

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

DATE: December 21, 2021

MIRS LETTER #21-001
(Civil Service Only)

TO: All Agencies in the Management Information Retrieval System (MIRS)

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: NEW ELEARNING TRAINING MODULES

As of last year, MIRS in-person training was postponed due to the COVID-19 pandemic. We understand that MIRS training is critical and we are excited to introduce a series of MIRS eLearnings that allow new and seasoned MIRS users to understand what MIRS is and how to use the system to meet departmental data needs.

The first course to be available is the Introduction to MIRS course. This course consists of six modules as defined below.

- Module 1 – Master File Descriptions: Details the fieldnames and file information available in each MIRS File.
- Module 2 – Navigating the System: Introduces MIRS screens and copying reports; includes instructions on how to copy to and from the Common Library, as well as how to use PF keys and commands.
- Module 3 – MIRS Procedure Overview: Presents Update Schedule details, how to write procedures to create a report, how to navigate within a procedure and a report, how and when to invoke the FOCUS Environment, and common error messages.
- Module 4 – MIRS Procedure Writing (Verbs, Formats, & By Phrases): Guidance on basic procedure writing, including verbs (PRINT, SUM, and COUNT), field formats, and sorting data with By Phrases.
- Module 5 – MIRS Procedure Writing (Selecting Records): Explains Where Phrases; including single and multiple selection criteria, as well as when to use Record Limit.
- Module 6 – MIRS Procedure Writing (Customization): Identifies the various options for customizing a MIRS procedure, such as using totals, headings, footings, changing titles, date and time system variables, reformatting fieldnames, and skipping lines.

The first two modules – “Master File Description” and “Navigating the System” are now available on the State Controller's Office (SCO) website, [SCO | MIRS Training](#). Please refer to the [MIRS Handbook](#) while watching the presentations. Additional modules will be available over the coming months.

If you have questions regarding this letter, please contact the MIRS Helpdesk at ppsdmir@sco.ca.gov.

For assistance with personnel or payroll related items, agencies may use the following contact information:

Contact:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email connecthrhelp@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email ppsdmir@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:MH:AW:MIRS