

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

DATE: April 19, 2021

PERSONNEL LETTER #21-008
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: REVISED – EMPLOYMENT HISTORY REQUESTS**

Effective immediately, the State Controller's Office (SCO) will be accepting Employment History Requests electronically. The SCO has released a new form ([PSD002](#)) for requesting Employment History. Once the form is complete it can be submitted electronically to EHRequests@sco.ca.gov.

Additional information related to requesting Employment History can be found on the [SCO Website](#).

For questions regarding the changes of this process, please contact the Division Document Coordination Unit via phone at **(916) 322-8141**.

Additional Contact Information:

- [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](#)
- [California State Payroll System Project](#)

JEB:DS:KG