

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

DATE: May 4, 2022

MIRS LETTER #22-002
(Civil Service Only)

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: MIRS UPDATES – ETHNIC NAME (NEW) AND ETHNIC NAME (OUTDATED) ADDED

As of the Monday, April 25, 2022, update to the Management Information Retrieval System (MIRS), the ethnic names that correspond to the two new ethnic code fields are available in MIRS. MIRS report writers may now create reports with new and outdated ethnic codes and names.

In addition to the new and outdated Ethnic Codes provided in the State Controller's Office (SCO) [Personnel Letter #22-006](#), the MIRS Consultants have added values for Ethnic Code (New) and have added fields for Ethnic Name (New) and Ethnic Name (Outdated). Please see below for additional details:

Ethnicity (New)

- Ethnic Code (New) (ETHNIC_CD_N) possible values:
 - Employee designated ethnicity code(s)
 - Human Resources (HR) Office designated ethnicity code
 - ' ' (Blank) – indicates that the ethnicity is missing from the Affordable Care Act System (ACAS)
 - Dash (-) – use the Ethnic Code (Outdated) field to see the employee's ethnicity code
- Ethnic Name (New) (ETHNIC_NAME_N) possible values:
 - Employee designated ethnicity name
 - HR Office designated ethnicity name
 - ' ' (Blank) – indicates that the ethnicity is missing from ACAS
 - Dashes (-----) – use the Ethnic Name (Outdated) field to see the employee's ethnicity name
 - MULTIPLE – indicates that the employee has designated more than one ethnicity

Ethnicity (Outdated)

- Ethnic Code (Outdated) (ETHNIC_CD_O) possible values:
 - Outdated employee designated ethnicity code
 - Outdated HR Office designated ethnicity code
 - ' ' (Blank) – use the Ethnic Code (New) field to see the employee's ethnicity code
- Ethnic Name (Outdated) (ETHNIC_NAME_O) possible values:
 - Outdated employee designated ethnicity name
 - Outdated HR Office designated ethnicity name
 - ' ' (Blank) – use the Ethnic Name (New) field to see the employee's ethnicity name

Sample Report

Below is an example of a report output for the new and outdated ethnic codes and names:

ETHNIC_CD_N	ETHNIC_NAME_N	ETHNIC_CD_O	ETHNIC_NAME_O
E	WHITE		
-	-----	B	PUERTO RICAN
G	FILIPINO		
DEG	MULTIPLE		

Resources

The MIRS Handbook has been modified to include all current updates and is available here: https://sco.ca.gov/Files-PPSD/Mirs/mirs_handbook.pdf.

The Personnel and Payroll Services Division MIRS Consultants are currently modifying the MIRS Common Library reports which contain ethnicity. A communication will be sent once the modifications are complete.

As a reminder, effective March 7, 2022, HR Offices began key entering Ethnic Code values in the new Ethnicity screen of ACAS. Please use the following resources for more information about the change to allow multiple ethnicities in ACAS:

- Personnel Letter #22-006: Ethnic Origin – Moving from Employment History PIMS to the Affordable Care Act System: https://sco.ca.gov/Files-PPSD-Letters/Pers/2022_e22-006.pdf.
- Employee Race and Ethnicity FAQs on the SCO website: https://sco.ca.gov/ppsd_hr_emp_race_or_ethnicity_faq.html.

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

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

- 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
- ConnectHR Feedback Email (All HR Staff) 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
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

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

JEB:ASC:MIRS