

Tips for Departments

- Participate in the State Controller's Office (SCO), Statewide Training Services
- Participate in State Business Partner's Training Services (CalHR's Benefits Administration Manual (BAM) Training)
- Subscribe to and use the SCO Communication (Letters)
- Subscribe to and use State Business Partner's Communication (CalHR, CalPERS, etc.)
- Utilize SCO's Human Resources and State Employees webpages
- Report discrepancies immediately
- Utilize the Personnel and Payroll Operations Escalation E-mail Business Process Appropriately
- Utilize the California Personnel Office Directory Contacts
- Utilize available Resources to document and key transactions/forms correctly (Payroll Procedures Manual and Personnel Action Manual)
- Utilize State Business Partner's Resources to document and key transactions/forms correctly
- Attend Monthly Ad Hoc Committee on Human Resources and Transaction Supervisors' Forums
- Respond to CalHR's Harvest Memo Request