



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 FAQ](#)

[EPSLA/E-FMLA FAQ](#)

[Email Subscriptions](#)

[Civil Service Weekly
Processing Dates](#)

[Decentralized Payroll
Calendars](#)

[SCO Letters](#)

[Personnel Action
Manual \(PAM\)](#)

[Payroll Procedures
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[Requesting
Employment History](#)

[Requesting Pay History](#)

[Statewide Training](#)

[Payroll Flyers and
Global Messages](#)

SCO KEY INITIATIVES

[Cal Employee Connect](#)

[California State Payroll
System Project](#)

Statewide Direct Deposit Program: Electronic Submission of Direct Deposit Enrollment Documents

The State Controller's Office (SCO) is now offering a new business process for HR personnel to electronically submit direct deposit requests. This method allows for paperless processing of direct deposit open enrollment documents, increases processing speed, and provides an efficient way to document and transfer requests.

SCO created an Excel spreadsheet that is used to enter, track, and generate employee direct deposit enrollment data for transfer. The data generated by the Excel spreadsheet is sent securely to SCO through enterprise file transfer protocol and processed by staff the same day.

For more information about how to start sending direct deposit enrollments electronically, please visit the [SCO website](#).

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