

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

DATE: October 22, 2020

PERSONNEL LETTER #20-027

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: 2020 REVISED DECENTRALIZED SECURITY PROGRAM MANUAL

Effective immediately, the State Controller's Office (SCO) will no longer impose classification restrictions on user access. Additionally, the Authorizing Official/Manager restriction has also been removed. Please refer to the Personnel and Payroll Services Division's Decentralized Security Manual dated 10/2020 and Decentralized Security Guidelines dated 10/2020. The manual and guidelines can be found on our website under resources at https://www.sco.ca.gov/ppsd_state_hr.html.

Agencies/Campuses are now responsible for designating authorized user access. Please review and adhere to the following policies and procedures.

- [State Administrative Manual \(SAM\) 5305.5-5365.3](#)
- [Information Practices Act of 1977 California Civil Code §1798 - §1798.24b, §1798.38](#)

The revised Decentralized Security Program Manual will be available on the SCO website under resources at [SCO Human Resources](#).

If you have any questions or need additional information, please use the following contact information:

Contact:

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

SCO Key Initiatives:

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

JEB:TS:ASB