


Profile Fields



CalATERS users can access their Profile by clicking the  icon from their work queue. The Profile contains information specific to each CalATERS user. This information is attached to each Travel Advance and Expense Reimbursement form.

Profile Field	Definition	Can Employee Update?
Profile Information		
User ID	Your CalATERS User ID. DO NOT modify your User ID during New User Registration.	Yes
Type of Requestor	Select Employee or Non-Employee (for non-state employees like contractors and vendors).	Yes
Last Name	Your last name or surname.	Yes
First Name	Your first name.	Yes
MI	Your Middle Initial.	Yes
Email Address	Your business e-mail address e.g., ssamsas@sco.ca.gov, to be used to receive CalATERS generated messages.	Yes
Business Phone	Your business telephone number e.g., (916) 322-9999 x342.	Yes
CB Description	Your selection will determine your collective bargaining designation and unit number e.g., R04 – Office/Allied. For travel claims, this will determine the expenses and expense rates that you are eligible for based on rules established by the Department of Personnel Administration.	Yes
You are enrolled in Direct Deposit:	The Yes or No indicator is set through a daily interface with the Non-Uniform State Payroll System. Those employees that have a yes indicator are currently enrolled in direct deposit and your ER's will be paid in this manner as well. If you have a No indicator, your expense reimbursements will be paid by warrant (check) and will be mailed to the mailing address you specify in your Profile.	No

Profile Field	Definition	Can Employee Update?
Mailing Address		
Street	Mailing street address e.g., PO Box 1234 or 123 Windy Way	Yes
City	Mailing city e.g., Los Angeles	Yes
State	Mailing state code e.g., CA	Yes
Zip Code	Mailing Zip Code e.g., 99999 + 4 digits (optional)	Yes
Is your residence address same as mailing address?	Select Yes or No. If No, complete all applicable Residence Address fields.	Yes
Residence Address		
Is your residence address on file with the Accounting Office?	Select Yes or No. If Yes, your residence address should be "On File" with your accounting office. If No, provide a residence address. Providing your home address is voluntary under Civil Code Section 1798.17. However, the absence of this information may cause payment of your claim to be delayed or rejected. Contact your department's Accounting Office to determine the necessity for this information.	Yes
Street	Residence street address e.g., 1 Main Street	Yes
City	Residence city e.g., Los Angeles	Yes
State	Residence state code e.g., CA	Yes
Zip Code	Residence Zip Code e.g., 98888 + 4 digits (optional)	Yes
Organization		
Department Name	This field contains your department, which determines the high level account coding used as the default for processing your expense reimbursements.	No
Division Name	This field contains a division name assigned by your department.	No
Bureau Name	This field contains a bureau name assigned by your department.	No
Unit Name	This field contains a unit name assigned by your department.	No
Street	Department street address e.g., 5678 Work Way.	Yes
City	City department is located in e.g., Sacramento	Yes
Zip Code	Department zip code e.g., 97777 + 4 digits (optional)	Yes
Approver	The first level approver (default approver) for your Expense Reimbursement and Travel Advance requests.	Yes

Profile Field	Definition	Can Employee Update?
Account Coding Information		
Fund Number	The department fund number from which appropriation of funds are drawn.	No
Organization Number	The department organization number. This number is the same as the department's UCM Code.	No
Reference Number	This is part of the department high level account coding for appropriation funds.	No
Program/Category	This is part of the department high level account coding for appropriation funds.	No
Sub-Fund Number	This is part of the department high level account coding for appropriation funds.	No
Year of Statute	The current budget year.	No
Chapter	The chapter of the current budget from which the department will use in appropriation of funds.	No
Fed Catalog	This is part of the department high level account coding for appropriation funds.	No
Element	This is part of the department high level account coding for appropriation of funds.	No
Component	This is part of the department high level account coding for appropriation of funds.	No
Task	This is part of the department high level account coding for appropriation of funds.	No
Prime Account	This is part of the department high level account coding for appropriation of funds. Within CalATERS this is always '0000'.	No
Sub Account Code	This is part of the department high level account coding for appropriation of funds.	No
Source	This is part of the department high level account coding for appropriation of funds.	No
Detailed Coding	This is part of the department high level account coding for appropriation of funds for an individual employee.	No

Profile Field	Definition	Can Employee Update?
Long Term Assignment (LTA)		
Are you on a long term assignment?	A LTA is a pre-approved business trip of more than 30 consecutive days. If No, you are not on a long-term assignment (LTA). If Yes, you are on an LTA. Complete the remaining fields on the screen.	Yes
Start date	Date you were initially appointed to the LTA.	Yes
End date	Date the LTA is projected to end.	Yes
LTA Residence Address		
Street	LTA residence address e.g., 456 Temp Street	Yes
City	LTA residence city e.g., Sacramento	Yes
State	LTA residence state e.g., CA	Yes
Zip Code	LTA residence zip code e.g., 98888+4 digits (optional)	Yes
Permanent Address		
Street	Permanent street address e.g., 1 Main Street	Yes
City	Permanent city e.g., Los Angeles	Yes
State	Permanent state e.g., CA	Yes
Zip Code	Permanent zip code e.g., 98888 + 4 digits (optional)	Yes
Miscellaneous Profile		
PPSD Agency Code	State Controller's Office, Personnel Payroll Services Division (PPSD) Agency Code. Payroll agency code.	No
Reporting Unit	Payroll reporting unit.	No
State Code	Payroll state code.	No

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