



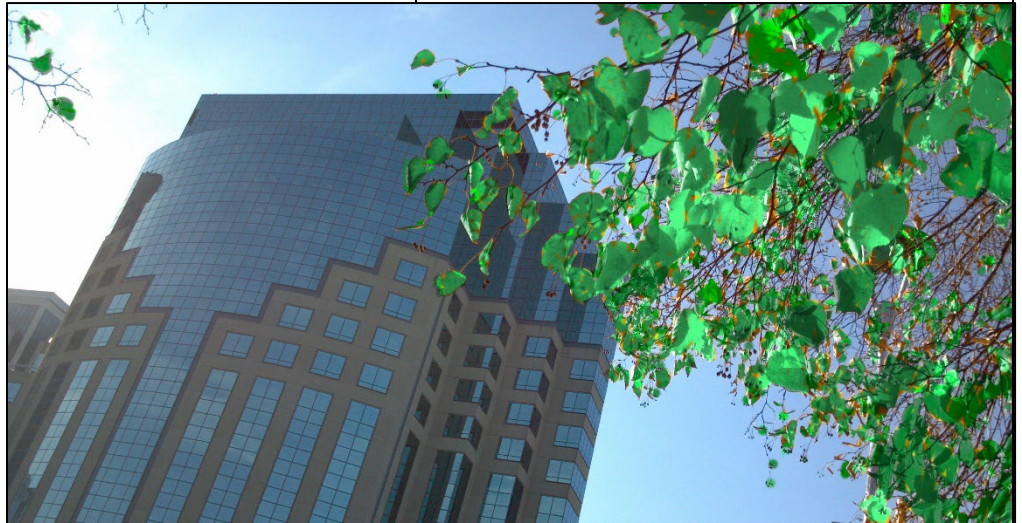
THE PPSD REGISTER

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

June 2025

VOL 6, ISSUE 6

State Controller's Office
Personnel and Payroll
Services Division



Highlights This Month

- ✓ [Executive Office Inquiries](#)
- ✓ [ConnectHR: File Upload Feature Reminder](#)
- ✓ [NEW ConnectHR Feature: Garnishment Form](#)
- ✓ [Meet the Team: PPSD Reception and Decentralized Security Administration](#)
- ✓ [CalHR Benefits: Open Enrollment](#)
- ✓ [CalHR Savings Plus](#)
- ✓ [California State Payroll System Project](#)

SCO KEY INITIATIVES

SCOCONNECT:
[CAL EMPLOYEE
CONNECT/
CONNECTHR](#)

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

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

Executive Office Inquiries

The State Controller's Office (SCO) Executive Office (EO) receives inquiries directly from Civil Service and California State University employees via the [Contact Us](#) link on the SCO website. The most common inquiries we have received in 2025 are related to [Form W-2, Wage and Tax Statement](#) requests, benefits, retirement, Cal Employee Connect (CEC), and direct deposit. Of the inquiries received so far this year, 46% were sent back to their employee's Departmental Human Resources (HR) Office to further assist the employee.

If we receive an inquiry from an employee that should be addressed by their HR office, then SCO will provide them with contact information to a Personnel Specialist and Transactions Manager within their department.

As listed in the [California Personnel Office Directory \(CPOD\)](#), we copy the Personnel Specialist, Transactions Manager, HR Chief, and blind copy the department's universal email box (Personnel Transactions) in all our responses. If you need to update your department's CPOD contacts, you may do so using the [CPOD update form](#).

We ask that HR offices make employees aware of the resources available to them such as [SCO State Employees webpage](#), [California Public Employees' Retirement System](#), [California Department of Human Resources](#), and [Cal Employee Connect](#).

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:](#)

June 18

July 17

[Transaction Specialists'](#)

[Educational Forum:](#)

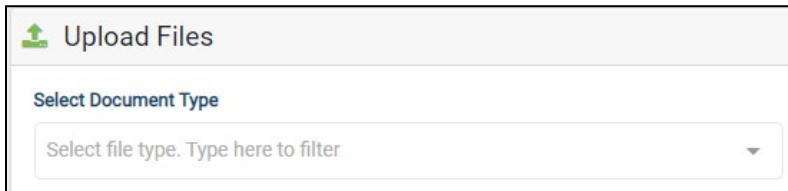
June 5

ConnectHR: File Upload Feature Reminder

SCO has seen an influx of [ConnectHR](#) files being uploaded to the incorrect selected “Document Type”. To reduce ConnectHR uploads to the incorrect dropdown, the Personnel and Payroll Services Division (PPSD) is sending error notifications to the department’s HR office. These error notifications are being sent to the department’s respective HR universal email inbox.

PPSD encourages HR offices to refer to their universal email inbox regularly to identify any misrouted document error notifications. The documents can be re-uploaded to the appropriate program area and avoid further delays in processing. If you need to update your department’s universal email, you may do so on the [CPOD Update Form](#).

