

State of California

MEMORANDUM

DATE: September 10, 1998

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 98-042

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Accounting Officers
Personnel Transactions Supervisors
Labor Relations Officers

FROM: Department of Personnel Administration
Office of the Director

SUBJECT: Security of Pay Warrants and Direct Deposit Advice

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Section 11.11 of the 1998-99 Budget instructs the Department of Personnel Administration (DPA) to advise all departments, boards, offices, and other agencies and entities of State Government of the requirement to ensure the confidentiality of pay warrants and direct deposit advice.

In order to protect the privacy of State employees and ensure the security of the payment of public funds, all departments, boards, offices, and other agencies and entities of the State shall distribute pay warrants and direct deposit advice to employees in a manner that ensures that personal and confidential information contained on the warrants and direct deposit advice is protected from unauthorized access. DPA asks that all departments review their current practices and, if needed, take the necessary steps to ensure that unauthorized access of pay warrants and direct deposit advice is secure.

If you have any questions regarding this memorandum, you may contact your department's Personnel Management Technician in the Classification and Compensation Division at DPA.



Lillian Rowett
Chief Deputy Director