



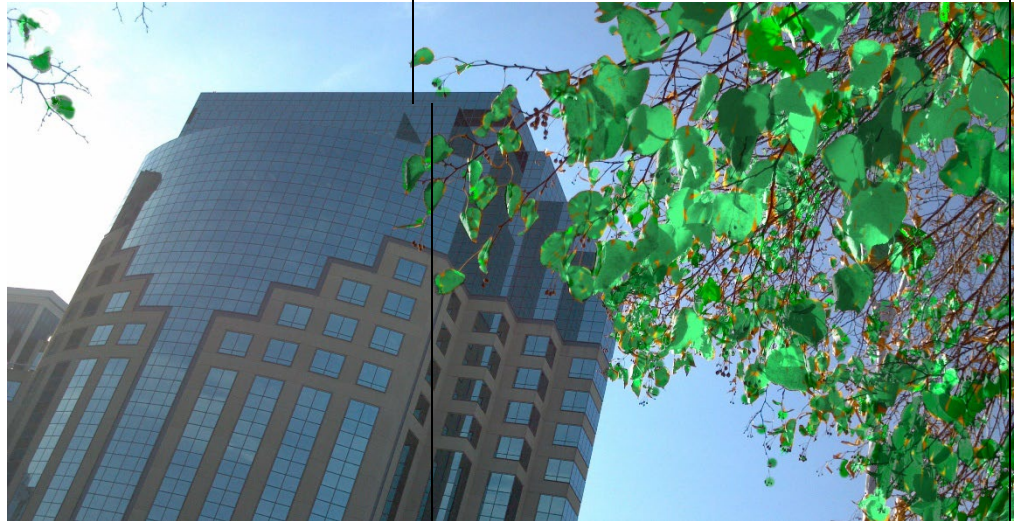
# THE PPSD REGISTER

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

**May 2023**

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State Controller's Office Personnel  
and Payroll Services Division



## Key Highlights This Month

- ✓ [Human Resources Suggestions](#)
- ✓ [Mobius View Reminder](#)
- ✓ [California Personnel Office Directory](#)
- ✓ [CalHR Savings Plus](#)
- ✓ [California State Payroll System Project Update](#)

## SCO KEY INITIATIVES

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

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

## CONTACT US

(916) 372-7200

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

## HR Suggestions

Human Resources (HR) Suggestions are suggestions sent in from HR staff to [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov). This gives all HR staff an opportunity to provide feedback on how the State Controller's Office (SCO) can improve processes and procedures for everyone. An example of an HR Suggestion is requesting an eLearning training module to be available on the [SCO website](#) to expand employee learning opportunities. Any suggestions that are implemented are shared quarterly at the [Transaction Supervisors' Forum](#). If you are interested in receiving forum invitations and information, please [subscribe](#) to the mailing list. SCO encourages employees to use the [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov) email to help us refine our procedures and better support HR professionals.

## HELPFUL TOOLS



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[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](#)

## Mobius View Reminder

As of April 3, printed versions of the Turnaround Personnel Action Request (PAR) and the Notice of Personnel Action (NOPA) have ceased to be printed and mailed to departments. These notices are available on Mobius View under the following report IDs and report names:

Report ID:	Report Name:
PD680	(PPS) PAR – Personnel Action Request PD680
PDNOPA	(PPS) Notice of Personnel Action (NOPA)

For additional information regarding the Turnaround PAR or the NOPA, please refer to the [Personnel Action Manual \(PAM\)](#) and [Mobius View Access](#).

# California Personnel Office Directory

Customer service is always our priority at SCO, and we recommend all Departmental HR Offices use the [California Personnel Office Directory \(CPOD\)](#). Regularly reviewing and updating your [CPOD page](#) ensures agencies receive all communication, requests, and replies promptly. HR offices may [update CPOD](#) at any time to add, change, or delete employee entries, as well as contact information, from the CPOD page. For assistance using the form or to report technical difficulties, please contact the Personnel and Payroll Services Division at [WebmasterPPSD@sco.ca.gov](mailto:WebmasterPPSD@sco.ca.gov).

## CalHR Savings Plus

The Department of Human Resources' (CalHR) [Savings Plus](#) program makes it easier for state leaders to communicate the importance of retirement saving and financial wellness to employees. Savings Plus has launched a [digital guide](#) with key materials to help employees learn more about the program and help them get on track for retirement.


In addition to the digital guide, Savings Plus has launched a [webpage](#) with additional resources. The new webpage will help you order Savings Plus documents and schedule visits with representatives who can educate employees on saving for retirement.

You will also be able to submit contact information for those eligible to enroll in Savings Plus through the website. Once submitted, the team will help educate employees on the enrollment process.




You will receive an email confirmation each time you submit a document order, a visit request, or new hire contact information for your records.

