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 FAQs

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Requesting Employment History

Requesting Pay History

California State Payroll System

Statewide Training

Payroll Flyers and Global Messages

COVID-19 E-FMLA Calculator: Frequently Asked Questions

The COVID-19 Emergency Family and Medical Leave Act (E-FMLA) Calculator includes updates and enhancements to support departmental HR offices. Three common questions:

How are holidays treated when calculating an employee's E-FMLA benefit?
If the holiday falls within a block of time used for E-FMLA, it is treated as part of the benefit and calculated as two-thirds time. If the holiday falls outside of a block of time used for the E-FMLA benefit, it is treated as regular work. If the employee is using the E-FMLA benefit intermittently, and the holiday falls on a day that would be used as E-FMLA benefit, the holiday is treated as a regular workday.

How do I use the calculator for an employee with a non-standard work schedule?
The calculator is not designed for E-FMLA benefit pay of alternate workweek schedules, hourly employees, or semi-monthly employees.

After entering E-FMLA benefit hours, how can I reduce supplementation hours?
You may reduce supplementation by editing the time in the **Supp. Days & Hours** boxes. Follow steps one through four in the calculator.

Refer to Payroll Letter #20-006 or CalHR for more information.

Position Roster Listing Report Now Available on View Direct

The monthly Position Roster Listing Report (PDE040) is now available to all agencies on View Direct beginning in June 2020. Hard copies of the report will no longer be available since automation provides real-time access and cost savings on printing, sorting, and mailing. Also, online access accommodates agencies with staff teleworking during the COVID-19 pandemic.

For View Direct access issues, please contact SCO's Decentralized Security at DSA@sco.ca.gov.

Decentralized Security Program Manual and Decentralized Security Guidelines

The State Controller's Office (SCO) made a determination to no longer impose restrictions identified in PPSD's [Decentralized Security Program Manual](#) and [Decentralized Security Guidelines](#):

- Access and use of SCO systems shall only be initiated from workstations that are owned or leased by the state agency and that are physically located within a facility that is owned or leased by the state agency and;
- Access and use of SCO Human Resource Management Systems shall only be initiated from workstations that are owned or leased by the state agency and that are physically located within a facility that is owned or leased by the state agency.

Instead, agencies and campuses should review and adhere to the following policies and procedures for remote access to information systems.

- [State Administrative Manual (SAM) 5305.5](#)
- [State Administrative Manual (SAM) 5360.1](#)
- [Statewide Information Management Manual (SIMM) 5360-A](#)

Updates reflecting this change in policy will be made to PPSD's Decentralized Security Program Manual and Decentralized Security Guidelines as soon as possible.

Helpful Tips: Escalation Email Box Versus the Temps Ops Email Box

Customer service is always our priority. With that in mind, PPSD has two email boxes to make communicating with us easier. One you may already be familiar with, the Escalation Email Box (PPSDOps@sco.ca.gov). The second email box, Temp Ops (PPSDTempOps@sco.ca.gov), was created as a result of the COVID-19 pandemic. The email box functions as a temporary centralized document intake and an alternative to mailing or faxing. Some helpful tips:

When to use the Escalation Email Box:
Use the [Escalation Email Box](#) if you are not receiving a return call after two business days, have an issue related to punitive actions, employee grievances, and personnel/payroll/benefit requests for judges, legislators and other statutory employees. Please follow the [Escalation Email Guidelines](#) when sending an email.

When to use the Temps Ops Email Box:
Use the [Temp Ops Email Box](#) if you would like to submit a document to PPSD via email. Please follow the instructions for submitting a document via the Temp Ops Email Box outlined in the [COVD-19 FAQs](#).