

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

DATE: April 8, 2021

FISCAL YEAR-END LETTER #21-004  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: ANNUAL PAYROLL HEADER REPORT FORM PR421**

In accordance with the annual fiscal year end processes, the State Controller's Office is mailing the annual Payroll Header Report – Form PR421 to departments April 12, 2021. Payroll Header Report - Form PR421 is used to change or delete Payroll Headers for the upcoming Fiscal Year (FY), in this instance FY 2021/2022.

All Agencies **must return** Form PR421 **to the State Controller's Office by May 3, 2021**. This includes information from abolished agencies and agencies where no changes are being made. Please keep a copy for your records:

Return to:  
STATE CONTROLLER'S OFFICE  
Personnel and Payroll Services Division  
ATTN: Position Control Unit  
P.O. Box 942850  
Sacramento, CA 94250-5878

Formatting Standardization Requirements

- Entries on Forms PR421 must be typed or clearly printed.
- Ensure that the Authorized Signature line on the first Form PR421 for each different agency code is signed and the contact person and phone number are completed on each Form PR421.
- Description lines must not exceed 30 characters per line (including spaces).
- The last three lines of the Payroll Header description must show: Funding Source, Item Number (when applicable) and Program Code (when applicable).
- Payroll Header descriptions must reflect FISCAL program code schema. Please refer to the Proposed Budget Act of 2021-22 and FISCAL Program Crosswalk to identify the correct program code (refer to attached Payroll Header Instructions Items of Appropriations). For agencies continuing to use a clearing account (Program 99), the FISCAL program coding requirements also apply.

- If the agency/reporting unit is for Out-of-State  
A notation must be made in the blank area under the agency/reporting unit on the STD. Form 407 or Form PR421.

#### Payroll Headers:

The pre-printed data on Forms PR421 does not reflect changes in 2020/2021 Payroll Headers processed after April 12, 2021.

#### Changes or Additions

- New Payroll Headers can only be added via STD. Form 407 – Payroll Headers Change (see Payroll Procedures Manual (PPM) Section C204 for STD. Form 407 completion instructions).
- When changing the reporting unit, the Payroll Header must be deleted on Form PR421 and a new Payroll Header must be established via STD. Form 407 (see PPM Section C209 for STD. Form 407 completion instructions).

#### Deletions

- Payroll Headers will automatically terminate June 30, 2021 and should be re-established for Fiscal Year 2021/2022. This information not on the Forms PR421 and should be submitted on STD. Forms 407 (see PPM Section C204 for STD. Form 407 completion instructions).
- When deleting the entire Payroll Header:  
Draw a diagonal line through the "2021/2022" CURRENT HEADER DESCRIPTION," (refer to sample PR421 attached).

To assign new agency codes, please see PPM Section C100 & C101. Questions regarding new agency codes should be directed to Chuck Lucas at (916) 323-6019.

For questions regarding Payroll Header description lines (last three lines only), that are pre-printed or to be entered, please contact the Payroll Fiscal Consulting Section of the State Controller's Office, State Accounting and Reporting Division (916) 322-7637 or via email at payrollaccounting@sco.ca.gov.

Questions regarding this letter or the completion of Forms PR421, contact the Position Control Unit at (916) 323-4928 or the Statewide Customer Contact Center at (916) 372-7200.

#### **Additional Contact Information:**

- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- CSU Inquiry Email (HR Supervisors and Managers) [PPSDCSUInquiry@sco.ca.gov](mailto:PPSDCSUInquiry@sco.ca.gov)
- Cal Employee Connect Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
- Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)

#### **SCO Key Initiatives:**

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

JEB:LD:VE:JS:SPCP:PPOB

**ADDENDUM TO FISCAL YEAR-END LETTER #21-004  
ANNUAL PAYROLL HEADER REPORT FORM PR421**

**State Controller’s Office-Payroll Header Instructions  
Items of Appropriation: FY 2021-22**

The following are step-by-step instructions to confirm and/or change the payroll headers for Fiscal Year (FY) 2021-22 for the annual Payroll Header Report (407), Form PR421. When reviewing the 407s which are subject to the Legacy and FI\$Cal Program coding structure, consult your departmental budget office for assistance.

