

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

DATE: February 3, 2022

PAYROLL LETTER #21-022

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: REVISED – DISTRIBUTION AND BILLING OF 2021 FORM W-2 WAGE AND TAX STATEMENT****DISTRIBUTION OF 2021 FORM W-2 WAGE AND TAX STATEMENT**

The State Controller's Office (SCO) will mail your employees' 2021 Form W-2 Wage and Tax Statement no later than January 31, 2022.

**VIEWDIRECT – CIVIL SERVICE
CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM – CSU**

1. A report will be available on ViewDirect no later than **February 2, 2022** to assist agencies and campuses in responding to questions from employees on mailed Form W-2s. This report identifies the employee mailing address as printed on Form W-2.
2. Agencies can access ViewDirect Report ID: PDC9820, Report Name "2021 W-2 to Be Mailed." Campuses can access CIRS Program PDC0101 CSU (compendium report code number D92, cycle date 22-01). Refer to the ViewDirect Manual for access procedures.
3. The report provides the following information in agency code order:
 - Social Security Number
 - Employee name
 - Employee mailing address

UNDELIVERABLE FORM W-2

The SCO will pre-print the agency/campus address as the return address and include the agency reporting/unit codes. This will expedite the return of undeliverable Form W-2s to the employee's agency/campus.

Please update invalid address records when distributing undeliverable Form W-2s to your employees. This will prevent the problem from happening in the future. If the address records need an update, each employee's Personnel/Payroll Office must attach an Employee Action Request (Form STD. 686) or CSU Student Payroll Action Request (Form STD. 457) with a request for the employee to complete the form to update the invalid address.

BILLING FOR MAILING OF THE 2022 FORM W- 2

The cost of this service is \$0.66 per Form W-2 to defray postage/processing costs. The fee is subject to increase when the postage rate is released in January 2022. SCO will send an invoice to your office in spring of 2022.

For more information about the Form W-2, visit the SCO website for *Frequently Asked Questions (FAQ) Regarding Form W-2- Wage and Tax Statement* at [California State Controller's Office: Personnel & Payroll Services](#). Please direct employees to this web page if they have any questions or need information on the contents of their Form W-2.

Please note, Form W-2's are mailed to the employee's home address on file; if they did not receive their Form W-2 or prefer an electronic version, employees are encouraged to access the Form W-2 on [Cal Employee Connect](#) under the W-2 tab. If requesting a duplicate, SCO will waive the fee for providing a duplicate Form W-2 if the request is received by March 4, 2022. To apply for a fee waiver, the employee's Personnel/Payroll Office must complete the fee waiver request **Form STD. 436. This form should show that the employee did not receive his or her 2021 Form W-2 and that they verified the correct mailing address from ViewDirect or the CIRS report.**

Please direct questions regarding this Payroll Letter to the Statewide Tax Support Program via email at PPSDSTSP@sco.ca.gov.

For additional questions, please use the following contact information:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
General Payroll Procedures W-2 Reporting Information	Statewide Customer Contact Center	(916) 372-7200
Duplicate or Replacement Form	W-2 Duplicate W-2 Unit	(916) 445-2847
Affordable Care Act (ACA) Email	ACA Support Team	acasupport@sco.ca.gov
1095-C Reporting Information	ACA Support Team	acasupport@sco.ca.gov
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division	PPSDHRSuggestions@sco.ca.gov
CSU Inquiry Email (HR Supervisors and Managers)	Personnel and Payroll Services Division	PPSDCSUInquiry@sco.ca.gov
CS Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division	PPSDOps@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 (All HR Staff)		connecthrhelp@sco.ca.gov

ConnectHR Feedback Email (All HR Staff)

connecthrhelp@sco.ca.gov

Management Information Retrieval System (MIRS) Email

PPSDmirs@sco.ca.gov

SCO Key Initiatives:

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

JEB:AR:BE:STSP