

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

DATE: November 30, 2020 PERSONNEL LETTER #20-030

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: SUBMITTING SIGNED DOCUMENTS TO THE STATE CONTROLLER'S OFFICE

Effective immediately, the State Controller's Office (SCO) will accept all forms of digital/electronic approval from department Human Resources office employees authorized to sign personnel and payroll documents. Departments are responsible for designating those who are authorized to sign personnel and payroll documents to ensure compliance with the [State Administrative Manual \(SAM\)](#) Section 8580.1. Departments must retain their original, signed documents (wet signature or electronic signature, if used) for audit purposes. Please follow your department's electronic signature protocol (contact your supervisor for questions regarding the protocol).

[Personnel Action Manual \(PAM\)](#), Section 5.95 will be updated to reflect this change to SCO's policy.

Contact:

- [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:SH:CEC