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

COVID-19 FAQ

EPSLA/E-FMLA FAQ

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

SCO KEY INITIATIVES

Cal Employee Connect

CalATERS Replacment Project

California State Payroll System

Statewide Training Program:
Training in a Pandemic

The COVID-19 pandemic continues to change the way we all work, both in your department's human resources offices, and here at the State Controller's Office (SCO). COVID-19 restrictions have halted in-person classes for our statewide trainings program, but we remain committed to providing the instruction you need.

Since we cannot welcome you to classrooms, we have posted additional eLearning modules on our webpages. We have been developing eLearning to supplement classroom training. When the pandemic began, we already had 12 modules available to watch at your convenience. These modules include the basics, reviews of classroom material, and stipulations and garnishments. They last from as little as 15 minutes to around 50 minutes.

In the past six months, we have added 18 additional modules, covering the following topics:

- Employment History
- Payroll Action Request (PAR) Documentation
- Fundamentals of Payroll
- State Disability Insurance
- Non-industrial Disability Insurance
- Salary Determination
- Garnishments

Please try out these modules and give us feedback in the online evaluations, so we can keep improving and discovering new ways to share knowledge with you.

Our team is working to provide online training resources regarding the Affordable Care Act (ACA), California Leave Accounting System, and Management Information Retrieval Systems. We also are planning to pilot a live webinar of PAR Documentation in the coming months, as a COVID-safe alternative to the classroom experience. Please check us out online and be on the lookout for training updates.

Submitting Signed Documents to the State Controller's Office

Effective immediately, SCO will accept all forms of digital/electronic approval from department human resources office employees authorized to sign personnel and payroll documents. Departments are responsible for designating who is authorized to sign personnel and payroll documents and ensure compliance with the State Administrative Manual Section 8580.1. Departments must retain their original, signed documents (wet signature or electronic signature, if used) for audit purposes. Please follow your department's electronic signature protocol (contact your supervisor for questions regarding the protocol). Personnel Action Manual, Section 5.95 and Payroll Procedures Manual, Section I 500-502 will be updated to reflect this change to SCO policy.

Affordable Care Act System

As we approach the end of the year, it is very important that the appropriate health benefit status codes are accurately captured for all employees in the Affordable Care Act System (ACAS).

 All corrections and updates must be keyed in the ACAS database by December 30, 2020. SCO will use this information to report to the Internal Revenue Service and demonstrate the state's compliance with the employer shared responsibility provision of the ACA.

As a reminder, an update in the ACAS database will be needed for employees who either elected to enroll in health benefits or cancel their health coverage during the open enrollment period.

- ACAS database records for employees who elected to cancel their health coverage during open enrollment will need to be updated to reflect a 5B ACA status code, indicating the employee voluntarily cancelled their health benefits, with an effective date of 12/31/2020.

- ACAS database records for employees who elected to enroll in health coverage during open enrollment will need to be updated to reflect a 3A ACA status code, indicating the employee is enrolled in state-sponsored health coverage, with an effective date of 1/1/2021.

 Note: You may not key open enrollment transactions in ACAS more than 45 days in advance of the earliest effective date of the respective ACA status code(s).

This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.