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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		04/07/2025

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 <u>1, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 20 and 21</u>	<ol style="list-style-type: none"> 1. New 2. Cancel 3. Change 	<ol style="list-style-type: none"> 1. 04/01/2025 2. 04/10/2025 3. 03/18/2025
Consolidate Benefits (CoBen) Cash Enrollment Election – STD. 702	For excluded employees and eligible represented employees in bargaining units <u>2, 7, 8, 16, 17, 18, and 19.</u>		03/17/2025
Dental Plan Enrollment Authorization - STD. 692	Establish, change, or cancel dental enrollment	<ol style="list-style-type: none"> 1. New 2. Cancel 3. Change 	<ol style="list-style-type: none"> 1. 03/20/2025 2. 04/01/2025 3. 03/17/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R (Continuation of Benefits)	Request continuation of benefits while on FMLA/CFRA and/or SDI/PFL		03/19/2025
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		03/10/2025

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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.		02/25/2025
Reimbursement Account Enrollment Authorization - STD. 701R	Establish, change, or cancel enrollment	<ol style="list-style-type: none"> 1. Establish 2. Cancel 3. Change 	<ol style="list-style-type: none"> 1. 03/19/2025 2. 03/19/2025 3. 04/02/2025
Vision Plan Enrollment Authorization – STD. 700	Establish or cancel vision plan enrollment (Use for PI employees)	<ol style="list-style-type: none"> 1. New 2. Cancel 	<ol style="list-style-type: none"> 1. 03/06/2025 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 <u>payment type I, J, N, T, U, 6 ONLY</u> : Request disability transfer of funds from regular pay (0) to <u>IDL, NDI, SDI, PFL, NDI/FCL</u>	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. 04/01/2025 2. 03/21/2024 3. 03/28/2025 4. 03/26/2025 5. 03/26/2025 6. 03/26/2025 7. 04/03/2025 8. 02/25/2025 9. 03/20/2025
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;	<ol style="list-style-type: none"> 1. TD Regular 2. TD Special/Complex 3. Transfer Request/LC4800 4. Transfer Request/LC4811 5. Earning ID's not on PAR 	<ol style="list-style-type: none"> 1. 04/01/2025 2. 04/01/2025 3. 03/27/2025 4. 04/02/2025 5. 04/07/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R	For <u>payment type I, J, N, T, U, 6 ONLY</u> : Change method of collection (payroll deduction or leave credit offsets) accounts receivable for payments related to disability;	<ol style="list-style-type: none"> 1. Change Method of Collection Request/4400 	<ol style="list-style-type: none"> 1. 04/08/2025

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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 <u>0,7</u> ONLY: Issue pay, adjust pay (adjust time, salary, or time and salary), or transfer funds	<ol style="list-style-type: none"> 1. Adjustments 2. Transfer of Funds 3. Military Pay 	<ol style="list-style-type: none"> 1. 08/09/2024 2. 03/25/2025 3. 03/23/2025
Payroll Adjustment Notice - STD. 674 Lump Sum Adjustments Only	For payment type <u>3, 4, 5,</u> ONLY: Issue, adjust or transfer lump sum payments.		03/25/2025
Personnel Action Request (PAR) STD. 680 – Do Not Key Separations: January – October	<u>For separations in January – October</u> ONLY: Regular Pay, Lump Sum and contributions to Savings Plus	Separations Effective: January through October	03/05/2025
Personnel Action Request (PAR) STD. 680 – Do Not Key Separations: November – December 1st Tax Year PAR	<u>For separations in November – December</u> ONLY – 1st tax year PAR: Regular Pay, Lump Sum and 1 st tax year contributions to Savings Plus	Separations Effective: November 1-15, 2024 1 st tax year PAR must be received at SCO by 11/22/2024 November 16-30, 2024 1 st tax year PAR must be received at SCO by 12/02/2024 December 1-31, 2024 1 st 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	<u>For separations in November – December ONLY – 2nd tax year</u> PAR: Regular Pay, Lump Sum and 2 nd tax year contributions to Savings Plus	Separations Effective: November 1-15, 2024 2 nd tax year PAR (if applicable) must be received at SCO between 12/16/2024 to 12/24/2024 November 16-30, 2024 2 nd tax year PAR (if applicable) must be received at SCO 12/16/2024 to 12/24/2024 December 1-31, 2024 2 nd 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	<u>For payment type 0, 7 ONLY:</u> 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. 08/10/2023 2. 03/25/2025 3. 03/26/2025

