



State Controller's Office  
Personnel and Payroll  
Services Division

*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  
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Global Messages](#)

## SCO KEY INITIATIVES

[Cal Employee Connect](#)

[California State Payroll  
System Project](#)

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## Statewide Training Program: eLearning Update

This past year has been one filled with changes for all of us. For SCO's Personnel and Payroll Training teams, the way we work and the way we provide training have changed dramatically. We continue to offer our traditional eLearning videos and have updated various classroom reinforcers for Personnel Specialists. COVID-19 restrictions regarding in-person classroom training required us to brainstorm alternative ways to deliver content to our customers.

Our eLearning team worked in conjunction with classroom trainers to develop both eLearning videos and virtual classes. On our [New eLearning Modules](#) page, you will find training videos for California Leave Accounting System, State Disability Insurance, Garnishments, Non-industrial Disability Insurance, and more. Virtual classes have been developed for Payroll Input Process, PAR Documentation, Salary Determination, and Fundamentals of Payroll. While this is not the full catalog, we are working diligently to develop other essential classes.

Our virtual online classes are taught on the Adobe Connect platform. Here are six tips to address challenges some have faced in navigating the platform:

1. Adobe Connect is a program to which various agencies might block access. As soon as you receive the classroom link from your instructor, you should attempt to access the Adobe Connect room on whichever computer you plan to use to watch the class. If you run into any issues, please contact the instructor or your IT support to ensure you will have full access on the day of training.
2. Make sure you have communicated with your supervisor/manager to ensure all are aware that you will be "unavailable" for the duration of the class. Consider whether attending training at your computer in the office can result in unnecessary distractions.
3. Check your speakers or a headset. If you are watching in the office or where there may be a lot of noise, a headset or headphones can help you hear clearly.
4. If you have a microphone handy, do not be afraid to use it. Trainers are always happy to hear the voices on the other end of the screen!
5. Come prepared to ask any questions you need answered.
6. Have fun!

We hope you will continue to watch our eLearning modules and enroll in our virtual live classes to get the training you need. Please let us know if you have any training suggestions or needs.

*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.*