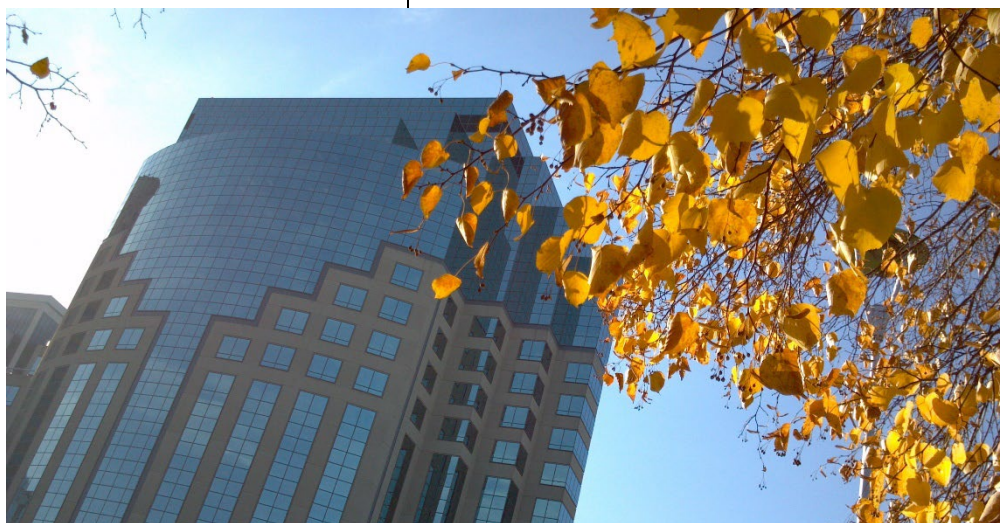# THE PPSD REGISTER

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

Highlights This Month

- ✓ Our Promise Campaign: State Retirees
- ✓ Statewide Tax Support Program Reminders
- ✓ CalHR Open Enrollment Survey and Benefits Training Focus Groups for HR Professionals
- ✓ Meet the Team: Statewide Disability Program
- ✓ California Leave Accounting System Annual Purge
- ✓ From Complexity to Confidence: Strategies for Enhancing Your Personnel and Payroll Training Program
- ✓ Year-End Appreciation to the State of California Human Resources Offices
- ✓ California State Payroll System Project Update

SCOCONNECT:

CAL EMPLOYEE CONNECT

CONNECTHR

SCO KEY INITIATIVE

CALIFORNIA STATE PAYROLL SYSTEM (CSPS) PROJECT

CONTACT US

(916) 372-7200
ppsdops@sco.ca.gov

Our Promise Campaign: State Retirees

Spread the joy of giving this holiday season with Our Promise!

Thanks to our partnership with the California Public Employees' Retirement System (CalPERS), your employees preparing for retirement can support their favorite nonprofits beyond retirement via payroll deductions from their retirement check! Embrace the spirit of the season and encourage your retirees to start their legacy of giving today at Our Promise - State Retirees.

Statewide Tax Support Program Reminders

Form W-2 Wage and Tax Statement Mailings

Employees of California State University (CSU) and the State Civil Service (CS) will receive their 2025 Wage and Tax Statement (Form W-2) electronically or by mail from the State Controller's Office (SCO) by **January 31, 2026**.

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:

December 17

Transaction Specialists' Educational Forum:

December 4

Undeliverable Form W-2s will be forwarded to Department Human Resources (HR) Office addresses that have been verified in December.

For additional information, please review the [Payroll Letter 25-016- Direct Mailing of 2025 Form W-2 and 1095-C and Return Address on Forms to Employees](#).

Fringe Benefit Accounts Receivable

Fringe Benefits processed in December can generate a one-time payroll deduction Accounts Receivable (A/R) for the January monthly payroll. This is for accurate Form W-2 reporting purposes only. A/Rs will have a unique class code and serial number 999.

Please see [PPM, Section N 173, Item Code and Item Description](#) for a listing of the class codes.

