

PPSD Weekly Processing Dates

10/03/2022

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ORGANIZATIONAL MANAGEMENT

Statewide Position Control Program

Document Type	Usage	Transaction Request	Oldest Date
Change in Established Position - Std. 607	Change in established positions		09/26/2022

BENEFITS ADMINISTRATION

Statewide Civil Service Benefits Program

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>	1. New 2. Cancel 3. Change	1. 09/02/2022 2. 09/06/2022 3. 09/08/2022
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>		09/08/2022
Dental Plan Enrollment Authorization - Std. 692	Establish, change, or cancel dental enrollment	1. New 2. Cancel 3. Change	1. 09/06/2022 2. 09/06/2022 3. 09/08/2022
Payroll Adjustment Notice Accounts Receivable - Std. 674AR (Continuation of Benefits)	Request continuation of benefits while on FMLA/CFRA and/or SDI/PFL		09/01/2022
Payroll Adjustment Notice Accounts Receivable - Std. 674AR (Change Method of Collection Request)	Change method of collection accounts receivable for benefit related ARs that may include payment type K.		09/06/2022
Payroll Adjustment Notice Accounts Receivable - Std. 674AR (Leave Credit Offset)	Requests for Leave Credit Offsets to satisfy an AR		09/07/2022
Payroll Adjustment Notice Accounts Receivable - Std. 674AR (Establishing ARs)	Establish ARs for benefits, payment type K.		09/08/2022

Document Type	Usage	Transaction Request	Oldest Date
Reimbursement Account Enrollment Authorization - Std. 701R	Establish, change, or cancel enrollment	1. Establish 2. Cancel 3. Change	1. 09/08/2022 2. 09/13/2022 3. 09/08/2022
Vision Plan Enrollment Authorization – Std. 700	Establish or cancel vision plan enrollment (Use for PI employees)	1. New 2. Cancel	1. 09/08/2022 2. 09/08/2022

Statewide Disability Program

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/Complex: 3. SDI Regular 4. SDI Special/Complex 5. NDI Regular 6. NDI Special/Complex:	1. 09/26/2022 2. 06/02/2022 3. 09/26/2022 4. 09/20/2022 5. 09/20/2022 6. 07/22/2022
Payroll Adjustment Notice - Std.674	Issue disability pay; transfer of funds to TD, TD supplemental or TD allowance; transfer of funds for LC4800;	1. TD Regular 2. TD Special/Complex 3. Transfer Request/LC4800	1. 09/27/2022 2. 09/26/2022 3. 09/19/2022
Payroll Adjustment Notice Accounts Receivable - Std. 674AR	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. 09/16/2022
Payroll Adjustment Notice - Std. 674	Pay Differential 440 – \$260 Pay Request		09/16/2022

PAYROLL ADMINISTRATION

Statewide Civil Service Payroll (General) Program

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. Payment Requests 4. SPSL/EPFLA/EFMLA 5. Military Pay	1. 09/14/2022 2. 09/14/2022 3. 09/22/2022 4. 09/17/2022 5. 09/22/2022

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - Std. 674 Lump Sum Adjustments Only	For payment type 3, 4, 5, ONLY: Issue, adjust or transfer lump sum payments.		09/15/2022
Personnel Action Request (PAR) – Std. 680	For Separation Pay: Regular Pay, Lump Sum and Contributions (also referred to as lump sum deferral)		09/02/2022
Payroll Adjustment Notice Accounts Receivable - Std. 674AR	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. 04/28/2022 2. 09/23/2022 3. 09/23/2022

Statewide Civil Service Payroll (Premium) Program

Document Type	Usage	Transaction Request	Oldest Date
Miscellaneous Payroll/Leave Actions - Std. 671	For payment type 1, 2 ONLY: Issue original overtime, shift, and holiday payments. <u>Excludes Out of Class</u>		09/28/2022
Payroll Adjustment Notice - Std. 674	For payment type 1, 2, 8, 9, A, D, F, G, H, S, Y, Out of Class, Out of State, and On Call ONLY: Issue pay, adjust pay (adjust time, salary, or time and salary), or transfer funds	1. Adjustments 2. Transfer of Funds 3. Payment Requests 4. Payment Type 9F	1. 09/09/2022 2. 10/03/2022 3. 09/28/2022 4. 09/28/2022
Payroll Adjustment Notice Accounts Receivable - Std. 674AR	For payment type 1, 2, 8, 9, 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	1. 10/01/2022 2. 09/27/2022 3. 09/30/2022

