

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

DATE: October 12, 2015

PERSONNEL LETTER #15-018
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Acting Chief
Personnel and Payroll Services Division (PPSD)

RE: STATE WIDE TRAINING JANUARY THROUGH JUNE 2016 SEMESTER ENROLLMENT

This letter provides the latest information regarding the State Controller's Office (SCO), Personnel/Payroll Services Division's Statewide Training classes for January through June 2016.

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

The Personnel/Payroll Services Statewide Training Team 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 Wednesday, October 14, 2015, SCO will email a link to departments to collect their Training Needs Assessment for the January through June 2016 semester. We request that each department Training Coordinator complete the online form no later than the close of business on Wednesday, October 21, 2015.

The Needs Assessment form is posted on our [website](#). Please note, we are not able to accept phone calls, emails, or faxes in lieu of this online form.

TRAINING ENROLLMENT AND REGISTRATION PROCESS

Training Coordinators can enroll their students online through our website beginning Wednesday, November 18, 2015.

1. Click the Training Registration link to enroll for Personnel/Payroll Services Training classes.
2. Select a Training Class and Date. To review a copy of course descriptions and prerequisites please go to the PPSD Statewide Training web page.

Please note: Specialty classes are offered as a courtesy to Agencies/Departments based upon feedback provided in the bi-annual Needs Assessment survey. These classes are open only to the Agency/Department noted. All other enrollments will be removed.

3. Verify that the student meets the prerequisites. Be sure to verify that the student enrolls in a prerequisite class date that occurs prior to the advanced class date.

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.

4. Enroll the student in the desired Training Class. Please DO NOT attempt to enroll more than FIVE students per class, per agency.

Please note: Specialty classes scheduled for specific Agencies/Departments are not subject to the five student policy.

5. The student will receive a confirmation of enrollment within three business days. The student notification is a system-generated confirmation. We suggest the Training Coordinator notify the student of this notification and have the student forward their confirmation email to the Training Coordinator for their records.

Please note: All classes are subject to change and/or cancellation due to training site availability or low registration levels.

For substitutions and cancellations only, please contact us at ppsdtraining@sco.ca.gov.

CONFIRMATION OF REGISTRATION

Approximately 30 days prior to the class date, the student and the Training Coordinator will receive an email confirming the student's registration and class location. This letter contains important registration 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 one hundred dollars.

STATEWIDE TRAINING TRAVEL

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

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.

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