



It is the mission of the Personnel and Payroll Services Division to provide accurate and timely personnel and payroll services through quality customer service.

HELPFUL TOOLS

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Calendars](#)

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[Personnel Action
Manual \(PAM\)](#)

[Payroll Procedures
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[Requesting
Employment History](#)

[Requesting Pay History](#)

[Statewide Training](#)

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SCO KEY INITIATIVES

[Cal Employee Connect](#)

[California State Payroll
System Project](#)

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Key Highlights This Month

- ✓ Verification of Noncitizen Employees
- ✓ Duplicate W-2 Wage and Tax Statements
- ✓ California State Payroll System (CSPS) Update
- ✓ Spring into Action: RECOVER, REBUILD, REVIVE California

Statewide Tax Support Program: Verification of Noncitizen Employees

Departments must verify noncitizen employees by March 15, 2022. To ensure compliance with Internal Revenue Services (IRS) requirements, review Personnel Letter #22-003 and [IRS Notice 2005-76](#), and follow the steps below.

1. Review the report "Employees Identified as Noncitizens" (PDW7170) in [ViewDirect](#) to determine if all noncitizen employees subject to IRS Notice 2005-76 are listed.
2. Add or delete employees from the report by following the directions in Personnel Letter #22-003. Complete the form on page 3 of the Personnel Letter and submit to the State Controller's Office (SCO) by March 15, 2022.

Reminder: Departments must submit this form even if they do not have any noncitizen employees subject to IRS Notice 2005-76. Changes to a department's list of noncitizen employees should be reported to SCO monthly.

3. Verify that noncitizen employees have completed a [Std. 686 Employee Action Request Form](#) correctly, per IRS Notice 2005-76 and Personnel Letter #22-003.

For questions, please contact the Statewide Tax Support Program at PPSDSTSP@sco.ca.gov.

Statewide Tax Support Program: Duplicate W-2 Wage and Tax Statements

The SCO mailed all W-2 forms before January 31, 2022. If an employee did not receive their Form W-2, they are encouraged to use [Cal Employee Connect](#) to print a copy.

If a duplicate Form W-2 is needed, please have the employee complete a [Std. Form 436 Duplicate Wage and Tax Statement Request](#) and email it to PPSDW2DupCor@sco.ca.gov. There is a non-refundable processing fee of \$8.50 to request a duplicate Form W-2. This fee will be waived if an employee's departmental human resources office submits a request by March 4, 2022, and there has been no change to the employee's mailing address. Submitted requests take approximately three weeks to process.

For questions, please contact the Statewide Duplicate W-2 Customer Contact at (916) 445-2849 or PPSDW2DupCor@sco.ca.gov.

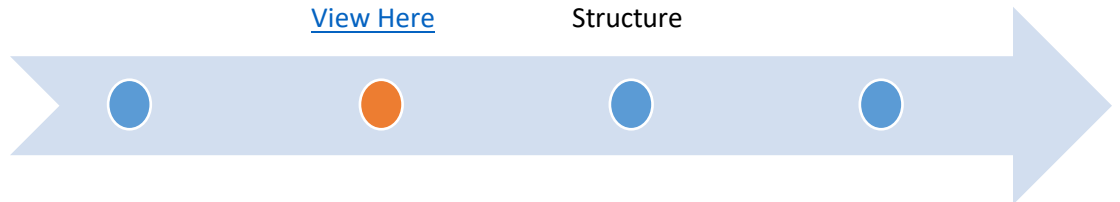
CSPS Monthly Snapshot: Objectives and Scope

January: CSPS
Mission Statement
[View Here](#)

February: Project
Objectives &
Project Scope
[View Here](#)

March: Executive
Steering
Committee (ESC)
Structure

April: Business
Process Owner
(BPO) Structure



The California State Payroll System (CSPS) Project is focused on six crucial components: Position Control Administration, Personnel Administration, Benefits Administration, Time Management, Travel and Business Expense Management, and Payroll. In each of these areas, CSPS aims to meet the following objectives:

Enable online view capabilities – Expand online view capability to include more accessibility of employment records. Employees will have online access to historical time and attendance records, current leave balance information, employment history, and benefits enrollment.

Improve end-user functionality – Enable employee self-service for processes that currently require a paper form, such as direct deposit enrollment, change of address, and modifying tax withholdings. Employees will be able to request leave and complete timesheets online, in addition to enrolling in the many benefits available to them.

Improve reporting capabilities – The future solution will be fully integrated. PPSD will move from the reporting capabilities of the past and into the data analytics capabilities of the future. We expect this will be an exciting time to see and analyze the collective data.

Automate validation checks – Automated validation checks during data entry can prevent certain errors we see today, such as 65 different spellings of the word Sacramento in our address data. The system will handle much more complex data validation, resulting in a more satisfying user experience.

**Let's Spring into Action:
RECOVER – REBUILD – REVIVE California!**

Join state workers across California giving back to nonprofit organizations all month long. From March 1-31, state employees can make a one-time gift to any 501(c)(3) nonprofit of their choice via Cal Employee Connect:
<https://connect.sco.ca.gov/>.

Together, we can make a difference. Your gift through Our Promise can help thousands of nonprofits as they recover from challenging times.

Visit www.ourpromiseca.org/2022-campaign to learn more.

