



Welcome! This second issue of the PPSD Register features tips to assist in preparing for year-end payroll processing and tax-reporting activities. Wishing you a safe and joyful holiday season!

— Jil Barraza, Chief, Personnel and Payroll Operations Bureau

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Statewide Civil Service W-2 Program: Year-End Payroll Processing and Tax Reporting

It is that time again to prepare for successful year-end payroll processing and tax reporting.

Address Updates for Direct Mailing of 2019 Forms

Review [Payroll Letter 19-019](#) for information about updating addresses for Form W-2 and Form 1095-C mailing. To facilitate the return of undeliverable forms, departments must validate their own return addresses and notify PPSDtaxsupsect@sco.ca.gov of changes. Remind employees with mailing address changes to submit an updated EAR (Std. 686 form) before the December 13 deadline.

Document Cut-Off Dates for Calendar Year-End Processing

- Review [Payroll Letter 19-020](#) to ensure each employee's 2019 Form W-2 is accurate.
- In December, SCO will issue a Payroll Letter with the projected January mailing date for Form W-2s as well as the date that departments may see employee address listings on [ViewDirect](#).
- Refer to [W-2 FAQs](#) to help answer employee questions.

Statewide Civil Service Lump Sum Separation Document Processing

As we move further into the peak workload season for lump sum separation, use the new online [Lump Sum Separation Toolkit](#) and the following tips to ensure PAR packages are accurately processed within the state-mandated timelines.

- The [Lump Sum Separation Guide for the Departmental Human Resources Office](#) will help in documenting the PAR. Reconcile leave balances with the [Lump Sum Worksheet](#) and project the leave balances and deferral amounts using the [Lump Sum Calculator](#).
- You may enter an amount in item 625 (Extra) on the first PAR only after all accrued vacation time (item 620) has been used to process the deferral request for the first tax year.
- If employees are approved for the [457 Traditional Catch-Up](#), they must include this amount in Section II B of their [Election Forms](#). Be sure to include the Catch-Up Approval Letter with the PAR package sent to SCO.
- Clearly write "1st PAR" on the first tax year PAR and "2nd PAR" on the second tax year PAR.

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