

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

DATE: April 9, 2015

PERSONNEL LETTER #15-005  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)

**RE: STATEWIDE TRAINING JULY THROUGH DECEMBER 2015 SEMESTER  
ENROLLMENT**

This memo provides the latest information regarding the State Controller's Office, Personnel/Payroll Services Division's Statewide Training classes for July through December 2015.

Personnel and Payroll training provides Personnel Specialists with the essential knowledge, skills and abilities to accurately process personnel/payroll transactions and generate accurate and timely payroll using the State Controller's Uniform State Payroll System (USPS).

The Personnel and Payroll Services Statewide Training Unit is dedicated to the development and delivery of training that improves learner engagement and course effectiveness. To enhance our customer service, we evaluate training needs on a statewide basis. Your participation and feedback in our surveys help us determine which statewide training needs are most critical, so we can plan accordingly.

### **NEEDS ASSESSMENT**

On Monday, April 13, 2015, we will send a Needs Assessment form to all agencies via email. We request that each Agency/Department Training Coordinator complete the form and return it via email to the PPSD Training Administrator at [ppsdtraining@sco.ca.gov](mailto:ppsdtraining@sco.ca.gov) no later than the close of business on Wednesday, April 22, 2015. Please note we are not able to accept phone calls or faxes in lieu of this procedure.

### **TRAINING ENROLLMENT**

Based on the results of the Needs Assessment, on Wednesday, May 27, 2014, we will send the Statewide Training schedule and Enrollment form to all agencies via email. We request that each Agency/Department Training Coordinator identify staff needing training, complete, and return the form via email to the PPSD Training Administrator at [ppsdtraining@sco.ca.gov](mailto:ppsdtraining@sco.ca.gov) no later than the close of business on Wednesday, June 3, 2015. Please note we are not able to accept phone calls or faxes in lieu of this procedure.

We will make every effort to place Personnel Specialists, who meet the enrollment requirements, into the programs and dates requested.

## **CONFIRMATION OF ENROLLMENT**

Each scheduled Personnel Specialist and the agency Training Coordinator will receive an email confirmation letter approximately 30 days prior to the class date. This letter contains important enrollment information about the dates, duration, times, and location of the class.

## **CANCELLATION/NO SHOW**

Cancellations received more than five (5) working days in advance of the first day of class will be accepted without charge. For each late cancellation or no show, departments will be charged \$100.00.

## **STATEWIDE TRAINING TRAVEL**

Departments will be charged \$25.00 per trainee for all Statewide Training classes held outside of Sacramento.

## **COURSE PREREQUISITES**

Prerequisites ensure that each Personnel Specialist succeeds in comprehending the subject matter offered in the class. Personnel Specialists who lack the required experience may have difficulty with the material and detract from the class. Therefore, if a Personnel Specialist is unable to maintain the pace of the session, the instructor may request that he/she return to his/her department. To review a copy of course descriptions and prerequisites please go to the [PPSD Statewide Training web page](#).

Should you have questions regarding this letter, please contact the PPSD Training Administrator at (916) 322-0683 or via email at [ppsdtraining@sco.ca.gov](mailto:ppsdtraining@sco.ca.gov).

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