Visit [savingsplusnow.com](http://savingsplusnow.com) or use the [QR code](#) below to access these resources.



### State Leaders Benefit Kit

Your expertise, our tools and resources. We work better together.






As a state leader, you're in the best position to help employees understand the value of preparing for their retirement income needs through the California Savings Plus Program. We've produced a comprehensive guide to help you support your employees as they enroll and participate in Savings Plus and prepare for and live in retirement.

[Access the guide](#) (PDF)

#### The basics of Savings Plus

Savings Plus is a voluntary retirement program that allows your employees to supplement their retirement benefits through tax-deferred and Roth payroll contributions.	Savings Plus offers pre-tax, Roth 401(k), and Roth 457(b) Plans.	Savings Plus is complementary to your employees' CalPERS pension and is a valuable state benefit offered by the California Department of Human Resources (CalHR).
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#### Offer your employees access to retirement savings

 <p data-bbox="821 1829 1040 1850"><a href="#">Human Resources Leader Digital Guide</a> (PDF)</p> <p data-bbox="821 1860 1040 1906">Provides information on Savings Plus, including what we offer employees and why Savings Plus is an important resource.</p>	 <p data-bbox="1062 1829 1273 1850"><a href="#">Resource Cheat Sheet</a> (PDF)</p> <p data-bbox="1062 1860 1273 1881">Offers quick access Plus materials.</p>	 <p data-bbox="1308 1829 1534 1850"><a href="#">Savings Plus Retirement Specialists</a> (PDF)</p> <p data-bbox="1308 1860 1534 1906">Features who to contact to schedule on-site visits and workshops at your department.</p>
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## CSPS Monthly Snapshot

**March:** DART Update

**April:** Project Update

**May:** Learning Hub:  
Change Curve

**June:** Project Update



The CSPS Project has an entire Organizational Change Management (OCM) team dedicated to “the people side of change.” This innovative thinking is a proven method across organizations of all sizes. Ultimately, this team of change practitioners, trainers, and leaders will guide departments through the CSPS Project transformation journey.

One of the notable models used to understand the stages of personal transition and organizational change is called The Change Curve. It helps organizations predict how people react to change and ensures they have the guidance and support they need. The Change Curve model describes the four stages most people go through as they adjust to change:

**Stage 1:** Shock, Denial – When a change is introduced, the response of many people is often shock or denial as they react to challenges to the status quo.

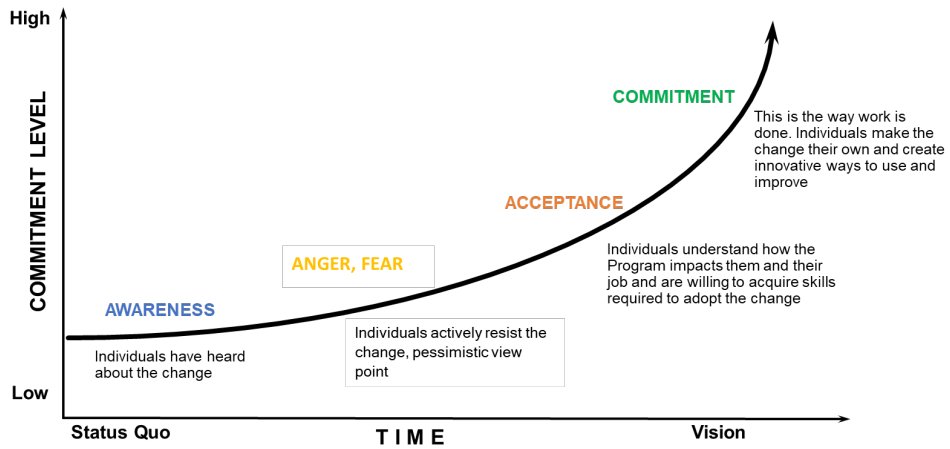
**Stage 2:** Anger, Fear – Once the reality of change sets in, people tend to react negatively and move toward fear, anger, and resistance. As a result, the organization experiences disruption which, if not carefully managed, can quickly spiral into chaos. This stage can be unpleasant, pessimistic, and leave feelings of resistance.

**Stage 3:** Acceptance – This is when pessimism and resistance give way to optimism and acceptance. People stop focusing on what they have lost and begin to accept change. They may begin exploring the advantages of the change and how they must adapt.

**Stage 4:** Commitment – During this final stage, individuals not only accept change, but also begin to embrace them. Folks adopt a “new normal.”

Having knowledge of these stages helps minimize negative impacts and allows individuals to adapt more quickly. The curve provides information and assistance to those affected by change. To do this, organizations must communicate clearly and transparently while listening, observing, and offering training. Celebrating and sharing successes is also essential, as the transformation becomes “second nature.”

## Change Curve Model



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

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