



THE PPSD REGISTER

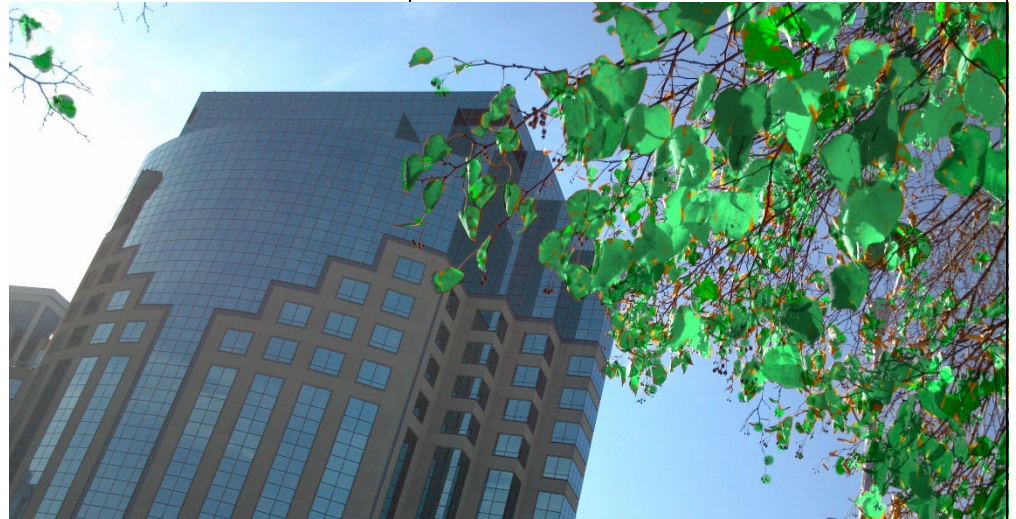
The mission of the Personnel and Payroll Services Division is to provide accurate and timely personnel and payroll services through quality customer service.

July 2026

Bimonthly

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State Controller's Office
Personnel and Payroll
Services Division



Highlights This Month

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SCOCONNECT:

[CAL EMPLOYEE
CONNECT
CONNECTHR](#)

SCO KEY INITIATIVE

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

CONTACT US

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National Payroll Week

The [National Payroll Week](#) celebrates America's workforce and the payroll professionals who ensure employees are accurately paid on time. This year, National Payroll Week is scheduled September 7 – 11.

The State Controller's Office (SCO) is proud to continue the tradition of recognizing the outstanding contributions of our personnel and payroll teams. We make it a priority to observe this week and celebrate the dedicated staff who provide timely, accurate payroll services to departments and employees across the state.

Last year for National Payroll Week, the Personnel and Payroll Services Division (PPSD) hosted fun activities so that PPSD staff could participate and celebrate with each other. An example of how PPSD showed appreciation for staff was "Match the Pet to the Supervisor" was an activity done through email, requiring staff to match a pet's picture to the PPSD Supervisor's name provided. The top three (3) employees with the most matches received a special prize.

The National Payroll Week Organization has a variety of [ideas for celebrating your payroll professionals](#). These resources can be a great way to celebrate and highlight the important work your teams do every pay cycle. Payroll professionals are essential to the success of state operations because they play a critical part in providing sufficient personnel and payroll services through quality customer service.

We encourage you all to celebrate this special week and SCO thanks you for your invaluable contributions to California State Employees!

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:](#)

July 16

August 20

[Transaction Specialists' Educational Forum:](#)

August 6

October 1

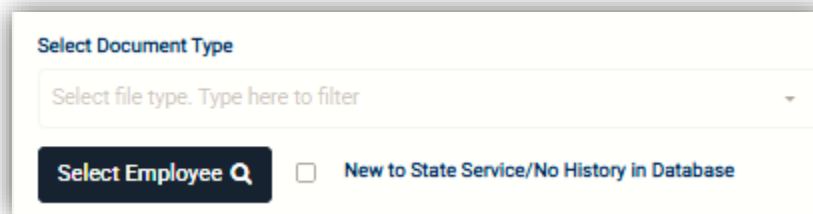
ConnectHR: File Upload Feature Reminder

To help ensure timely and accurate processing of documents through [ConnectHR](#), please select the appropriate “Document Type” folder when uploading a file.

