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ORGANIZATIONAL MANAGEMENT

Statewide Position Control Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #1: Position Control

Document Type	Usage	Transaction Request	Oldest Date
Change in Established Position - STD. 607	Change in established positions		04/21/2025

BENEFITS ADMINISTRATION

Statewide Civil Service Benefits Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #3: CS Benefits

Document Type	Usage	Transaction Request	Oldest Date
Cash Option Enrollment Authorization FlexElect Program – STD. 701C	For represented employees in Bargaining Units 1, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 20 and 21	1. New 2. Cancel 3. Change	1. 04/02/2025 2. 04/10/2025 3. 04/02/2025
Consolidate Benefits (CoBen) Cash Enrollment Election – STD. 702	For excluded employees and eligible represented employees in bargaining units 2, 7, 8, 16, 17, 18, and 19.		04/02/2025
Dental Plan Enrollment Authorization - STD. 692	Establish, change, or cancel dental enrollment	1. New 2. Cancel 3. Change	1. 04/08/2025 2. 04/16/2025 3. 04/04/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R (Continuation of Benefits)	Request continuation of benefits while on FMLA/CFRA and/or SDI/PFL		04/01/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R (Change Method of Collection Request)	Change method of collection accounts receivable for benefit related ARs that may include payment type K.		04/02/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R (Leave Credit Offset)	Requests for Leave Credit Offsets to satisfy an AR		04/04/2025

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Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R (Establishing ARs)	Establish ARs for benefits, payment type K.		03/24/2025
Reimbursement Account Enrollment Authorization - STD. 701R	Establish, change, or cancel enrollment	1. Establish 2. Cancel 3. Change	1. 04/11/2025 2. 04/04/2025 3. 04/04/2025
Vision Plan Enrollment Authorization – STD. 700	Establish or cancel vision plan enrollment (Use for PI employees)	1. New 2. Cancel	1. 04/03/2025 2. 04/07/2025

Statewide Disability Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #6: Disability

Document Type	Usage	Transaction Request	Oldest Date
Industrial/Non-Industrial Disability Pay Request - STD. 674D	For payment type I, J, N, T, U, 6 ONLY: Request disability transfer of funds from regular pay (0) to IDL, NDI. SDI, PFL, NDI/FCL	1. IDL Regular 2. IDL Special 3. IDL Complex 4. SDI Regular 5. SDI Special 6. SDI Complex 7. NDI Regular 8. NDI Special 9. NDI Complex	1. 04/21/2025 2. 04/22/2024 3. 04/10/2025 4. 04/14/2025 5. 04/14/2025 6. 04/14/2025 7. 04/14/2025 8. 02/26/2025 9. 04/22/2025
Payroll Adjustment Notice - STD. 674	Issue disability pay; transfer of funds to TD, TD supplemental or TD allowance; transfer of funds for LC4800 and LC4811; Issuing Pay for Earning ID's not locked on the PAR for employees on Disability;	1. TD Regular 2. TD Special/Complex 3. Transfer Request/LC4800 4. Transfer Request/LC4811 5. Earning ID's not on PAR	1. 04/22/2025 2. 04/22/2025 3. 04/16/2025 4. 04/07/2025 5. 04/22/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R	For payment type I, J, N, T, U, 6 ONLY: Change method of collection (payroll deduction or leave credit offsets) accounts receivable for payments related to disability;	1. Change Method of Collection Request/4400	1. 04/23/2025

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PAYROLL ADMINISTRATION

Statewide Civil Service Payroll (General) Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #4: Payroll > Select #1: General Payroll (Including Lump Sum & Separation Payroll)

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - STD. 674	For payment type 0,7 ONLY: Issue pay, adjust pay (adjust time, salary, or time and salary), or transfer funds	1. Adjustments 2. Transfer of Funds 3. Military Pay	1. 08/09/2024 2. 04/08/2025 3. 04/03/2025
Payroll Adjustment Notice - STD. 674 Lump Sum Adjustments Only	For payment type 3, 4, 5, ONLY: Issue, adjust or transfer lump sum payments.		04/03/2025
Personnel Action Request (PAR) STD. 680 – Do Not Key Separations: January – October	**For separations in January – October ONLY:** Regular Pay, Lump Sum and contributions to Savings Plus	Separations Effective: January through October	03/14/2025
Personnel Action Request (PAR) STD. 680 – Do Not Key Separations: November – December 1st Tax Year PAR	**For separations in November – December ONLY – 1st tax year PAR:** Regular Pay, Lump Sum and 1st tax year contributions to Savings Plus	Separations Effective: November 1-15, 2024 1st tax year PAR must be received at SCO by 11/22/2024 November 16-30, 2024 1st tax year PAR must be received at SCO by 12/02/2024 December 1-31, 2024 1st tax year PAR must be received at SCO by 12/13/2024 *See Lump Sum FAQ for late PAR submissions and how to check the status of a PAR.	Separations Effective: November 1- December 31, 2024 **Received Late**

