



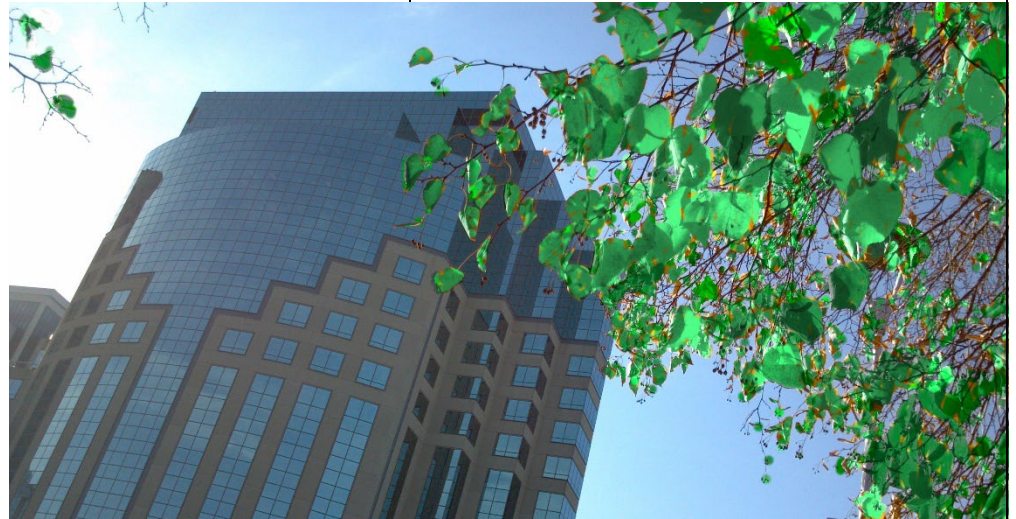
# THE PPSD REGISTER

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

**April 2026**

VOL 7, ISSUE 4

State Controller's Office  
Personnel and Payroll Services  
Division



## Highlights This Month

- ✓ [From Complexity to Confidence: Strategies for Enhancing Your Personnel and Payroll Training Program](#)
- ✓ [1095-C Corrections and the Financial Impact on Your Department](#)
- ✓ [The California State Payroll System Project Update](#)
- ✓ [Savings Plus: April is Financial Literacy Month](#)

### SCOCONNECT:

[CAL EMPLOYEE  
CONNECT](#)

[CONNECTHR](#)

### SCO KEY INITIATIVE

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

### CONTACT US

(916) 372-7200

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

# From Complexity to Confidence: Strategies for Enhancing Your Personnel and Payroll Training Program

Strengthening your department's Human Resources (HR) capability through structured learning paths, blended training approaches, and collaboration with the State Controller's Office (SCO) resources. Managing personnel and payroll in California's civil service environment requires a deep understanding of complex rules, systems, and processes.

From navigating personnel transactions to interpreting payroll regulations, accuracy and consistency are essential. A structured internal training program helps HR teams strengthen expertise, reduce errors, and ensure compliance with statewide standards.

Here are six (6) key strategies to better help improve and sustain effective internal training for your HR staff:

## 1. Build a Start-to-End Learning Path

Map out the journey from onboarding to mastery by identifying milestones such as:

- Orientation
- System access
- Transaction processing
- Auditing

A clear pathway helps employees see how each skill contributes to organizational success.

## HELPFUL TOOLS



[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](#)

## SCO Forums

### [Transaction Supervisors' Forum:](#)

April 16

May 21

### [Transaction Specialists' Educational Forum:](#)

April 2

June 4

## **2. Define and Track Measurable Learning Objectives**

Use measurable verbs such as:

- Process
- Verify
- Reconcile
- Analyze to set clear, outcome-based objectives

Include checkpoints like quizzes or simulations to assess comprehension and guide improvement.

## **3. Apply a Blended Learning Approach Leveraging SCO's Training Opportunities**

Combine job shadowing, mentorship, and guided practice to meet diverse learning needs. Integrate the [SCO training resources](#) with online self-paced tutorial, webinars, and virtual instructor-led trainings (VILTs) that help reinforce learning and ensure alignment with statewide procedures. Blended learning strengthens retention and helps employees connect policy to practice.

## **4. Curate and Maintain a Library of Resources**

At the department level, centralize job aids, desk manuals, and reference guides in a shared repository. Assign training content owners to keep materials current while encouraging staff to contribute feedback and share best practices across the team.

## **5. Build a Department-Level Community of Practice**

Foster a community of practice within your department where HR and payroll staff share challenges, insights, and lessons learned. Cultivating psychological safety where employees feel comfortable acknowledging learning needs, which can help create an environment where continuous learning and collaboration thrives.

## **6. Evaluate and Evolve Your Training Program**

Use feedback, performance data, and trend analysis to measure impact and refine content. Regular evaluation keeps training relevant and effective.

Stay tuned! SCO continues to expand our training library with new learning opportunities. Keep your eyes and ears open for upcoming sessions to further strengthen your HR team's expertise and confidence in personnel and payroll operations.

# **1095-C Corrections and the Financial Impact on Your Department**

Retroactive updates in the Affordable Care Act System (ACAS) can trigger corrected 1095-C forms. Beginning with the 2021 reporting year, each corrected 1095-C may result in Information Reporting Penalties (IRPs) assessed by the Internal Revenue Service (IRS). Timely and accurate ACAS data entry is the most effective way to prevent penalties.

