



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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[Decentralized Payroll
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SCO KEY INITIATIVES

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[California State Payroll
System Project](#)

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

sco.ca.gov

Four Important Updates for the New Year

- **Dependent Eligibility Verification**
- **W-2 Forms**
- **Correct Contacts for Fiscal Year-End Processing**
- **California State Payroll System (CSPS) Update**

Statewide Benefits Program: March 2022 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, 2022. Delays will result in employees' dependents losing health care coverage and the creation of accounts receivables. Departments also can view the Dependent Eligibility Verification Schedule on CalPERS website.

Tips:

- Review the CalPERS resources.
- Verify dependent eligibility on a flow basis.
- Disenroll ineligible dependents from dental benefits in a timely manner.
- Use 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.

This month, initial communication will be sent by CalPERS 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 also are responsible for disenrolling ineligible dependents from dental benefits.

Statewide Tax Support Program: W-2 Wage and Tax Statement Mailings

The State Controller's Office (SCO) will mail 2021 W-2 Forms to state civil service and California State University employees by January 31, 2022. Forms W-2 returned as undeliverable will be sent to department human resources office addresses validated in December.

Please remind employees they also can access their W-2 Forms on [Cal Employee Connect \(CEC\)](#).

For additional information, please review [SCO | 2021 Form W-2 Wage and Tax Statement FAQs \(ca.gov\)](#) and [Payroll Letter #21-022 \(ca.gov\)](#).

Statewide Position Control Program: 2022 Fiscal Year-End Processing

To ensure accurate mailings and prepare for 2022 fiscal year-end processing, please email the information requested below to PPSDpositioncontrol@sco.ca.gov no later than February 21, 2022. Correct mailing information ensures timely delivery of all fiscal year-end related materials from the Statewide Position Control Program, such as the Reorganizations and the Annual Header Forms PR421.

Agency Information:

- Agency Codes
- Agency Name
- Mailing Address

Contact Information:

- Name and Title
- Telephone Number
- Fax Number
- Email Address

Questions? Contact the PPSD Statewide Customer Contact Center at (916) 372-7200.

CSPS Project: Monthly Update

Happy New Year from the [California State Payroll System Project](#) team! The CSPS team welcomes the California Department of Human Resources' new Project Director, Brandon Rutchmann, to the team. Brandon brings more than 20 years of state service experience to the project, and we are excited to have him aboard!

The CSPS Project is an initiative to modernize the current Uniform State Payroll System. The project supports SCO's organizational goal to "Deliver core services and products more effectively through innovative business processes and technology solutions." The CSPS Project team provides leadership and direction for the project's scope, schedule, and resources to deliver a successful personnel and payroll system.

Contact us at cspshelp@sco.ca.gov

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