Reminder: Misrouted documents do not meet the criteria for an [escalation email](#) or expedited processing. Please ensure you are selecting the correct “Document Type” option before submitting your document(s).

A screenshot of the ConnectHR file upload interface. It features a light gray header bar with a green upload icon and the text "Upload Files". Below this is a white section with the label "Select Document Type" in blue. Underneath is a white dropdown menu with the placeholder text "Select file type. Type here to filter" and a small downward arrow on the right.

NEW ConnectHR Feature: Garnishment Form

Coming soon to the [ConnectHR](#) portal is the electronic Garnishment Form! The electronic Garnishment Form is an alternative to the [Standard Form 639](#) and will allow HR staff to establish a “New” Garnishment for an employee via a secure, web-based application. In addition to the new Garnishment feature, ConnectHR has several other core capabilities.

- **File Upload** – This feature is a key part of ConnectHR, providing an organized and secure way for HR staff to upload documents to SCO.
- **Shadow Feature** – This feature allows users to view specific employee information exactly as the employee would view it. Using this feature, HR staff can view earning statements, Form W-2s, or troubleshoot questions that employees may have about their payments.
- **Accounts Receivable (A/R 035) Deductions Collections** – This feature allows HR staff to change the method of collection from Agency Collection to Payroll Deduction electronically via ConnectHR.

Built with existing hardware and open-source technology, ConnectHR provides a centralized platform for HR professionals to access employee records and securely transfer data across different program areas.

For more information or assistance, please contact [ConnectHR Help and Feedback](#) for matters regarding ConnectHR.

Meet the Team: PPSD Reception and Decentralized Security Administration

Falling under the same program area, the PPSP Reception and Decentralized Security Administrator (DSA) Teams are smaller in size yet highly productive. PPSP Reception consists of four skilled team members that are responsible for internal and external phone calls, Verification of Employment (VOE) Requests, and Employment History (EH) Requests. DSA consists of two expert analysts who are responsible for ensuring controlled access to confidential employment and payment history data including oversight of ViewDirect/Mobius View access.

Reception Services

In addition to the internal services provided to the Division, the PPSP Reception fields a variety of phone calls, both from the public and state agencies. The team provides various assistance and forwards all phone calls appropriately.

VOE

The PPSP Reception Team is also responsible for fielding VOE inquiries that come through the State Locator line, (916) 322-2760. PPSP Reception staff use the state locator database to confirm an employee's current agency and provide the requester with the appropriate HR contact information, as referenced in CPOD. For more information regarding VOE, please use the "Verification of Employment" link provided in the Helpful Tools section.

EH

The PPSP Reception Team also processes EH requests submitted by HR offices and the employee themselves. EH requests are generally requested when an HR office needs to validate the dates/transactions for an employee, past what is currently viewable within the mainframe, and to verify an employee's service record. The standard turnaround for completed requests is five to seven business days. To submit an EH Request, please use the "Requesting Employment History" link provided in the Helpful Tools section.

DSA

SCO maintains the Mainframe that houses numerous databases and systems of records, which contains confidential and sensitive data. Although the SCO Mainframe provides valuable information, access to centrally stored machine-readable data increases the risk of unwarranted disclosure of this data. SCO has several control systems in place to prevent unwarranted access to this data. It is DSAs responsibility to ensure that all users understand SCO requirements for handling such information. The DSA Team works diligently with each agency (department/campus) to certify that all users and their access is appropriately granted based on four factors. (1) Be a current state employee and an employee of the requested department/campus; (2) demonstrate a job-related need to the information; (3) accept legal responsibility for preserving the security of the information; (4) receive formal approval from the PPSP DSA.

In addition to safeguarding the SCO Mainframe data, DSA also is responsible for providing access to select SCO Mainframe reports through ViewDirect and Mobius View. ViewDirect contains reports that HR offices use to perform various personnel and payroll duties. Mobius View is a report viewer tool that has been built to provide a fast and user-friendly interface where reports can be printed. Additionally, those with access to ViewDirect will also have access to Mobius View.

For more information on DSA and ViewDirect/Mobius View, please look at our [DSA Security Manual](#) and our [ViewDirect/Mobius View webpage](#).

CalHR Benefits: Open Enrollment

Mark Your Calendar for Open Enrollment: September 15 through October 10, 2025

Our employee benefits help support our health, finances, and peace of mind. Whether to update coverage or enroll for the first time, Open Enrollment (OE) is the opportunity to choose benefits for a life well lived.

OE is a set time of the year when eligible state employees can enroll, disenroll or make changes to their benefits including health, dental, vision, FlexElect Reimbursement Accounts, cash options, Consolidated Omnibus Budget Reconciliation Act (COBRA), legal insurance, long-term disability (LTD), and supplemental life insurance. Employees can also add or delete eligible dependents.

