OF/SPL		4546	2.00	2	1	1
ASO ADM ANLY AC SY		5304	1.00	1	1	0
ASO GOVRL PROG ANL		5393	2.00	2	2	0

7.00

TOTAL

7 5

2

Customer Service

- > Knowledgeable and experienced training consultants
- Classroom instruction
- Customized consultations
- > Phone liaison
- > System enhancements and maintenance support
- > MIRS website updates



MIRS Customer Satisfaction

> Overall Satisfaction	98.9%
Program Performance	97.6%
Customer Support	100%
Communication	98.5%
> Training	99.4%

MIRS Monthly Costs

> Departments with 1,000 or more employees per Personnel Year

\$3.96 per employee

Departments with less than 1,000 employees per Personnel Year
Flat rate of \$3,630 per year



MIRS Consultant Contacts

For general MIRS questions or departments interested in converting to MIRS, please contact the MIRS consultants:

Omar Rawashdeh Angela S. Cipollone

MIRS Email: ppsdmirs@sco.ca.gov MIRS Contact Line: (916) 327-3926