



Welcome to the first issue of our new monthly newsletter featuring peak workload information and helpful tools. The Personnel and Payroll Services Division (PPSD) is committed to the highest level of customer service. We hope you find The PPSD Register to be useful in your work!

— Marissa Revelino, PPSD Chief

## HELPFUL TOOLS

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[Decentralized Payroll Calendars](#)

[California Personnel Office Directory \(CPOD\)](#)

[Payroll Letters](#)

[Personnel Letters](#)

[Personnel Action Manual \(PAM\)](#)

[Payroll Procedures Manual \(PPM\)](#)

[Requesting Employment History](#)

[Requesting Pay History](#)

[California State Payroll System \(CSPS\)](#)

[Statewide Training](#)

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## Statewide Civil Service Payroll Program: Lump Sum Separation Peak Workload Season Is Almost Upon Us

As you know, toward the end of each tax year we see a significant increase in the number of employees who plan to retire, in large part because retiring in November and December allows employees to take advantage of the option to defer taxes on accumulated unused leave time (lump sum deferral), as well as to maximize contributions to Savings Plus accounts. Here are some suggestions to help get ready for the 2019 year-end lump sum separation processing season:

- 30-45 Day Timeline: Encourage your employees to submit their Lump Sum Separation Pay Election Form 30-45 days prior to separation. This will allow time to prepare and review the Personnel Action Request (PAR) package before submitting to the State Controller's Office (SCO). Use the new [Lump Sum Separation Guide for the Departmental Human Resources Office](#) to help guide you – and as a reference tool – when documenting and submitting forms for lump sum separation. Also, both the [Lump Sum Worksheet](#) and [Lump Sum Calculator](#) (now called the Lump Sum Pre-Tax Calculator) have been updated.
- Be sure to review current [annual contribution limits](#), including 457 Traditional Catch-Up, for Savings Plus accounts.
- Review the [Payroll Letter 19-017](#) (Lump Sum Separation Pay and Deferral Contributions) for lump sum peak season, if you have not already done so.
- Organize your own [Lump Sum Kickoff Meeting](#) to help prepare your human resources office staff with timely completion and submission of lump sum separation PAR packages.

## Statewide Civil Service Premium Payroll Program: Document Processing Tips

The Civil Service Premium Payroll program staff work hard to ensure documents are processed accurately and in a timely manner. Refer to the following suggestions regarding the STD. 674 Payroll Adjustment Notice/STD. 674 Payroll Adjustment Notice—Accounts Receivable as a guide.

- The position number(s) in Item 4 must match the position number(s) in Pay History and in Item 6A/6B on Std. 674.
  - ◇ The position number must show the blanket serial number for the payment if issued in a blanket fund.
- Item 6A must show all activity for all similar payment types including transfer of funds and redeposits, and Item 6B must show what should be paid.

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