

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

DATE: December 9, 2021

PAYROLL LETTER #21-021
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: SUBMISSION OF PAYMENT HISTORY REQUESTS**

The State Controller's Office (SCO) is now accepting completed Payment History Request forms ([PSD-003](#)) through the ConnectHR upload feature. SCO created the feature to allow Agency Human Resources staff to securely upload documents for processing.

The ConnectHR file upload feature significantly reduces the time required to send and process documents. In addition, the file upload feature provides users with receipts to track submitted documents.

Information regarding how to request Pay History is located on the [SCO website](#). Information regarding ConnectHR can be found on their [Help and Feedback](#) page.

For additional questions regarding other SCO services, please use the following contact information:

Contacts:

- 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 PPSDmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

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

JEB:MH:BK:CB