

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

DATE: April 12, 2019

PAYROLL LETTER #19-006

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

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division (PPSD)

RE: ANNUAL PAYROLL HEADER REPORT – FORM PR421

The attached Annual Payroll Header Report – Form PR421 represents the Departments or Campuses current Fiscal year 2018/2019 Payroll headers as of April 10, 2019. Use these forms to change or delete Payroll Headers for Fiscal Year 2019/2020.

To assist in processing the Annual Payroll Header Report – Form PR421 for Fiscal Year 2019/2020, use the following instructions.

- On the right side of each Form PR421, under the heading “2019/2020 CURRENT HEADER DESCRIPTION,” the 2018/2019 description will be printed with the item line showing the new Budget Act Year Information. The left side under the heading “CHANGES” will be blank. Note only changes or deletions to existing Payroll Headers (refer to sample PR421 attached).
- When deleting an entire Payroll Header, draw a diagonal line through the “2019/2020 CURRENT HEADER DESCRIPTION,” (refer to sample PR421 attached).
- New Payroll Headers can be added via STD. Form 407 – Payroll Header Change (See Payroll Procedures Manual (PPM) Section C204 for STD. Form 407 completion instructions).
- The preprinted data on Form PR421 does not reflect changes in 2018/2019 Payroll Headers processed after April 10, 2019. Payroll Headers, which will automatically terminate June 30, 2019, should be re-established for Fiscal Year 2019/2020 and are not on the Forms PR421, should be submitted on STD. Form 407 (See PPM Section C204 for STD. Form 407 completion instructions).
- Entries on Form PR421 must be typed or clearly printed for key entry.
- Description lines must not exceed 30 characters per line (including spaces).
- To establish conformance for all Payroll Headers, the last three lines of the Payroll Header description must show Funding Source, Item Number (when applicable) and Program Number (when applicable).
- Payroll Header descriptions must reflect FISCAL program code schema. Please refer to the Proposed Budget Act of 2019-2020 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.

- When changing the report unit, the Payroll Header must be deleted on Form PR421 and a new Payroll Header must be established via Form STD. 407 (See PPM Section C204 for STD. Form 407 completion instructions).
- If the agency/reporting unit is 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.
- Ensure the Authorized Signature line on the first Form PR421 for each different agency code is signed, the contact person and phone number are completed on each Form PR421.
- All Form PR421 must be returned (do not reduce) even if the agency is being abolished or nor changes are made. Please keep the copy for your records.

All Forms PR421 **Must be Returned by Friday, May 3, 2019:**

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

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

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

If you have questions regarding this letter or the completion of Form PR421, please contact the Statewide Position Control Program, via phone at (916) 372-7200.

MR:JEB:JS:ML:LD:SPCP:PPOB

Attachments

**State Controller's Office
Payroll Header Instructions
Items of Appropriation
Fiscal Year 2019-20**

Following are step-by-step instructions to confirm and/or change payroll headers for Fiscal Year (FY) 2019-20 on Annual Payroll Header Report (407), Form PR421. When reviewing 407s that are subject to Legacy and FISCAL 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 2019-20 via Budget Act (B/A) Item.
- Line 5 references Legacy Program Code "10" cross-walked to FISCAL Program Code "0500".

STATE OF CALIFORNIA																							
OFFICE OF THE STATE CONTROLLER - PAYROLL SERVICES SECTION										CONTACT PERSON <u>CONNIE TACT-PERSON</u>													
DATE <u>4/14/2019</u>					PAYROLL HEADER REPORT (407)										TELEPHONE <u>(999) 999-9999</u> PAGE <u>1</u>								
FISCAL YEAR <u>2019/20</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		07/2019			0	01	01	01	01	01												
CHANGES												2019-20 CURRENT HEADER DESCRIPTION											
												1	STATE CONTROLLER										
												2	ACCTG AND REPTG DIV										
												3	GENERAL FUND										
												4	ITEM 0840-001-0001 B/A 2019										
												5	PROGRAM 10-0500										
												6											
												7											

Last Three Description Lines in example:

- Line 3 – Fund Name
- Line 4 – B/A Item with Fund Number (0001)
- Line 5 – Legacy Program 10 cross-walk to FISCAL Program 0500

Instructions for Obtaining Agency Budget Information for Fiscal Year 2019-20:

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 2019-20 Budget Act Book or,
 - [California Legislative Information website](#):
 - Select the “Bill Information” tab
 - A. Enter Bill Number: “190” or “73”.
 - B. Enter House: Assembly (for Bill 190) or Senate (for Bill 73).