**Overview:**

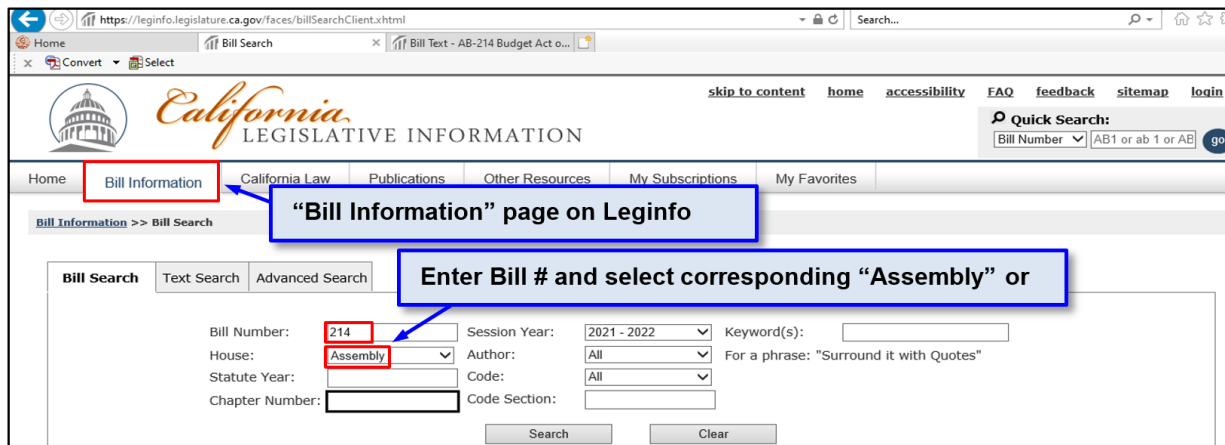
Payroll Header Report (407), Form PR421 report. Review the last three description lines for confirmation and/or changes. See the following example:

- Line 3 description for fund name should correspond to fund number on line 4 (General Fund = 0001).
- Line 4 references the legal spending authority for FY 2021-22 via Budget Act (B/A) Item.
- Line 5 references Legacy Program Code “10” cross-walked to FI\$Cal Program Code “0500”.

STATE OF CALIFORNIA																							
DATE <u>4/12/2021</u>				OFFICE OF THE STATE CONTROLLER - PAYROLL SERVICES SECTION										CONTACT PERSON <u>CONNIE TACT-PERSON</u>									
FISCAL YEAR <u>2021/22</u>				PAYROLL HEADER REPORT (407)										TELEPHONE <u>(999) 999-9999</u> PAGE <u>1</u>									
AGY	REPT UNIT	B.F.	EFF DATE	TRANS TYPE	TYPE CHNG	LINE NO.	FUND		AGENCY	FISCAL YEAR	M	REFERENCE ITEM	FEDERAL CAT NO	PROJ	C	CAT	PROG	ELEM	COMP	TASK	REV	REVENUE	
051	420		07/2021			0	010	011	0840	2102	1	01011						10					
CHANGES												2021-22 CURRENT HEADER DESCRIPTION											
<div style="border: 2px solid blue; padding: 5px;"> <p><b>Last Three Description Lines in example:</b></p> <ul style="list-style-type: none"> <li>• Line 3 – Fund Name</li> <li>• Line 4 – B/A Item with Fund Number (0001)</li> <li>• Line 5 – Legacy Program 10 cross-walk to FI\$Cal Program 0500</li> </ul> </div>												1	STATE CONTROLLER										
												2	ACCTG AND REPTG DIV										
												3	GENERAL FUND										
												4	ITEM 0840-001-0001 B/A 2021										
												5	PROGRAM 10-0500										
6																							
7																							

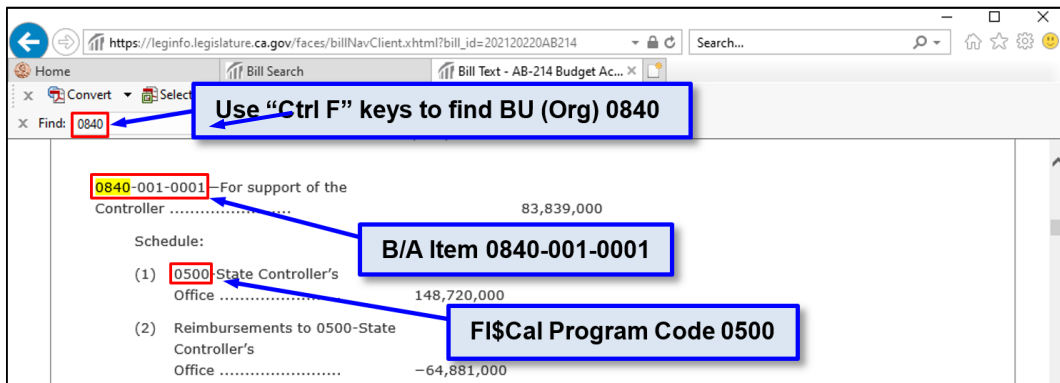
**Instructions for Obtaining Agency Budget Information for Fiscal Year 2021-22:**

1. To determine the correct program coding for the payroll header description, refer to the proposed B/A item.
2. To search for the proposed B/A item, refer to:
  - Proposed FY 2021-22 Budget Act Book or,
  - California Legislative Information website: <http://leginfo.legislature.ca.gov/faces/billSearchClient.xhtml>.
    - Select the “Bill Information” tab
      1. Enter Bill Number: “214” or “112”.
      2. Enter House: Assembly (for Bill 214) or Senate (for Bill 112).



