



In this issue, you will find helpful information related to dependent eligibility verification, delivery of W-2s, and position control. The new year brings new opportunities and challenges. Together, we will meet them!

— Chris Maio, Director, California State Payroll System Project

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March 2020 Dependent Eligibility Verification

Departments soon will receive eligibility verification documents and completed [Dependent Eligibility Verification Checklists](#) (CalHR 781) from employees. It is critical that departments verify dependent eligibility in myCalPERS before March 1. Delays will result in employees' dependents losing health care coverage and the creation of accounts receivable.

Tips

- Review the [Dependent Re-Verification Toolkit](#) and [CalPERS resources](#).
- Verify dependent eligibility on a flow basis.
- Disenroll ineligible dependents from dental benefits in a timely manner.
- Utilize the "Dependent Verification End Date Report" in myCalPERS to determine which employees are required to verify eligibility of dependents during the March verification cycle.
- Notify employees in writing of deficient documents.

Initial communication will be sent by CalPERS this month to employees requiring dependent verification for health benefits. Departments are responsible for notifying employees that they must verify dependent relationships to continue dental benefits. Departments are also responsible for disenrolling ineligible dependents from dental benefits.

W-2 Wage and Tax Statement Mailings

The State Controller's Office will mail 2019 Form W-2s to state civil service and California State University employees by January 31. Form W-2s that are undeliverable will be returned to the department human resources office address that was validated in December.

Review [2019 Form W-2 Wage and Tax Statement FAQs](#) and [Payroll Letter #19-023](#) for more information.

Annual Position Control Contact Information

Departments must update their position control contact information by February 19. Accurate contact information ensures timely delivery of all fiscal year-end materials from the Statewide Position Control Program. Instructions are in a [memorandum](#) that was mailed to departments on January 20.

Send questions to PPSDpositioncontrol@sco.ca.gov.

The purpose of this publication is to provide general information about personnel and payroll topics and is meant solely as a reference source. This publication does not supersede current applicable laws or regulations and is not intended for purposes of providing legal advice. If there is a conflict between applicable law or regulation and the contents of this publication, the law or regulation shall prevail.