STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CALATERS GLOBAL TABLE MAINTENANCE REQUEST
AO-448 (REV. 03/19)

CHECK ONE OF THE FOLLOWING ACTIONS:
☐ New Employee
☐ Employee Changing Job Function/Location
☐ Employee Separating From CAL FIRE
☐ Non-Employee

EFFECTIVE DATE	BUSINESS UNIT *(CAL FIRE = 3540 / Natural Resources Agency = 0540)* **CAL FIRE 3540**
EMPLOYEE FULL NAME *(First, Middle, Last)*	EMPLOYEE LOGIN *(Up to first 4 letters of last name plus last 4 digits of SSN. i.e. NG1234, LEE1234, SMIT1234)*

EMPLOYEE SSN *(Required if new employee, else leave blank)*	Position # *(i.e 541-000-0000-000)*	Position Title

RPTG STRUCTURE	LEGACY INDEX	SVC LOC / LEGACY PCA

BUSINESS PHONE	EMAIL ADDRESS *(Required)*

SIGNATURE	DATE

COMMENTS

DAO USE ONLY
DATA PROCESSING SECTION *(CalATERS HELPDESK)*

TABLE ADMINISTRATOR	DATE

COMMENTS

PURPOSE:

To record or update the Rptg Structure, Legacy Index and SVC LOC (Legacy PCA) in the CalATERS employees' profile. Please attach to AO-449 (if needed) and send to:

CAL FIRE Departmental Accounting Office
ATTN: Revolving Fund / CalATERS Help Desk
P.O. BOX 944246
Sacramento, CA 94244-2460

INSTRUCTION:

For New Employee: AO-449 Required to complete registration process If new employee, will not be able to prepare expense reimbursement or travel advance request until form is processed. Employee will need to activate the user account by going to the CalATERS global website (shortcut on the CAL FIRE website or http://www.sco.ca.gov/calaters_global.html) and register as a new user. Password will be sent to the users' email address once the registration is completed.

Changing Profile: If changing profile, verify the Rptg Structure, Legacy Index and SVC LOC (Legacy PCA) has been updated in employees' profile before preparation of CalATERS claim. If not, employee will have to use the "Specialized Account Code" process and enter coding.

Non-Employee: Check box for the following (Board Members, VIP, Council Members, etc...).