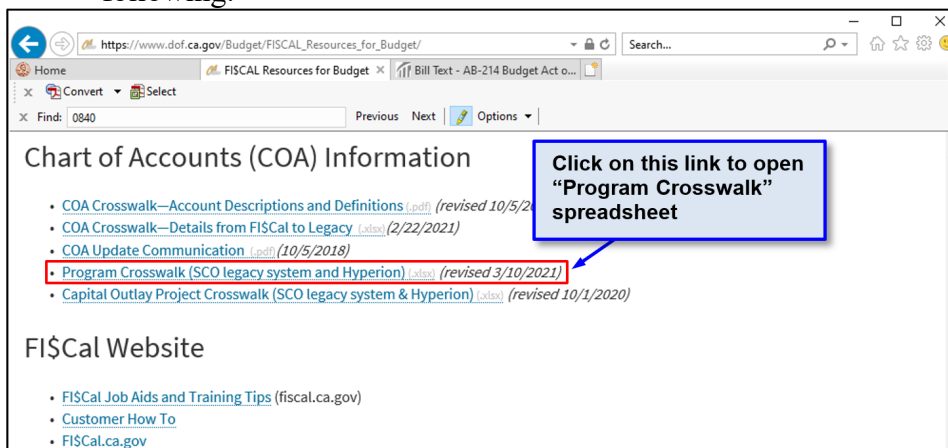
3. To locate the Agency’s applicable B/A Item number:
  - Use the Control “F” key find feature.
    - Enter agency’s four-digit organization code.

*Note: The B/A Item program numbers are reflected under the agency’s appropriation under “Schedule”:*



**Department of Finance (DOF) – FI\$Cal Program Crosswalk Table to the SCO Legacy System:**

4. The FI\$Cal Program Crosswalk table identifies the Legacy Programs for each B/A Item.
  - Refer to the DOF [http://www.dof.ca.gov/Budget/FISCAL\\_Resources\\_for\\_Budget/](http://www.dof.ca.gov/Budget/FISCAL_Resources_for_Budget/) webpage.
  - Scroll down to “Chart of Accounts (COA) Information”
  - Select the “Program Crosswalk (SCO legacy system and Hyperion)” link shown in the following:



5. The following steps show how to locate the Legacy to FI\$Cal program coding using information from procedure step 3, “To locate the Agency’s applicable B/A Item number”:

- Step 1: In the Business Unit column, locate the four digit Agency Organizational Code (0840).
- Step 2: In the FI\$Cal Program column, locate the B/A (FI\$Cal) Program Code (0500).
- Step 3: In the Legacy Program column, locate the corresponding Legacy Program Code (10).

*Note: Some Legacy Program Codes may also have additional “Element-Component-Task” coding.*

- Legacy Program Code 99 Clearing Accounts crosswalk to FI\$Cal Program 9999:

Business Unit	Legacy Program	Legacy Element	Legacy Component	Legacy Task	FI\$Cal Program	Long Program Description	Program Description (30-Character limit)	Short Program Description (10-Character Limit)
0840	10				0500	State Controller's Office	State Controller's Office	State Cont
0840	10				0500100	Accounting and Reporting	Accounting and Reporting	Accounting
0840	10				0500200	Audits	Audits	Audits
0840	10				0500300	Personnel/Payroll Services	Personnel/Payroll Services	Personnel/
0840	10					Unclaimed Property	Unclaimed Property	Unclaimed
0840	10					Disbursements	Disbursements	Disburseme
0840	10					Departmental Administration	Departmental Administration	DeptAdmin
0840	20					Loan Repayments	Loan Repayments	Loan Repay
0840						Administration - Total	Administration - Total	Administra
0840	30	01				Administration	Administration	Administra
0840	30	02			9900200	Administration - Distributed	Administration - Distributed	Administra
0840					9910	Revenue Transfers	Revenue Transfers	Revenue Tr

**Instructions to Confirm and/or Change Payroll Header Description:**

6. In the Payroll Header Report (407), verify the “Current Header Description” matches the B/A item (appropriation string), as identified in procedure steps 1 thru 5 above.
- The Fund Name (i.e. General Fund, etc.) should be on a line between Lines 3 and 5.
  - The B/A Item as identified in step 3 above should be on the next line after the Fund Name.
  - The Legacy to FI\$Cal Program Coding as identified in step 5 above should be on the next line after the B/A Item information..

*Note: If any changes are required, list them in the “CHANGES” section*

STATE OF CALIFORNIA																						
OFFICE OF THE STATE CONTROLLER - PAYROLL SERVICES SECTION												CONTACT PERSON <b>CONNIE TACT-PERSON</b>										
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PAYROLL HEADER REPORT (407)																						
AGY	REPT UNIT	B.F.	EFF DATE	TRANS TYPE	TYPE CHNG	LINE NO.	FUND		AGENCY	FISCAL YEAR	M	REFERENCE ITEM	FEDERAL CAT NO.	PROJ	C	CAT	PROG/ELM	COMP	TASK	SEC	REVENUE	
051	420		07/2021			0	01	01	01	01	1		01	01	1		1	0				
CHANGES												2021-22 CURRENT HEADER DESCRIPTION										
												1 STATE CONTROLLER										
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												6										
												7										

**Current Header Description Line 5 shows the correct Legacy Program 10 and FI\$Cal Program 0500, as identified in Step 5.**