STATE OF CALIFORNIA   BETTY T. YEE
                                                                    California State Controller
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STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: July 16, 2021   PAYROLL LETTER #21-005

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
            Personnel and Payroll Services Division

RE: PAYMENT HISTORY REQUESTS

The State Controller's Office (SCO) is accepting Payment History Requests electronically. The SCO has released a new Employee Payment History Request form (PSD003). Human Resource (HR) offices must submit completed forms via encrypted email to reportingoperations@sco.ca.gov.

SCO's primary method of communication for payment history requests is by email. If an agency receives a response from SCO asking for additional information, the agency must submit any items to SCO within the requested timeframe. If the SCO does not receive the additional information within the requested timeframe, the SCO will consider the request closed. If the agency still needs the payment history data after SCO has closed the request, then the agency will need to submit a new Payment History Request form.

The current processing time for payment history requests is two to three weeks upon receipt of a completed Employee Payment History Request form, PSD003. All applicable fields within the form PSD0003 need to be completed, but double check the following prior to submission:
   • Section 1: The full SSN is entered
   • Section 3: The "Employer Certification", "Standard", or "Detailed" box is checked
   • Section 4: All appropriate signatures are provided, including the employee's authorizing signature when requesting payment data where the pay was issued by another department or facility.

Additional information related to requesting Pay History can be found on the SCO website.

For additional questions in regards to other SCO services, please use the following contact information:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER/EMAIL
General Payroll Procedures	Statewide Customer Contact Center SCO	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division SCO	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division SCO	PPSDOps@sco.ca.gov

SUBJECT AREA	CONTACT	TELEPHONE NUMBER/EMAIL
Cal Employee Connect Help	Personnel and Payroll Services Division SCO	connecthelp@sco.ca.gov
Cal Employee Connect Feedback	Personnel and Payroll Services Division SCO	connectfeedback@sco.ca.gov

SCO Key Initiatives:
- Cal Employee Connect Project
- California State Payroll System Project

JEB:MH:BK:CB