



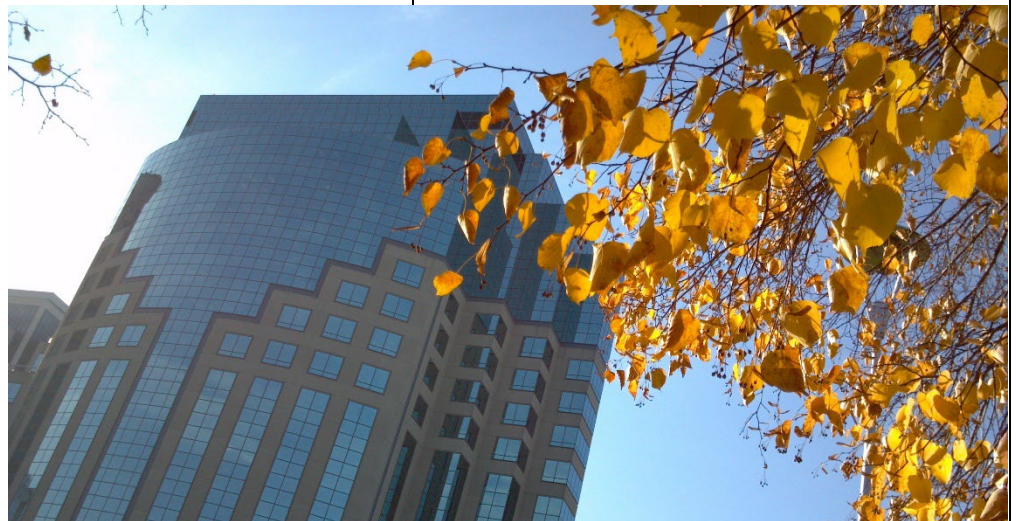
THE PPSD REGISTER

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

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State Controller's Office
Personnel and Payroll Services
Division



Key Highlights This Month

- ✓ [Duplicate Form W-2 Wage and Tax Statements](#)
- ✓ [California State Payroll System Project Update](#)

SCO KEY INITIATIVES

SCOCONNECT:
[CAL EMPLOYEE CONNECT](#)
[CONNECTHR](#)

[CALIFORNIA STATE PAYROLL](#)
[SYSTEM PROJECT](#)

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

Duplicate Form W-2 Wage and Tax Statements

All Wage and Tax Statements (Form W-2) were mailed before January 31, 2024. Employees are encouraged to print a copy of their Form W-2 using [Cal Employee Connect \(CEC\)](#) if they did not receive one. To download a copy of their 2023 Form W-2, employees must choose to receive their 2023 Form W-2 electronically via CEC.

If a duplicate copy 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 \$8.50 processing fee to request a duplicate Form W-2. The fee will be waived if an employee's mailing address has not changed, and their departmental Human Resources Office submits a request by March 1, 2024. Only those employees who opted not to receive an electronic Form W-2 will be eligible for the fee waiver. Requests submitted to SCO take approximately three (3) weeks to process.

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

HELPFUL TOOLS



[COVID-19 FAQ](#)

[Email Subscriptions](#)

[Civil Service Weekly Processing Dates](#)

[Decentralized Payroll Calendars](#)

[SCO Letters](#)

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

[Payroll Procedures Manual \(PPM\)](#)

[Requesting Employment History](#)

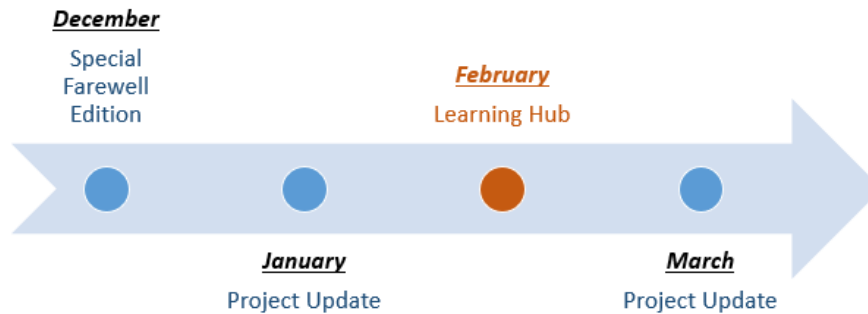
[Requesting Pay History](#)

[Statewide Training](#)

[Payroll Flyers and Global Messages](#)

[Verification of Employment](#)

California State Payroll System Monthly Snapshot



In the ever-evolving landscape of the world in which we work, the ability to navigate change is not just a skill; it is a fundamental necessity. Organizational Change Management (OCM) provides a structured approach to help guide organizations through transitions. One of the most important fundamentals underpinning effective OCM is defining the need for change. It is important because it serves as the compass that guides the entire OCM process. Here are some key reasons why it is crucial to define the need for change:

1. Establishing Direction:

Defining the need for change provides a clear sense of direction. It states the purpose, outlining where the organization is headed and why. This clarity helps align efforts and resources toward common objectives. It also highlights that change happens for a reason; organizations typically do not change simply for change's sake.

2. Creating a Sense of Purpose:

Knowing why change is necessary instills a sense of purpose among stakeholders. It communicates the significance of the transformation, fostering a shared understanding and commitment to the broader goals.

3. Gaining Stakeholder Buy-In:

Employees, leaders, external partners, and other interested parties are more likely to support the change when they understand the reasons behind it. Clearly defined needs provide a compelling case, help in gaining support, and minimize resistance.

4. Measuring Success:

Establishing a clear need for change creates a basis for measuring success. Objectives tied to the defined need serve as benchmarks, allowing organizations to assess progress and determine whether the change has achieved its intended outcomes along the way.

5. Creating a Foundation for Communication:

Effective communication is essential during change. A defined need provides the foundation for communication strategies, allowing organizations to articulate the "why" of the change to various stakeholders in a consistent and convincing manner.

For example, the California State Payroll System (CSPS) Project's goal is to improve human resources, travel and business expense, and payroll services through the implementation of a modern, integrated technology solution. Why change now? The current system was developed over 50 years ago before collective bargaining and has served the SCO and the State of California well. However, to increase the efficiency and effectiveness of the personnel and payroll system, reduce risk, and improve the payroll experience for state employees and vendors, adopting a modern system is imperative.

In essence, defining the need for change is the compass heading that sets the entire OCM process in motion. It aligns efforts, inspires commitment, and provides the necessary context for stakeholders to understand, support, and actively engage throughout the transformative journey.

Be sure to check out the next edition of the PPSD Register for a new CSPS Project update.

We are dedicated to information sharing and will continue to keep you updated on progress and milestones. If any questions or inquiries arise, please feel free to reach out to us at

CSPShelp@sco.ca.gov. We also invite you to explore our [California State Payroll System \(CSPS\) Project website](#).