PPSD has identified an increase in documents being routed incorrectly due to the wrong document type selection. When this occurs, error notifications are sent to the department’s HR office universal email inbox, which can delay processing. If you receive an error notification, simply re-upload the document using the correct document type.

It is important to regularly review your department’s [California Personnel Office Directory \(CPOD\)](#) to make sure your department’s universal email is correct. If you need to make corrections, please use the [CPOD Update Form](#).

Please ensure you are selecting the correct “Document Type” option before submitting your document(s).



Reminder: Misrouted documents do not meet the criteria for an [Escalation Email](#) or expedited processing.

Savings Plus: Your Plan. Your Way.

No matter where your employees are on their career journey, Savings Plus offers free webinars to help them build confidence in their financial future.

Please share the following with your employees:

Webinars are conveniently scheduled throughout the month. These educational sessions make it easy to learn at your own pace and at your own time.

Popular Topics Include:

- Getting started with Savings Plus
- Investing and retirement planning
- Market volatility and long-term investing
- Budgeting and financial wellness
- Cybersecurity and fraud prevention
- Social Security and retirement income strategies
- Preparing for retirement

Looking to bring financial education to your team? Savings Plus can deliver live presentations directly to your department—virtually or on-site—making it easy for employees to access valuable retirement and financial wellness resources. Find out more: SPPOutreach@calhr.ca.gov

Explore upcoming webinars and start planning for your future today – [Register Online Now!](#)



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



[Retirement Resource Group](#) → One-on-one appointment

2026 California State University Benefits and Payroll Conference

SCO is excited to participate in the California State University (CSU) Chancellor's Office Annual Benefits and Payroll Conference. This conference is an opportunity for business partners and vendors to present new and existing business processes, products, and services. Campuses come together to collaborate and share information from their respective campuses.

To accommodate staff from all CSU campuses, the conference will be held virtually on **Wednesday, August 5, 2026**.

SCO will be discussing and presenting the following topics:

- CEC and ConnectHR Updates and Demonstrations
- California State Payroll System (CSPS) Project updates
- Open Enrollment Business Processes

SCO is looking forward to attending this conference to learn more about new business processes and collaborate with our business partners.

2027 Benefits Open Enrollment Coming this Fall

The annual open enrollment period for health, dental, Premier Vision, and all FlexElect accounts runs from September 14 through October 9. All open enrollment actions will be effective January 1, 2027.

The Statewide Civil Service (SCS) Benefits program processes approximately 30,000 dental ([Std.692](#)) and FlexElect ([Std. 701R/701C](#)) forms annually during the open enrollment period. This workload represents more than 20 percent of all forms processed by the SCS Benefits program each year.

As the SCO Benefits team ramps up for open enrollment season, here are some tips to help expedite processing of forms sent to SCO:

- Inform employees of the 2027 Open Enrollment period.
- Send reminders to employees encouraging submission of open enrollment changes as soon as possible.
- Audit submitted open enrollment forms to ensure they are accurate and complete.
- Remind Permanent Intermittent (PI) employees that they must enroll in FlexElect/CoBen Cash Option each plan year during open enrollment. All other employees currently enrolled in FlexElect/CoBen Cash Option will be automatically re-enrolled for the 2027 plan year. Refer to the [2027 FlexElect Handbook](#) (available late August) for more details.
- Submit open enrollment forms on a flow basis to SCO for processing through [ConnectHR](#).
- Remind employees to use the [Benefits Calculator](#) provided by CalHR.
- Review the California Public Employees' Retirement System Board of Administration's approved health plan premiums for the 2027 calendar year.
- Use SCO Civil Service Benefits 2027 Open Enrollment Resources.
- Contact the Statewide Customer Contact Center at (916) 372-7200 with questions. If you have suggestions, submit them to PPSDHRSuggestions@sco.ca.gov.