CalHR Open Enrollment Survey and Benefits Training Focus Groups for HR Professionals

The California Department of Human Resources (CalHR) Benefits Division is committed to administering comprehensive and affordable statewide benefits through stakeholder collaboration that empowers departments to attract, retain and enhance the wellbeing of employees and retirees. To learn more about state employee benefits, read the [2026 Benefits Summary Guide](#), access the [State HR Professionals Benefits Toolkit](#), or visit the [Benefits website](#).

Please help us improve Open Enrollment by filling out this [8-minute survey for State HR Professionals.](#) Your feedback will help us support the wellbeing of the State of California's workforce through benefits for a life well lived. The survey will close on December 8, 2025. We value your HR department's collaboration!

CalHR has also created a survey for State Employees, please share the following information with your department's employees:

Help CalHR improve Open Enrollment by filling out this [8-minute survey for State Employees.](#)

Your feedback will help CalHR support the wellbeing of the State of California's workforce through benefits for a life well lived. The survey will close on December 8, 2025.

This year's Open Enrollment communications included website information, Benefits Summary Guide, Virtual and In-Person Benefits Fairs, and announcements provided to each departmental personnel office to distribute to employees.

To learn more about your benefits, read the [2026 Benefits Summary Guide](#) or visit the [Benefits website](#).

Thank you!

Benefits Training Focus Groups for HR Professionals

CalHR is working with Gallup to host focus groups for HR professionals across the state through December. Gallup is a trusted global research company and is CalHR's vendor for our work in statewide employee engagement.

These sessions will help us understand how to better support you in:

- Sharing benefits information with employees

- Answering employee questions about benefits

- Building your benefits knowledge

Your feedback will also help us improve the Benefits Administration Manual (BAM) and shape future training, so HR professionals feel confident and informed when supporting their employees.

We want to hear from you! Your ideas will directly influence the benefits tools, resources and training that CalHR creates for HR professionals statewide.

Please complete the interest form and a representative from Gallup will follow up with available dates and times for a virtual focus group.

Please share this invitation with any HR professionals who may want to participate.

Meet the Team: Statewide Disability Program

The SCO Statewide Disability Program is led by a Program Manager and Program Supervisor. The team is comprised of 14 members that support both the Non-Industrial Disability (NDI) and Industrial Disability Leave (IDL). The team issues pay for NDI, non-work-related leave and IDL for all work-related injuries. STD. 674 and STD. 674D documents are received from agencies through ConnectHR when the agency cannot issue pay.

Team members audit the documents for accuracy and completeness before proceeding to issue pay, transfer funds from regular pay to disability pay, or change the method of collection on A/Rs. Disability calculations can be complex because it can include benefits, miscellaneous deduction, other post-employment benefits (OPEB), retirement and taxes. Through the audit process, if an employee has been overpaid, a Payroll Specialist establishes an Accounts Receivable (A/R) to recoup the money the employee is not entitled to. This small but mighty team has eliminated a backlog of inventory in two specific workloads not once, but twice since 2020; while keeping all other workloads within our published service level. Their commitment to our customers, dedication to ensuring all State Employees have accurate and timely pay and overall hard work is what makes this team a success.

California Leave Accounting System Annual Purge

The California Leave Accounting System (CLAS) will run a critical system update, its Annual Purge Process in early December.

This process removes:

- Employees inactive for five (5) years or more

- State service and leave benefit data older than five years

- Employees designated as Not Leave System Eligible (NLSE) for over five (5) years

Once eligible data is removed, CLAS automatically generates one of two transaction types:

1. Purge Balance transactions – for accrued or earned benefits and state service

2. Purge Total transactions – for usage-only benefits

These transactions reflect the most recent end balance and are posted to the January leave period following the purged year. For example, if data from 2020 is purged, the related transactions will be recorded in the January 2021 leave period.

Purge transactions will not be posted for:

- Employees whose Personnel Information Management System (PIMS) history is out of service

- State service or leave benefits that are out of service

- Accrued benefits without an active establishment period during the January 2021 leave period

Departmental Responsibility

Departments play a central role in ensuring the purge process runs smoothly. It is their responsibility to:

- Review and resolve all CLAS errors and retroactive changes

- Address any out-of-service conditions that may block purge transactions

- Void and correctly post any incorrect purge transactions using a Begin Balance (code 24) or Begin Total (code 27) transaction

Deadline Reminder: All corrections must be completed by 6:00 p.m. on Monday, December 8, 2025, the day of the Annual Purge.

