

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

DATE: April 1, 2026

FISCAL YEAR-END LETTER #26-003
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Chief
Personnel and Payroll Services Division

RE: CHANGE IN ESTABLISHED POSITIONS FORM STD. 607

Please share this information with those individuals who prepare and submit Form STD. 607 Change in Established Positions.

The State Controller's Office requests timely submission of STD. 607 forms, to ensure positions are accurately reflected on the Schedule 8/7A for the upcoming year. Reference the [Payroll Procedures Manual](#) (PPM) Section C 300 for additional information on the business process and instructions to complete the form.

Please adhere to the following timelines:

- All current Fiscal Year (FY) 2025-26 transactions must be keyed using the [ConnectHR](#) Position Control Feature by **Monday, June 1, 2026**.
- The Annual Reorganization letter will be released in May. All STD. 607 listings for FY 2026-27, effective July 1, 2026, must be keyed in the [ConnectHR](#) Position Control feature beginning **July 17, 2026**.
- For exception processing, submit a STD. 607 using the [ConnectHR](#) upload file feature (See Section C 006 for instructions) by **Monday, June 8, 2026**.

Standard 607 forms that are not received by the above dates may result in inaccuracies on the Schedule 8/7A, which may require extensive manual reconciliation during subsequent phases of the budgetary process.

If Department of Finance (DOF) approval is required, the agency must retain a copy of STD. 607 along with the official signature from DOF.

Departments are required to key STD. 607 transactions in the ConnectHR Position Control feature. The new ConnectHR Position Control feature has been enabled for all state departments. Access to the feature must be obtained through your department security monitor. The feature provides Department Position Control staff and Human Resources (HR) staff the ability to Add a new position, Change (re-classification) or Delete (abolishment) an existing position within the current FY via ConnectHR. For exception processing, submit a STD. 607 using the ConnectHR upload file feature (See Section C 006 for instruction).

For questions regarding this information, please contact the Statewide Position Control Program at (916) 372-7200 or via email at ppsdpositioncontrol@sco.ca.gov.

All PPSD Contact Information:

- [PPSD Contacts and Additional Information](#)

Web Resources:

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

LD:VE:JS:KJA:CL:KV:SPCP:PPOB:SACS