*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	<u>For payment type 1, 2 ONLY:</u> Issue original overtime, shift, and holiday payments. <u>Excludes Out of Class</u>		04/11/2025
Payroll Adjustment Notice - STD. 674	Out of Class (OOC), On-Call (OC), Out of State (OS)		04/10/2025

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Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - STD. 674	<u>For payment type 1, 2, 8, A, D, F, G, H, S, Y:</u> 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	<u>For payment type 9's ONLY:</u> Issue pay; transfer funds; adjustments; A/R		04/11/2025
Payroll Adjustment Notice - STD. 674	Grievance Award <u>ONLY:</u> Issue pay; adjustments; A/R		03/19/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R	<u>For payment type 1, 2, 8, A, D, F, G, H, S, Y ONLY:</u> 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. 03/12/2025 2. 04/08/2025 3. 04/10/2025 4. 04/14/2025
Payroll Adjustment Notice - STD. 674	Issue pay for academic employees		01/27/2025
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		04/04/2025
Salary Garnishment - STD. 639	Establish, modify, or cancel garnishment/levy		04/04/2025
Salary Garnishment Child Support/Family Support - STD. 639 CFS	Establish, modify, or cancel child support garnishment		04/04/2025

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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		04/11/2025
Deceased Employee Data – PPSD 21	Report wages paid out to the beneficiary/designee		04/11/2025
Duplicate Wage and Tax Statement Request - STD. 436	Request duplicate W2		04/07/2025
Miscellaneous Deduction Change Report - STD. 650 (011/012)	Add, change, or delete maintenance deduction or One-time maintenance deduction		04/11/2025
Non-USPS Adjustment Request – Payments STD. 676P Or STD. 676V	Report Fringe Benefit/Employee Business Expense		04/11/2025
Non-USPS Refund of Over collections - STD. 995R	Refund of over collections		04/11/2025
Non-USPS-Agency Collection Accounts Receivable – STD. 995A	To clear agency accounts receivables		04/11/2025
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	04/10/2025 04/11/2025
Pre-Tax Parking Adjustment Notice - PPSD 360	Parking refund		03/21/2025
Pre-Tax Parking/Third-Party Administrator/ Reimbursable Account Enrollment – CalHR 682	Add, change, or cancel enrollment		04/11/2025
Salary Advances paid/offset report - STD. 422	Submit to W-2 program to clear agency collection salary advance/offset report.		03/28/2025

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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)	<ol style="list-style-type: none"> 1. TDL 2. Change Method 3. Leave Credit Offset 	<ol style="list-style-type: none"> 1. 04/14/2025 2. 04/14/2025 3. 04/14/2025

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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. 04/04/2025 2. 03/10/2025
Personnel Action Request (PAR) – STD. 680A	PAR Package – PAR transactions requiring SCO processing		10/07/2024
Stipulation PAR – STD. 680A	Stipulation PAR packages		03/17/2025

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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
 - [STD. 674 A/R](#)
 - [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](#)

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- [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:
 - [CalHR Other Post-Employment Benefits \(OPEB\) FAQs](#)
 - [SCO OPEB CBID FAQs](#)
 - [Out-of-State Tax Withholding FAQs](#)
 - [2020 Annual Retirement Compensation Max FAQs](#)
 - COVID-19: PPSD is open for business as usual. Please access our [COVID-19 FAQs](#).
- Updated 4/7/2020*

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- 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 \(CPOD\)](#)