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Document Type	Usage	Transaction Request	Oldest Date
[Personnel Action Request (PAR) STD. 680A](#) – Do Not Key Separations: November – December 2nd Tax Year PAR	**For separations in November – December ONLY – 2nd tax year PAR**: Regular Pay, Lump Sum and 2nd tax year contributions to Savings Plus	Separations Effective: **November 1-15, 2024** 2nd tax year PAR (if applicable) must be received at SCO between 12/16/2024 to 12/24/2024 **November 16-30, 2024** 2nd tax year PAR (if applicable) must be received at SCO 12/16/2024 to 12/24/2024 **December 1-31, 2024** 2nd tax year PAR (if applicable) must be received at SCO 12/30/2024 to 1/10/2025 * See Lump Sum FAQ for late PAR submissions and how to check the status of a PAR.	Separations Effective: **November 1-15, 2024 Received Late** Separation Effective: **November 16-30, 2024 Received Late** Separations Effective: **December 1-31, 2024 Received on Time**
[Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R](#)	For payment type 0, 7 ONLY: Establish, change method of collection (payroll deduction or leave credit offsets) accounts receivable, and reversals*	1. Establish 2. Change Method 3. Leave Credit Offset	1. 08/13/2023 2. 03/25/2025 3. 04/01/2025

Note: For reversal submissions, please use the Establish Processing Date

Statewide Civil Service Payroll (Premium) Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #4: Payroll > Select #5: Premium Pay

Document Type	Usage	Transaction Request	Oldest Date
[Miscellaneous Payroll/Leave Actions - STD. 671 Or STD. 674](#)	For payment type 1, 2 ONLY: Issue original overtime, shift, and holiday payments. Excludes Out of Class		04/25/2025
[Payroll Adjustment Notice - STD. 674](#)	Out of Class (OOC), On-Call (OC), Out of State (OS)		04/28/2025

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Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - STD. 674	For payment type 1, 2, 8, A, D, F, G, H, S, Y: Issue pay, adjust pay (adjust time, salary, or time and salary), or transfer funds	1. Adjustments 2. Transfer of Funds	1. 02/27/2025 2. 01/16/2025
Payroll Adjustment Notice - STD. 674	For payment type 9's ONLY: Issue pay; transfer funds; adjustments; A/R		04/25/2025
Payroll Adjustment Notice - STD. 674	Grievance Award ONLY: Issue pay; adjustments; A/R		04/08/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R	For payment type 1, 2, 8, A, D, F, G, H, S, Y ONLY: Establish, change method of collection (payroll deduction or leave credit offsets), accounts receivable	1. Establish 2. Change Method 3. Leave Credit Offset 4. Refunds	1. 03/28/2025 2. 04/28/2025 3. 04/28/2025 4. 04/28/2025
Payroll Adjustment Notice - STD. 674	Issue pay for academic employees		01/07/2025
Payroll Adjustment Notice - STD. 674	Bi-Weekly Salary type 6: Issue pay for salary type 6		03/26/2025
Payroll Adjustment Notice - STD. 674	Pay Differential 440 – $260 Pay Request: Issue pay and transfer of funds for GHCP payment.		04/03/2025

Statewide Garnishments Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #4: Payroll > Select #3: Garnishments

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - STD. 674	Reissue Monthly warrant with garnishment deduction		04/25/2025
Salary Garnishment - STD. 639	Establish, modify, or cancel garnishment/levy		04/25/2025
Salary Garnishment Child Support/Family Support - STD. 639 CFS	Establish, modify, or cancel child support garnishment		04/25/2025

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Statewide Miscellaneous Deductions & Form W-2 Programs

Contact Us at 916-372-7200 > Select Option 4: Statewide W2/Tax Support Program

Document Type	Usage	Transaction Request	Oldest Date
401K Employer Share (Bargaining Unit 6) - STD. 674	401K Employer Share (Bargaining Unit 6) - STD. 674		04/25/2025
Deceased Employee Data – PPSD 21	Report wages paid out to the beneficiary/designee		04/25/2025
Duplicate Wage and Tax Statement Request - STD. 436	Request duplicate W2		04/25/2025
Miscellaneous Deduction Change Report - STD. 650 (011/012)	Add, change, or delete maintenance deduction or One-time maintenance deduction		04/18/2025
Non-USPS Adjustment Request – Payments STD. 676P Or STD. 676V	Report Fringe Benefit/Employee Business Expense		04/25/2025
Non-USPS Refund of Over collections - STD. 995R	Refund of over collections		04/25/2025
Non-USPS-Agency Collection Accounts Receivable – STD. 995A	To clear agency accounts receivables		04/25/2025
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	04/25/2025 04/25/2025
Pre-Tax Parking Adjustment Notice - PPSD 360	Parking refund		04/02/2025
Pre-Tax Parking/Third-Party Administrator/ Reimbursable Account Enrollment – CalHR 682	Add, change, or cancel enrollment		04/18/2025
Salary Advances paid/offset report - STD. 422	Submit to W-2 program to clear agency collection salary advance/offset report.		04/25/2025

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Document Type	Usage	Transaction Request	Oldest Date
STD. 674 401K Employer Share (Bargaining Unit 6)			

Statewide Civil Service Retirement Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #5: Retirement