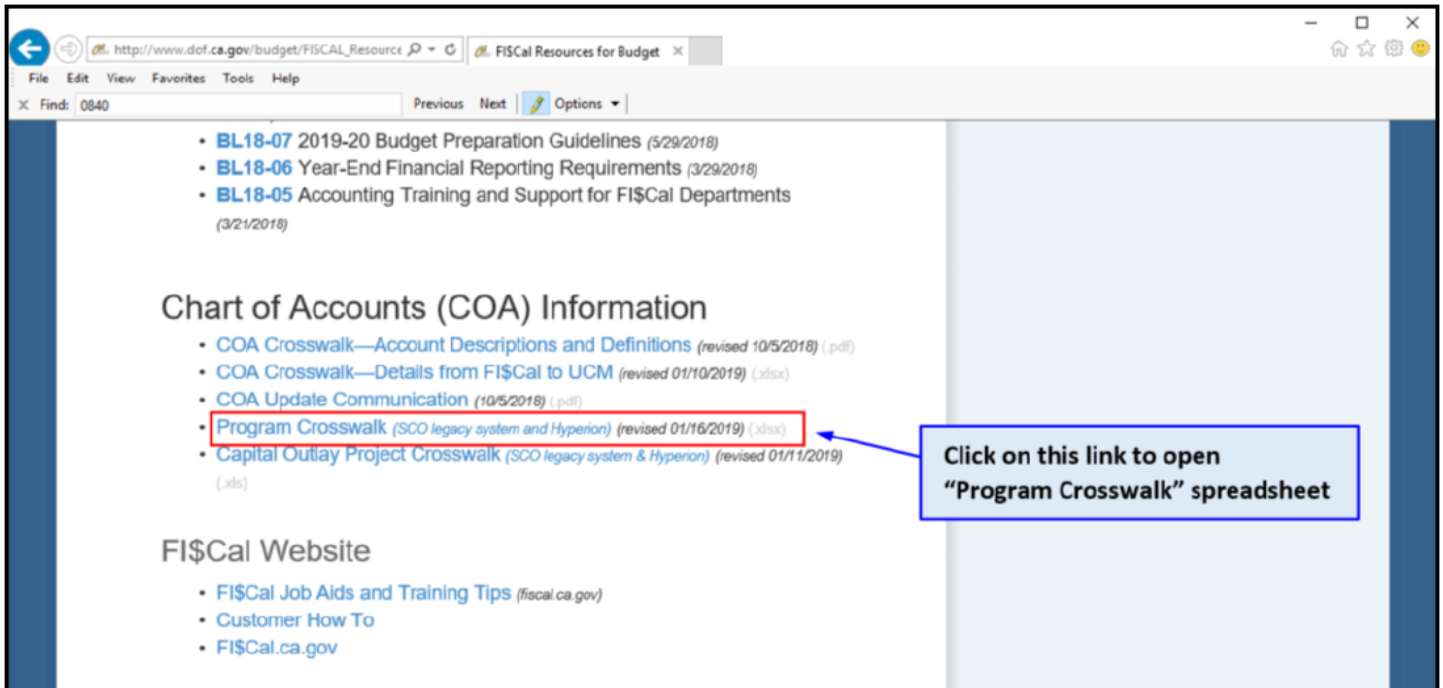
The screenshot shows the California Legislative Information website. The 'Bill Information' tab is highlighted in red. A blue box points to the 'Bill Information' tab with the text "Bill Information page on Leginfo website". Another blue box points to the 'Bill Number' input field with the text "Enter Bill # and select corresponding Assembly or Senate". The 'Bill Number' field contains '190' and the 'House' dropdown is set to 'Assembly'. The 'Session Year' is set to '2019 - 2020'. The 'Keyword(s)' field is empty. The 'Author' dropdown is set to 'All'. The 'Statute Year' field is empty. The 'Code' dropdown is set to 'All'. The 'Chapter Number' field is empty. The 'Code Section' field is empty. The 'Search' and 'Clear' buttons are visible at the bottom.

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) – FISCAL Program Crosswalk Table to the SCO Legacy System:

4. The FISCAL 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/ 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.

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	DepAdmin
0840	20					Loan Repayments	Loan Repayments	Loan Repay

- 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)
0500	99				9999	Clearing Account	Clearing Account	Clearing A

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*

For questions, please email: payrollaccounting@sco.ca.gov