Timely action helps preserve system integrity and ensures a clean start to the new calendar year. For full guidance, refer to the Leave Accounting Letter #25-009: California Leave Accounting System Annual Year-End Purge Process or contact your Leave Accounting Liaison.

Let us work together to keep CLAS accurate, compliant, and ready for what is next!

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

Strengthen your Department's 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 key strategies to develop 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. Identify milestones such as orientation, system access, transaction processing, and auditing. A clear pathway helps employees see how each skill contributes to organizational success.

2. Define and Track Measurable Learning Objectives

Use measurable verbs such as process, verify, reconcile, and 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, that include online self-paced tutorials, webinars, and virtual instructor-led trainings (VILTs); which reinforces learning and ensures 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 creates an environment where continuous learning and collaboration thrive.

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!

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

Year-End Appreciation to the
State of California Human Resources Offices

As 2025 comes to an end and 2026 quickly approaches, the Personnel and Payroll Services Division (PPSD) wants to thank all State of California HR offices and our partners for the outstanding work you have continued to provide to nearly 300,000 California Civil Service (CS) and California State University (CSU) employees throughout 2025. Our shared goal to serve our state colleagues and all Californians at the highest level possible would not be complete without the hard work performed by every single one of you. To support HR offices in our shared goal, PPSD continues to look for enhancements to make your day-to-day duties as HR Professionals as efficient as possible.

The SCOConnect Team (Cal Employee Connect (CEC) and ConnectHR) continue to make updates and add enhancements to ensure state employees and HR professionals have a successful, efficient self-service portal. CEC and ConnectHR's enhanced functionality help to guide the California State Payroll System (CSPS) Project as to what will be delivered upon the completion of the project. As the CSPS Project progresses, the CSPS team continues to work diligently to modernize the State's HR and Payroll systems. This will ultimately create a smooth transition for state employees and HR Professionals from the Uniform State Payroll System (USPS). The delivery of personnel and payroll services for California and the people we serve will be transformed, ensuring accurate and timely payroll for state employees. The CSPS Project will enhance online view capabilities for personnel and payroll data, providing users with user-friendly tools and speedy processing times, improved reporting capabilities, and automated validation checks.

We want to show our gratitude to you for navigating and adapting to SCO system enhancements, participating in our HR Forums, and continuing to work towards our shared goal of serving our state colleagues and all Californians at the highest level possible. We are looking forward to a bright future and a promising 2026!

California State Payroll System Project Update

The California State Payroll System (CSPS) Project will modernize the current state personnel and payroll system. The new system will automate many manual processes and integrate with different systems and applications to create a cohesive workflow.

Welcome back to our conversation with Organizational Change Management (OCM) Readiness Chief, Heather Hampton. Last month Heather shared her insights on how a modern system might improve daily tasks or workflow for HR professionals.

Drawing from her extensive experience, Heather offered valuable perspectives on the CSPS Project. I asked her what differences she has noticed in the CSPS Project compared to previous iterations.

"The level of organization and attention to detail on the prep work before even beginning to build the system, is at such a higher caliber. I now can see how valuable it is that the OCM team is starting their efforts much earlier and the previous efforts. … I think that is going to make a HUGE difference with getting departments and state employees ready for the changes to come."

I asked Heather what she was looking forward to the most regarding the CSPS Project. Her enthusiasm is infectious…

"To see [the] SCO CSPS [Project] cross the finish line successfully, I have either been a part of or keeping up to date on the project from an HR professional stance, working at other departments nearly 20 years and to see the State of California finally have a modernized HR/Payroll system!"

We are dedicated to sharing information and continuing to keep you updated on the progress and milestones of the CSPS Project. Please feel free to reach out to the OCM Team at CSPShelp@sco.ca.gov with any questions or inquiries. We also invite you to explore our website at: CSPS Project.