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R	Establish, change method of collection (payroll deduction or leave credit offsets) accounts receivable for retirement related underpayments, or TDL request; (pay K)	1. TDL 2. Change Method 3. Leave Credit Offset	1. 04/25/2025 2. 04/25/2025 3. 04/25/2025

PERSONNEL ADMINISTRATION

Statewide Civil Service Audits Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #2: CS Audits

Document Type	Usage	Transaction Request	Oldest Date
Personnel Action Request (PAR) – STD. 680A	1. Transaction Code 105 2. Dual SSN PAR for correcting a single or dual Social Security number (SSN) (**processed once per month**)		1. 04/21/2025 2. 04/15/2025
Personnel Action Request (PAR) – STD. 680A	PAR Package – PAR transactions requiring SCO processing		11/05/2024
Stipulation PAR – STD. 680A	Stipulation PAR packages		04/01/2025

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ADDITIONAL RESOURCES

Organizational Management
PPSDPositionControl@sco.ca.gov
- Payroll Procedures Manual: Position Control - Section C
- STD. 607 - Change in Established Positions
- STD. 407 - Payroll Header Change

Benefits Administration
PPSDCSBenefits@sco.ca.gov
- Benefits Administration Manual (BAM)
- CS Benefits Open Enrollment Checklists
- Dental Enrollment Toolkit
- California Department of Human Resources Benefits Calculator
- State Employee Benefits Quick Reference Guide
- How to complete the Health Premium Reconciliation STD. 674 A/R mentioned in CalPERS Circular Letter 600-049-18
- ❖ If you have had any employees who recently experienced a loss in coverage due to late verification during Dependent Eligibility Verification, please click here.

Statewide Civil Service Disability Program
PPSDDisability@sco.ca.gov
- Statewide Civil Service Disability Program (ca.gov)
- Enhanced Nonindustrial Disability Insurance Calculator
- Industrial Disability Leave Supplementation Calculator
- State Disability Insurance Supplementation Calculator
- Disability Supplementation and the Personal Leave Program
  NDI and IDL worksheet for employees who work during the disability period and receives regular pay, that is subject to the PLP program.
- STD. 674D - Industrial/Non-Industrial Disability Pay Request
- Workload Definition for Statewide Civil Service Disability Program

Payroll Administration
PPSDCSGarnishments@sco.ca.gov
PPSDCSPayroll@sco.ca.gov
PPSDCSPremiumpay@sco.ca.gov
PPSDCSStipulations@sco.ca.gov
- Leave Credit Offset Calculator
- Military Pay Examples
  o STD. 674 A/R
  o STD. 674
- Other Post-Employment Benefits (OPEB) FAQ - CalHR website
- Other Post-Employment Benefits (OPEB) Payroll Automation FAQ
- Overtime Calculator
- Paycheck Calculator
- Payroll Procedures Manual (PPM)
- Requesting Employment History

- Requesting Pay History
- Stipulation Guide for the Departmental Human Resources Office

Direct Deposit
PPSDDirectDeposit@sco.ca.gov
- SCO Enterprise File Transfer Reference Guide
- SCO Enterprise File Transfer User Access Request Form
- Direct Deposit Automation Toolkit
- 699 Excel Spreadsheet File Generator

Personnel Administration
PPSDCSPersonnel@sco.ca.gov
- Personnel Action Manual (PAM)
- Guide to Keying: The R01 Employment History Transaction
- PPSD Lump Sum Separation Tool Kit
- Dual Social Security Number (SSN) Prevention
- Other Post-Employment Benefits (OPEB) Collective Bargaining Identifier (CBID) Frequently Asked Questions
- PAM Revisions

Statewide Civil Service Retirement Program
PPSDCSRetirement@sco.ca.gov
- Annual Retirement Compensation Max FAQs

Statewide Tax Support Program
PPSDSTSP@sco.ca.gov
- Form W-2 - 2020 Wage and Tax Statement FAQ
- Out-of-State/Country Tax Withholding FAQs
- 2020 EAR/STD. 686 and Federal Withholdings Toolkit

Library
- State Controller's Office Letters
- Broadcast Email Subscription
- Broadcast Email Archive
- Payroll Procedures Manual (PPM)
- Payroll Procedures Manual (PPM) Revisions
- Personnel Action Manual (PAM)
- Personnel Action Manual (PAM) Revisions
- ❖ Frequently Asked Questions:
  - o CalHR Other Post-Employment Benefits (OPEB) FAQs
  - o SCO OPEB CBID FAQS
  - o Out-of-State Tax Withholding FAQs
  - o 2020 Annual Retirement Compensation Max FAQs
  - o COVID-19: PPSD is open for business as usual. Please access our COVID-19 FAQs. *Updated 4/7/2020*

- o EPSLA/E-FMLA Benefit FAQ: Documentation, Payroll Processing, and Benefit Calculation
- o Form W-2 - 2020 Wage and Tax Statement FAQ

Contacts
- Statewide Customer Contact Center (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- Connect HR
- Decentralized security request contact
- California Personnel Office Directory (CPOD)