

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

DATE: August 28, 2025

PERSONNEL LETTER #25-019

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division

**RE: 2025 REVISED DECENTRALIZED SECURITY PROGRAM MANUAL – CONNECTHR
ACCESS CODES**

Effective immediately, SCOConnect has added to the Personnel and Payroll Services Division's Decentralized Security Administration (DSA) PSD125A form a series of specific levels of access codes to the features available on ConnectHR. This includes a new limited access role for Position Control use only.

Please refer to the Personnel and Payroll Services Division's Decentralized Security Manual, revised August 2025 for more information regarding these levels of access. The revised manual can be found under "Manuals/Guides/Toolkits" at https://sco.ca.gov/ppsd_state_hr_resources.html.

Reminder – Agencies/Campuses are 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](#)

If you have any questions or need additional information, please see the following contacts:

PPSD and CSU Contact Information:

- [PPSD Contacts and Additional Information](#)
- [Campus Information Retrieval System \(CIRS\) | Contact Email](#)

Web Resources:

- [For HR Personnel](#)
- [For State Employees](#)

LD:TFM:DS:ASB