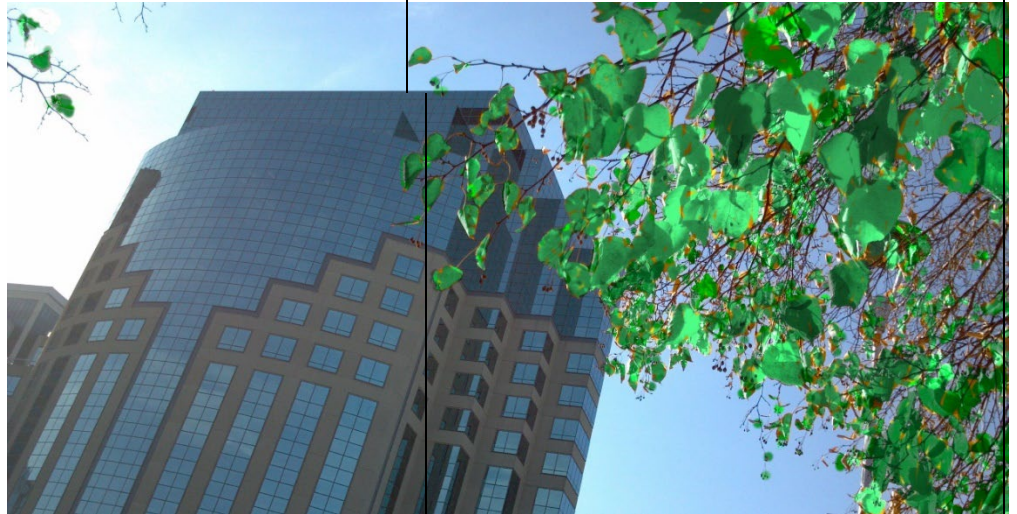




# THE PPSD REGISTER

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



**June 2022**

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State Controller's Office Personnel  
and Payroll Services Division

## Key Highlights This Month

- ✓ [Timely Communications](#) through Universal Email Boxes
- ✓ [Introducing a New User Group Forum](#) for All Transaction Specialists
- ✓ [California State Payroll System Update](#)
- ✓ [Abolished Earnings Identifiers](#) – Personal Leave Programs, Furlough Programs, and \$15 Minimum Wage

## SCO KEY INITIATIVES

[CAL EMPLOYEE CONNECT](#)

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

## CONTACT US

(916) 372-7200

[ppsdops@sco.ca.gov](mailto:ppsdops@sco.ca.gov)

[sco.ca.gov](http://sco.ca.gov)

## Timely Communications through Universal Email Boxes

Customer service is always our priority. With that in mind, **effective July 1, 2022**, Personnel and Payroll Services Division (PPSD) is requiring all Human Resources (HR) offices to have a universal email box established with the State Controller's Office (SCO). A universal email box will ensure all communication, requests, and replies are received promptly by each agency.

The naming convention should be consistent with the abbreviation of the HR office agency name and HR office title.

- **For example: SCOPersonnelTransactions@sco.ca.gov**

To complete this update, please work with your internal Information Technology (IT) representative; then **notify SCO by June 30, 2022**, of the preferred universal email-box address by contacting [cacosta@sco.ca.gov](mailto:cacosta@sco.ca.gov).

Lastly, please update the [California Personnel Office Directory \(CPOD\)](#) with your new universal email-box address.

For more information or questions concerning the establishment of your HR office universal email box, contact the Statewide Customer Contact Center at (916) 372-7200.

## 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 Message](#)

## Introducing a New User Group Forum for All Transaction Specialists

In August, PPSD will begin holding quarterly Transaction Specialist Educational Forums (TSEF).

These forums will serve as an opportunity for personnel, payroll, and benefits specialists to receive clarification and assistance from SCO subject matter experts.

Look for an email invitation early July with instructions on how to register for the TSEF. For more information, contact [TSEF@sco.ca.gov](mailto:TSEF@sco.ca.gov).

## CSPS Monthly Snapshot: Meet the Department / Agency Readiness Teams

**April:** Business Process Owners

**May:** Process Advisory Committees

**June:** [Department Agency Readiness Teams](#)

**July:** CSPS Organizational Change Management Roles

**Department / Agency Readiness Teams:** This month we invite you to become acquainted with a very important group of individuals who make up the Department Agency Readiness Teams (DART).

**What** are the DARTs? They are teams comprising leadership and staff from each department/agency. They are responsible for establishing the structure and support to fully implement activities identified by their readiness teams.

Responsibilities include:

- Sponsor change within their department/agency.
- Liaise with the project team and coordinate DART team activities and deliverables.
- Provide resources (staff time) to stand up and maintain their DART team.
- Identify and communicate impacts and risks.
- Support the implementation, enforcement, and continuous improvement of processes.

**Why** are the DARTs necessary? DARTs play a crucial role because operational business process changes will occur.

Departments/agencies understand their needs best and will own responsibility for how their organization adopt changes.

The following are the expected outcomes:

- Increased engagement.
- Improved readiness—equipping learners with the knowledge and background they need to see themselves as advocates for themselves and their departments while preparing for the new system.
- Business need alignment—a uniform technology strategy that aims to support business need.
- Increased adoption of the new system.

[Learn more](#) about DART for CSPS.

## Abolished Earnings Identifiers – Personal Leave Programs, Furlough Programs and \$15 Minimum Wage

In April, SCO issued [Personnel Letter 22-008](#), which notified departments that a ViewDirect report identifying active employees with abolished earnings identifiers (EIDs) for Personal Leave Programs, Furlough Programs, and the \$15 Minimum Wage Equity Adjustment will be available through **June 18, 2022**. This report will be removed and unavailable after this date.

### **REMINDER:** Departmental Action Required

- ✓ Departments are responsible for reviewing report ID PDW8650 to identify and correct employment history records for employees with abolished EIDs **by no later than June 18, 2022**.

- ✓ Departments are responsible for submitting form STD. 674/674D to request payment adjustments for those payments that are not automatically adjusted by the payroll system once the employment history corrections are keyed.

For more information on accessing and printing ViewDirect reports, please see the [ViewDirect User Manual](#) or [Mobius View Manual](#) on the SCO website.