

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.

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As we navigate these challenging times, the Personnel and Payroll Services Division (PPSD) is committed to providing the highest level of service to our valued customers. We welcome your business process improvement ideas or any other [human resources \(HR\) suggestions](#). We also would like to hear about process improvements your HR teams have developed and implemented.

-Jil Barraza, PPSD Division Chief

Statewide Civil Service Benefits Program: End of the control period for all permanent-intermittent (PI) employees

June 30 marked the end of the control period for all PI employees. Unlike permanent full-time employees, PIs do not receive the Cash Option benefit every month. Instead, they receive a lump sum to cover them for six months.

For PI employees to receive the Cash Option benefit, they must:

- Have completed a STD. 701C during the open enrollment period, or as newly eligible after open enrollment but before January 1;
- Be eligible to be enrolled in health and/or dental insurance for the entire January through June control period (eligibility gained as of January 1 but not effective until February 1 meets the criteria);
- Have been paid for at least 480 hours worked during the January through June control period; and
- Have a PI appointment from January 1 through June 30 of the Plan Year for which they have enrolled with no break in service.

Document Submission Deadline for Cash Option Payment - PI Employees

SCO must receive the STD. 701C and STD. 674 forms for Cash Option-eligible PI employees by September 1. All requests for payment received after September 1 will be returned unprocessed.

Helpful Tips: Statewide Customer Contact Center

PPSD's [Statewide Customer Contact Center \(SCCC\)](#) receives a high volume of calls each day. Here are some tips to help manage call volume and ensure your message is handled promptly:

- Check backlog dates for the selected program area before calling.
- Speak slowly and clearly when leaving a message.
- Include the following information:
 - Employee's full name
 - Employee's social security number
 - Brief description of the issue you are calling about
- Leave your callback number and email address.

HR staff may [contact](#) SCCC at (916) 372-7200.

CONTACT US

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Newsletter Suggestions

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