



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.

HELPFUL TOOLS

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Key Highlights This Month

- ✓ Statewide Direct Deposit Program
- ✓ Statewide Position Control Program: Fiscal Year-End Processing for Reorganization
- ✓ California State Payroll System (CSPS) Update
- ✓ Spring into Action: Recover, Rebuild, Revive California

Reminder: Statewide Direct Deposit Program

With the streamlined process for direct deposit enrollment announced last June, agencies and campuses can now submit data for multiple employees electronically. This paperless process uses an Excel spreadsheet sent through the Enterprise File Transfer (EFT) system, which improves processing speed and enables agencies to efficiently document transfer requests.

Agencies will receive notifications of errors by email and can correct them by sending a new 699 file via EFT. This file should contain only the corrections mentioned in the notification email. There are four possible validation errors, which can be found in the [Direct Deposit Automation Toolkit](#).

The Direct Deposit Automation Toolkit contains information on how to participate and how to resolve errors, as well as useful documents for processing the direct deposit data.

For questions about the direct deposit program, see [Direct Deposit State Employees FAQs](#).

Statewide Position Control Program: Fiscal Year-End Processing for Reorganization

April 2022 is the start of fiscal year-end processing for departmental reorganization. Here are important dates and tips to remember to help agencies prepare.

April 4, 2022

Submit Change in Established Positions ([Form STD. 607](#))

The Payroll Letter on documenting changes in established positions will be delivered through the [SCO Personnel and Payroll Services Division \(PPSD\) Email Subscription Service](#) and posted on the [SCO Letters](#) page April 4, 2022.

May 2, 2022

Submit Reorganization Form

The Annual Reorganization Memo will be delivered through the PPSD Email Subscription Service and posted on the SCO Letters webpage in early April 2022. The form to document departmental reorganization for FY 2022-23 will be attached to this memo and must be completed and submitted to SCO by May 2, 2022.

Submit Form PR421

The Payroll Letter and the Annual Payroll Header Report (Form PR421) will be delivered through the PPSD Email Subscription Service and posted on the SCO Letters page in early April 2022. Included will be instructions on changing, deleting, adding, or reestablishing a payroll header. Each departmental human resources office must submit a completed Form PR421 to SCO by May 2, 2022.

June 3, 2022

All STD. 607s for reorganizations effective July 1, 2022 must be received at SCO by June 3, 2022.

1. All other individual [STD. 607s](#), as well as all STD. 607 packages (two or more documents) including corrected documents with multiple changes, must be received at SCO by June 3, 2022.
2. Before submitting STD. 607, be sure item 12 is completed with a signature and item 13 is stamped. (See instructions for Form PR421 and STD. 607 completion.)

To receive alerts when Personnel, Payroll, and Fiscal Year-End Letters become available, please subscribe through the [PPSD Email Subscription Service](#). For Fiscal Year-End Letters, subscribe to the Civil Service Schedule 8/7a list.

CSPS Monthly Snapshot: Meet the Executive Steering Committee (ESC)

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

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

March:
[Executive](#)
[Steering](#)
[Committee](#)
Structure

April: Business
Process Owner
Structure



Executive Steering Committee (ESC): [Who are they?](#) What do they do? Why is what they do so important to the project? Let's introduce you to this critical group and explain the who, what, and why!

The Who and the What: A cross-agency executive leadership team made up of individuals who have accountability for the delivery of services, and/or the authority to approve items surrounding [project scope](#), schedule, and budget. The ESC's core responsibilities are to:

- Become a united and integrated team
- Take collective accountability for the project's success
- Collectively approve decisions about scope, schedule, and budget
- Remove barriers and resolve issues
- Ensure other CSPS workgroups fulfill their responsibilities
- Sponsor and reinforce change initiative

The Why: The scope of this project requires an operation that integrates multiple state departments and agencies. The ESC must include representation from key business owners and individuals with approval authority for scope, schedule, and budget. If these individuals are not included in the decision making, they are less likely to support the project. The expected outcomes are:

- Integrated service
- Aligned priorities
- Shared accountability
- Collective decision making
- Increased teamwork
- Reduction of errors and risk
- Increased adoption

[Learn more](#) about the Executive Steering Committee for CSPS.

**Let's Spring into Action:
Recover – Rebuild – Revive California!**

Join state workers across California giving back to nonprofit organizations all month long. Throughout March, state employees can make a one-time gift to any 501(c)(3) nonprofit of their choice via [Cal Employee Connect](#).

Together, we can make a difference. Your gift through Our Promise can help your choice of thousands of nonprofit organizations.

Visit the [Our Promise](#) website to learn more.

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