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

DATE: December 9, 2022

PAYROLL LETTER #22-027

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: DISTRIBUTION AND BILLING OF 2022 FORM W-2 WAGE AND TAX STATEMENT

DISTRIBUTION OF 2022 FORM W-2 WAGE AND TAX STATEMENT

The State Controller's Office (SCO) will mail your employees' 2022 Form W-2 Wage and Tax Statement no later than January 31, 2023.

VIEWDIRECT - CIVIL SERVICE

CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM – CSU

1. A report will be available on ViewDirect no later than February 2, 2023 to assist agencies and campuses in responding to questions from employees on mailed Form W-2s. This report identifies the employee mailing address as printed on Form W-2.
2. Agencies can access ViewDirect Report ID: PDC9820, Report Name "2022 W-2 to Be Mailed." Campuses can access CIRS Program PDC0101 CSU (compendium report code number D92, cycle date 23-01). Refer to the ViewDirect Manual ([ViewDirect and Mobius View \(ca.gov\)](#)) for access procedures.
3. The report provides the following information in agency code order:
 - Social Security Number
 - Employee name
 - Employee mailing address

UNDELIVERABLE FORM W-2

The SCO will pre-print the agency/campus address as the return address and include the agency reporting/unit codes. This will expedite the return of undeliverable Form W-2s to the employee's agency/campus.

Please update invalid address records when distributing undeliverable Form W-2s to your employees. This will prevent the problem from happening in the future. If the address records need an update, each employee's Personnel/Payroll Office must attach an Employee Action Request ([Form STD. 686](#)) or CSU Student Payroll Action Request ([Form STD. 457](#)) with a request for the employee to complete the form to update the invalid address.

BILLING FOR MAILING OF THE 2022 FORM W-2

The cost of this service is \$0.68 per Form W-2 to defray postage/processing costs. The fee is subject to increase when the postage rate is released in January 2023. SCO will send an invoice to your office in spring of 2023.

For more information about the Form W-2, visit the SCO website for *Frequently Asked Questions (FAQ) Regarding Form W-2- Wage and Tax Statement* at [California State Controller's Office: Personnel & Payroll Services](#). Please direct employees to this web page if they have any questions or need information on the contents of their Form W-2.

Please note, Form W-2's are mailed to the employee's home address on file; if they did not receive their Form W-2 or prefer an electronic version, employees are encouraged to access the Form W-2 on [Cal Employee Connect](#) under the W-2 tab. If requesting a duplicate, SCO will waive the fee for providing a duplicate Form W-2 if the request is received by March 6, 2023. To apply for a fee waiver, the employee's Personnel/Payroll Office must complete the fee waiver request [Form STD. 436](#). **This form should show that the employee did not receive his or her 2022 Form W-2 and that they verified the correct mailing address from ViewDirect or the CIRS report.**

Please direct questions regarding this Payroll Letter to the Statewide Tax Support Program via email at PPSDSTSP@sco.ca.gov.

For additional questions regarding this letter, please use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email connecthrhelp@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

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

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