Statewide Direct Deposit Program

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. 09/23/2022 2. 09/15/2022 3. 09/26/2022

Statewide Garnishments Program

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - Std. 674	Reissue Monthly warrant with garnishment deduction		09/30/2022
Salary Garnishment - Std. 639	Establish, modify, or cancel garnishment/levy		09/30/2022
Salary Garnishment Child Support/Family Support - Std. 639CFS	Establish, modify, or cancel child support garnishment		09/30/2022

Statewide Miscellaneous Deductions & Form W-2 Programs

Document Type	Usage	Transaction Request	Oldest Date
Deceased Employee Data – PPSD 21	Report wages paid out to the beneficiary/designee		09/30/2022
Duplicate Wage and Tax Statement Request - Std. 436	Request duplicate W2		09/30/2022
Miscellaneous Deduction Change Report - Std.650 (011/012)	Add, change, or delete maintenance deduction or One-time maintenance deduction		09/30/2022
Non-USPS Adjustment Request – Payments Std.676P/V	Report Fringe Benefit/Employee Business Expense		09/30/2022
Non-USPS Refund of Over collections - Std. 995R	Refund of over collections		09/16/2022
Non-USPS-Agency Collection Accounts Receivable – Std. 995A	To clear agency accounts receivables		09/30/2022
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	09/26/2022 09/28/2022
Pre-Tax Parking Adjustment Notice - PPSD 360	Parking refund		09/16/2022

Document Type	Usage	Transaction Request	Oldest Date
Pre-Tax Parking/Third-Party Administrator/Reimbursable Account Enrollment – CalHR 682	Add, change, or cancel enrollment		09/30/2022
Salary Advances paid/offset report - std. 422	Submit to W-2 program to clear agency collection salary advance/offset report.		09/30/2022

Statewide Civil Service Retirement Program

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice Accounts Receivable - Std. 674AR	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. 09/30/2022 2. 09/26/2022 3. 09/30/2022

PERSONNEL ADMINISTRATION

Statewide Civil Service Audits Program

Document Type	Usage	Transaction Request	Oldest Date
Personnel Action Request (PAR) – Std. 680/680A	<ol style="list-style-type: none"> 1. Transaction Code 105 2. Dual SSN PAR for correcting a single or dual Social Security number (SSN) (processed once per month) 		<ol style="list-style-type: none"> 1. 09/28/2022 2. 09/15/2022
Personnel Action Request (PAR) – Std. 680/680A	PAR Package – PAR transactions requiring SCO processing		05/27/2022
Stipulation PAR – Std. 680/680A	Stipulation PAR packages		08/01/2022

RESPONSES TO CUSTOMER INQUIRIES

Cal Employee Connect

Document Type	Usage	Transaction Request	Oldest Date
Cal Employee Connect (CEC) Help	Receive inquiries for help with logging into and using Cal Employee Connect.	Responding to emails within two working days.	10/03/2022
ConnectHR Help	Receive inquiries for help with logging into ConnectHR and uploading files.	Responding to emails within two working days.	10/03/2022

Communications Unit

Document Type	Usage	Transaction Request	Oldest Date
Executive Office (EO) Inquiries	Receive external constituent inquiries from the SCO Executive Office regarding personnel and payroll.	Responding to emails within seven (7) working business days.	10/03/2022
HR Suggestions	Receive internal and external Human Resource suggestions via email. Suggestions are tracked and analyzed for possible future implementation.	Responding to emails within two working days.	10/03/2022

ADDITIONAL RESOURCES

Organizational Management

PPSDPositionControl@sco.ca.gov

- [Payroll Action 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. 674AR 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

- [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. Form 674 D - Industrial/Non-Industrial Disability Pay Request](#)

Payroll Administration

PPSDCSGarnishments@sco.ca.gov

PPSDCSPremiumpay@sco.ca.gov

PPSDCSStipulations@sco.ca.gov

- [Leave Credit Offset Calculator](#)
- Military Pay Examples
 - [Std. 674AR](#)
 - [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 \(CPOD\)](#)