This year's OE season will include In-Person Benefits Fairs and Virtual Benefits Fairs for state employees to access resources and speak with benefit plan representatives to make informed choices about benefits for themselves and their dependents. Dates, times and locations will be announced soon. Please visit the [Benefits Fair webpage](#) for more information.

State employees and HR professionals can visit the [Open Enrollment website](#) to download benefits resources through the Virtual Library, calculate benefits costs using the Benefits Calculator, and view upcoming OE events.

Coming this season:

We heard your feedback from last season's OE. CalHR is implementing the following enhancements to the 2025 OE season to set HR professionals up for success with administering benefits to state employees, retirees and dependents:

- Expanding In-Person Benefit Fair locations throughout California to support HR Professionals in assisting state employees with receiving direct answers to their benefit questions from program vendor representatives.
- Virtual Lunch and Learn for HR professionals scheduled for September 25, 2025. What is new this season is a collaboration with CalPERS and CalHR! This session provides an opportunity for HR professionals to review benefit programs, a walk-through of how to complete a dental enrollment form, and includes a Q&A with CalHR, SCO, and CalPERS representatives.

- The two-day Virtual Benefits Fair scheduled for September 10- 11, serves as a virtual resource to assist state employees with receiving direct answers to their benefit questions from program vendor representatives.
- New this season! Beginning in June, there will be monthly OE communication emails to keep HR professionals up to date with timely updates and events regarding OE.
- Monthly OE updates at [Transaction Supervisors' Forum](#) and [Ad Hoc Committee on Human Resources](#) to keep HR professionals up to date with timely updates regarding OE.
- Quarterly OE updates at the [Transaction Specialists' Educational Forum](#) to keep HR professionals up to date with timely updates regarding OE.

For questions regarding OE events and resources, please contact the CalHR OE Team at OpenEnrollment@calhr.ca.gov. You can also visit the CalHR website, [Open Enrollment webpage](#), for ongoing announcements throughout the season.

CalHR Savings Plus

Changes are coming to your Savings Plus investments options.

As markets evolve, so do your investment opportunities. The Savings Plus Investment Committee is constantly reviewing and improving the investment options available to you, to better meet your needs and support your long-term financial goals.

We are making some automatic updates to your investment options. No action is needed on your part. However, we recommend reviewing your current investments to make sure they still align with your retirement goals.

Summary

- Target Date Funds will move to State Street Funds for the same retirement year.
- 2020 Fund will be discontinued.
- Short Term Fund will close, and assets will transfer to a target date fund aligned with age 62 retirement.
 - Note: Short Term Investment Fund – Cash remains available.
- A State Street 2070 Fund is now available for those retiring around 2070.

Stay Informed

We have a [dedicated webpage](#) with everything you need to know:

- Timeline of changes
- Frequently Asked Questions (FAQs)
- Details on new investment options

Bigger Catch-Up Contributions for Ages 60 through 63

You can contribute more to your Savings Plus 401(k) or 457(b) in 2025! Thanks to the SECURE 2.0 Act, the catch-up contribution limit is increasing:

- Standard contribution limit: \$23, 500
- New catch-up limit (ages 60-63): \$11, 250

- Total possible contribution: \$34, 750

This is a great chance to boost your retirement savings during your highest earning years.



Follow us for free events, tips and resources



Solution Center: 1-855-616-4776



Retirement Specialists



SPPOutreach@calhr.ca.gov → Individual guidance, or schedule free financial wellness services at your department.

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.

Tiffany Fong-Mao, an accomplished leader over the Division Initiatives and Strategic Coordination Section of PPSD, recently shared her perspective on the new system.

Working in PPSD for over three years, Tiffany has a unique role as a key stakeholder in the CSPS Project. We asked how she envisioned future improvements to her day-to-day work once the system is implemented.

“I am looking forward to seeing the many repetitive tasks (e.g. data entry from manual forms and manual audits) that are simple logic [being] done through automation. By doing this, time can be freed up to do meaningful and more complex analysis of the data and ending of back logs as time will be available to handle the complex transactions more expediently.”

When asked how the new system will impact productivity and/or efficiency, Tiffany is hopeful.

“...In general, I will expect all teams, from operations to report and analysis to finally have the tools to do their jobs better. My team, SCOConnect: Cal Employee Connect (CEC) and ConnectHR, have begun acclimating the PPSD staff (as well as HR offices across all departments and agencies) with the use of a web-based technology to begin processing transactions. This will only improve when CSPS is rolled out and it will demonstrate full automation of many manual processes, thus improving productivity and efficiency and minimizing the chance of backlogs.”

What is Tiffany most excited about once the system implementation is complete?

“.... seeing ‘real-time’ processing of all transactions, eliminating the chances of backlogs, thus ensuring all state employees and vendors are paid accurately and on time.”

Be on the lookout for more insightful testimonials from fellow state colleagues and leaders coming your way every other month.

We are dedicated to sharing information and continuing to keep you updated on progress and milestones of the CSPA 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 [CSPA Project](#) website.