## **What HR Offices Need to Know**

If a retroactive change in ACAS results in a corrected 1095-C, penalties apply for:

- Failure to file a correct 1095-C with the IRS
- Failure to furnish a correct 1095-C to the employee

Total IRP Amounts Per Corrected 1095-C:

- 2021: \$560
- 2022: \$580
- 2023: \$620
- 2024: \$660

Penalties increase each reporting year and may compound if corrections affect multiple years.

### **Example: How Penalties Compound**

Scenario: In 2024, a human resource office enters a transaction in ACAS effective in 2021. The transaction impacts the already completed 2021, 2022, and 2023 reporting years. This results in corrected 1095-Cs and associated IRPs for each year.

- 2021 correction: \$560 IRP
- 2022 correction: \$580 IRP
- 2023 correction: \$620 IRP

Total potential impact: \$1,760

The longer errors remain uncorrected, the greater the exposure.

### **Phased Approach Responsibility**

The potential penalty amounts will be assessed using a phased approach, which will require HR offices to pay a portion of the penalties assessed to the state by the IRS, based on the schedule below:

- 2021 Corrections: HR offices are responsible for 50% of assessed penalty
- 2022 Corrections: HR offices are responsible for 75% of the assessed penalty
- 2023 and Moving Forward: HR are responsible for 100% of the assessed penalty
  - Beginning with 2023 corrections, full penalties apply

### **Immediate Action Required**

HR offices should:

- Enter health benefit status changes in the correct pay period
- Review monthly ACA compliance reports immediately upon receipt
- Correct errors within 30 days

- Carefully review retroactive transactions before submission
- Coordinate between benefits, payroll, and personnel staff to ensure accuracy
- Proactively identify and review ACA transactions to prevent multi-year compounding penalties

For more information regarding IRPs or 1095-C corrections, please visit the [ACA IRP website](#). You may contact the PPSD ACA Support at (916) 322-3770 or [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov).

SCO will continue to provide updates as we move through the implementation of this process.

## California State Payroll System Project Update

The California State Payroll System (CSPS) Project continues to make progress toward a successful statewide transition to a new payroll system. Department Agency Readiness Teams (DARTs) play an essential role in this effort by helping agencies, departments, and employees prepare for new processes and ways of working. Through targeted communications and stakeholder engagement, DARTs help build awareness, confidence, and change readiness across departments. These efforts ensure staff are equipped with the knowledge and tools needed to successfully adopt the new system.

The CSPS Project Team is pleased to share that the project has received Department of Finance approval for the DART Funding Allocation Plan. This milestone allows the Project Team to begin executing Interagency Agreements that will provide departments and agencies with funding support for their DART activities. These agreements will run from January 1, 2026, through December 30, 2030, and will enable DARTs to continue their important readiness work in support of the CSPS implementation.

For Fiscal Year 2025 - 2026, \$14.25 million has been approved to support DART efforts across 102 departments and agencies, with allocations calculated based on department/agency size. As part of this process, DART activities and associated costs will be documented, including the type of Organizational Change Management (OCM) work performed, the resources supporting those activities, and hours worked. This documentation will ensure transparency and demonstrate the impact of DART contributions toward a successful CSPS rollout. Congratulations, and thank you to everyone whose commitment and collaboration made this milestone possible.

We are dedicated to keeping you informed on progress and milestones of the CSPS Project. Please feel free to reach out to the OCM team at [CSPShelp@sco.ca.gov](mailto:CSPShelp@sco.ca.gov) with any questions. We also invite you to explore our website at: [California State Payroll System \(CSPS\) Project](#).

# Savings Plus: April is National Financial Literacy Month

Do you want your employees to feel more confident about the financial decisions they are making for their future?

**Please share the following with your employees:**

Financial Literacy Month is the perfect time to invest in yourself and your financial knowledge.

To help you take that next step, Savings Plus is launching a three-session webinar series designed to strengthen your understanding and help you make more informed decisions about your future. With two tracks tailored to your investment readiness, you can choose the learning path that best matches where you are today; whether you are just getting started or looking to build on what you already know.

Sessions will be offered on multiple days and at different times, giving you plenty of opportunities to join and gain the insights you are looking for.

## **Start Strong Series: Early Career Money & Retirement Basics**

Start with the basics and build a comfortable confident foundation. Learn how to convert your new knowledge into smart investment strategies. Helping you save and lean into financial responsibility.

- Session 1: Personal Finance 101
- Session 2: Investing With Savings Plus
- Session 3: Blueprint for Your Financial Future featuring My Income and Retirement Planner

## **Build Momentum Series: Mid-Career Retirement Strategy**

Level up and be wise about investing.

Gain new knowledge and skills to help fine tune your strategy and get closer to your retirement goals.

- Session 1: Retirement 101, or Women's Intro to Retirement Planning
- Session 2: Myths and Realities
- Session 3: Navigating Market Volatility

View the schedule and [register online now!](#)



[Follow us](#) → Events, tips and resources



[SPPOutreach@calhr.ca.gov](mailto:SPPOutreach@calhr.ca.gov) → Free financial wellness services at your department