

CSU Weekly Processing Dates 04/15/2024

BENEFITS ADMINISTRATION

California State University Benefits Program – ppsdcsuinquiry@sco.ca.gov

Document Type	Usage	Transaction Request	Oldest Date
CSU Miscellaneous Benefits Enrollment Authorization Form	Miscellaneous Benefits Enrollment Authorization Form (Vision, FERP, Life, LTD)	(Vision, FERP, Life, LTD) Enrollment	04/10/2024
CSU STD. 692 Dental Enrollment	Establish, change, or cancel dental enrollment	1. New 2. Cancels 3. Changes	1. 04/12/2024
CSU STD. 701 C Flexcash	Establish, change, or cancel flex cash enrollment	1. New 2. Cancels 3. Changes	1. 04/10/2024
CSU STD. 701 R HCRADCRA	Establish, change, or cancel enrollment	1. New 2. Cancels 3. Changes	1. 04/10/2024
CSU STD. 674 A/R-K payment	Change method of collection accounts receivable for benefit related ARs that may include payment type K.		04/12/2024

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California State University Disability Program – ppsdcsuinquiry@sco.ca.gov

Document Type	Usage	Transaction Request	Oldest Date
CSU STD. 674 D Disability IDL/NDI	<u>For payment type I, J, N, T, U, 6 ONLY:</u> Request disability transfer of funds from regular pay (0) to <u>IDL</u> , <u>NDI</u> .	<ol style="list-style-type: none"> 1. IDL Regular 2. IDL Specials/Complex: 3. NDI Regular 4. NDI Special/Complex: 	<ol style="list-style-type: none"> 1. 04/10/2024 2. 04/12/2024 3. 04/12/2024 4. 04/12/2024
CSU STD. 674 Disability TD	Issue disability pay; transfer of funds to TD, TD supplemental or TD allowance	<ol style="list-style-type: none"> 1. TD Regular 2. TD Special/Complex 	<ol style="list-style-type: none"> 1. 04/12/2024 2. 04/12/2024

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PAYROLL ADMINISTRATION

California State University Payroll Program – ppsdcsuinquiry@sco.ca.gov

Document Type	Usage	Transaction Request	Oldest Date
CSU STD. 674 Payroll	For payment type 0,7 ONLY: Issue pay, adjust pay (adjust time, salary, or time and salary), or transfer funds, or return a warrant	1. Adjustments 2. Transfer of Funds 3. Payment Requests	02/27/2024
CSU STD. 674 A/R Payroll	Establish A/R to satisfy overpayment	Establish Accounts Receivable	03/15/2024
A60	Change of Position or Range, Issue pay, 810 or LSV		03/13/2024

Statewide Direct Deposit Program – ppsdirectdeposit@sco.ca.gov

Document Type	Usage	Transaction Request	Oldest Date
Direct Deposit – STD. 699	Establish, change, or cancel direct deposit enrollment	1. New 2. Change 3. Cancel	1. 03/29/2024 2. 03/29/2024 3. 04/10/2024

Statewide Garnishments Program – ppsdcsuinquiry@sco.ca.gov

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - STD. 674	Reissue Monthly warrant with garnishment deduction		04/12/2024
Salary Garnishment - STD. 639	Establish, modify, or cancel garnishment/levy		04/12/2024
Salary Garnishment Child Support/Family Support - STD. 639CFS	Establish, modify, or cancel child support garnishment		04/12/2024

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Statewide Miscellaneous Deductions & Form W-2 Programs – ppsdw2miscded@sco.ca.gov

Document Type	Usage	Transaction Request	Oldest Date
Deceased Employee Data – PPSD 21	Report wages paid out to the beneficiary/designee		04/12/2024
Duplicate Wage and Tax Statement Request - STD. 436	Request duplicate W2		04/12/2024
Miscellaneous Deduction Change Report - STD.650 (011/012)	Add, change, or delete maintenance deduction or One-time maintenance deduction		04/02/2024
Non-USPS Adjustment Request – Payments STD.676P/V	Report Fringe Benefit/Employee Business Expense		04/12/2024
Non-USPS Refund of Over collections - STD. 995R	Refund of over collections		04/05/2024
Non-USPS-Agency Collection Accounts Receivable – STD. 995A	To clear agency accounts receivables		04/02/2024
Payroll Adjustment Notice - STD. 674	Survivor: Report survivor benefits from CDCR; Nonresident Alien: Adjust taxable gross for Nonresident Aliens per tax treaty	Report survivor benefits from CDCR Nonresident Alien	03/08/2024 04/12/2024
Pre-Tax Parking Adjustment Notice - PPSD 360	Parking refund		03/28/2024
Pre-Tax Parking/Third-Party Administrator/ Reimbursable Account Enrollment – CalHR 682	Add, change, or cancel enrollment		04/02/2024
Salary Advances paid/offset report - STD. 422	Submit to W-2 program to clear agency collection salary advance/offset report.		04/12/2024

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PERSONNEL ADMINISTRATION

California State University Audits Program – ppsdcsuinquiry@sco.ca.gov

Document Type	Usage	Transaction Request	Oldest Date
Personnel Payroll Transaction Request (PPT) – STD. 456	Personnel Payroll Transaction Request		1. 04/12/2024

ConnectHR

ConnectHRhelp@sco.ca.gov

Disbursements

Disbstd435@sco.ca.gov (warrant replacement)

Disbgdgeneral@sco.ca.gov