End of Control Period: All Permanent-Intermittent Employees

June 30 will mark the end of the control period for all Permanent-Intermittent (PI) employees. Unlike permanent full-time employees, PI employees 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 OE period, or if newly eligible, after OE but before January 1.
- Be eligible for enrollment 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.
- 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.
- For more information, please refer to [CalHR's Benefits Administration Manual – FlexElect Program](#).

Annual Position Control Budgeting and Reporting – Schedule 8

The Position Control process requires all civil service (CS) positions to have Department of Finance (DOF) approval (or delegated approval) before an employee can be appointed. The term “position control” also refers to data maintained within SCO’s administered Uniform State Payroll System (USPS).

The data is used to account for the number of positions allocated to each agency by the budget and is comprised in a report called the “Established Position Roster” file. The Established Position Roster file is a key component of CS payroll issuance and records all transactional changes occurring to each position in any given payroll cycle.

The Schedule 8 is a report produced to assist departments in reconciling differences between SCO records and each individual agency’s documentation. SCO runs this annual report for DOF at the beginning of each fiscal year in July. The Schedule 8 assists departmental budget staff in the estimation of salary and wages for established positions included in the Governor’s budget.

Beginning in April, the System Activities Coordination and Support (SACS) Unit posted [Fiscal Year End Letters](#) to the SCO website to help aid departments with their Schedule 8 process. Departments must view these letters to know which forms must be completed and submitted to SCO’s Position Control for position movement before the Schedule 8 report is run.

The report is available via [ViewDirect and Mobius View](#), however departments can sign up to receive the report via File Transfer Protocol (FTP) as well. For more information regarding the Schedule 8, please see the [Payroll Procedures Manual \(PPM\) Section C 500](#).

Statewide Benefits Program: September 2026 Dependent Eligibility Verification

Departments will soon receive eligibility verification documents and completed Dependent Eligibility Verification Checklists (CalHR 781) from employees.

It is critical that departments verify dependent eligibility for health benefits in myCalPERS by September 1, 2026. Delays will result in employees’ dependents losing health care coverage and the creation of accounts receivable(s).

Departments can also view the Dependent Eligibility Verification Schedule on the CalPERS website. Please see below helpful tips and resources regarding dependent eligibility verification:

- Review the [CalPERS resources](#).
- Review the [CalHR Dependent Re-Verification Webpage](#) for HR Offices.
- Verify dependent eligibility on a flow basis.
- Dis-enroll ineligible dependents from health, dental, and vision benefits in a timely manner.
- Use the “Dependent Verification End Date Report” in myCalPERS to determine which employees are required to verify eligibility of dependents for health benefits during the January verification cycle.
- Provide written notification to employees regarding deficient documents. Questions? [Contact the PPSD Statewide Customer Contact Center](#) at (916) 372-7200.

California State Payroll System Project Update

The California State Payroll System (CSPS) Project remains on schedule and continues to make steady progress. Project Teams are preparing for upcoming testing activities and future system implementation milestones.

During the first half of June, the Project Teams focused on refining system requirements, preparing data for future conversion efforts, and enhancing reporting and dashboard capabilities. The Technical and Functional Teams are working together to ensure project data and environments are ready for upcoming testing phases. The Technical Team, in collaboration with the SCO Information Systems Division (ISD), continues discussions on a single sign-on (SSO) approach, which will streamline user access by allowing users to log in just once to access multiple applications.

A key area of focus is user readiness. The Organizational Change Management (OCM) Team continues planning stakeholder outreach efforts and is working to identify participants for future User Acceptance Testing, which will help ensure the system meets the needs of departments and employees across the state. The OCM Team also conducted the Modernizing Payday (MPD) presentation for the project team and SCO leadership. This presentation is part of the upcoming MPD campaign that will launch in early summer.

The project is also advancing key operational planning activities, including recommendations for long-term system support and preparations for future planning intervals. Overall, the project remains focused on building, testing, and laying the groundwork for a modernized statewide payroll system.

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