

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

DATE: January 8, 2020

PERSONNEL LETTER #20-002

TO: All Agencies in the Uniform State Payroll System
(Decentralized Security Monitors and Authorizing Managers)

FROM: Personnel and Payroll Services Division

RE: 2020 REVISED DECENTRALIZED SECURITY PROGRAM MANUAL

The revised Decentralized Security Program Manual will be available on the State Controller's Office (SCO) website under Resources [SCO Human Resources](#).

The purpose of this manual is to define the SCO security requirements for all decentralized users of the Personnel and Payroll Services Division (PPSD) SCO system. The SCO allows access to individuals who have an authorized, legal, and legitimate business need to access such data in the performance of their governmental duties.

Careless, accidental, or intentional disclosure of information to unauthorized persons can have detrimental effects, which may result in civil or criminal actions against those involved in unauthorized disclosure (please refer to [California Penal Code 502](#) and the [California Information Practices Act of 1977 \[IPA\]](#)). To reduce the risk of exposure, PPSD has established the necessary standards, procedures, practices, and controls to protect information resources against accidental or intentional disclosure, destruction or modification.

Please direct any questions to the DSA email at dsa@sco.ca.gov. For assistance with personnel or payroll related items, you can contact the Statewide Tax Support Program (STSP) – PPSDtaxsupsect@sco.ca.gov, Statewide Customer Contact Center at (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – PPSDHRSuggestions@sco.ca.gov, or Escalation Email Inbox (HR Supervisors and Managers) – PPSDOps@sco.ca.gov.

JEB:DA:ASB