

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

DATE: March 10, 2021

PERSONNEL LETTER #21-007

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: 2021 REVISED STD. 436 FORM – DUPLICATE WAGE AND TAX STATEMENT**

The State Controller's Office (SCO) has revised the STD. 436 (Duplicate Wage and Tax Statement). These changes are largely in response to the COVID-19 epidemic and teleworking schedules.

The most significant changes is that there will no longer be in-person pick up of the Duplicate Form W-2 Wage and Tax Statement. Nonetheless, the employee must be an active state employee to be eligible for payroll deduction. Retired Annuitants, Student Assistants and those on Disability Leave are not eligible for payroll deduction and must submit a cashier's check or money order.

**VIEWDIRECT - CIVIL SERVICE
CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM – CSU**

A report is available on ViewDirect as of January 18, 2021 to assist agencies and campuses in responding to questions from employees regarding mailed Form W-2s. This report identifies the mailing address of each employee as printed on the W-2.

Agencies can access ViewDirect Report ID: PDC9820, Report Name "2020 W-2 to Be Mailed." Campuses can access CIRS Program PDC0101 CSU (compendium report code number D92, cycle date 21-01). Refer to the ViewDirect Manual for access procedures.

The report provides the following information in agency code order:

- Social Security Number
- Employee name
- Employee mailing address

UNDELIVERABLE FORM W-2

The SCO has pre-printed 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 undeliverable items from occurring in the future. If the address record need to be updated, each employee's Personnel/Payroll Office must attach an Employee Action Request (Form STD. 686) or Student Payroll Action Request (Form STD. 457) with a request for the employee to complete the form to update the invalid address. If employees have any questions or need information regarding the content of their Form W-2, please direct them to the Form W-2 Wage and Tax Statement web page at (https://www.sco.ca.gov/ppsd_se_payroll.html). Also, employees can visit Cal Employee Connect to register

and retrieve their Form W-2 electronically. After registration, their address on file can be confirmed by visiting the user profile section.

Please direct questions regarding this Personnel Letter to the Statewide Tax Support Program, W-2 Unit via email at PPSDW2DupCor@sco.ca.gov.

For additional questions, please use the following contact information:

Contacts:

- Statewide Customer Contact Center (916) 372-7200
- Statewide Tax Support Program, W-2 Unit (916) 445-2847
- HR Suggestions Email (All HR Staff) ppsdhrsuggestions@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- CSU Inquiry 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](#)

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