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## CONTACT US

(916) 372-7200

[ppsdops@sco.ca.gov](mailto:ppsdops@sco.ca.gov)

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[ppsdregister@sco.ca.gov](mailto:ppsdregister@sco.ca.gov)

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## Position Control: Fiscal Year-End Processing for Reorganization

April marks the beginning of fiscal year-end processing for departmental reorganization. To help prepare, here are some important dates and tips.

- 1. Submit Reorganization Form:** The Annual Reorganization Memo will be delivered through the SCO Personnel and Payroll Services Division (PPSD) [Email Subscription Service](#) and posted on the [SCO Letters page](#) in early April. The form to document departmental reorganization for FY 2020-21 will be attached to the memo. Each department must submit a complete form to SCO by May 1.
- 2. Submit Form PR421:** The Payroll Letter and the Annual Payroll Header Report (Form PR421) will be delivered through the SCO PPSD Email Subscription Service and posted on the SCO Letters page in early April. Included in the Payroll Letter will be instructions on changing, deleting, adding, or reestablishing a Payroll Header. Each departmental HR office must submit a complete Form PR421 to SCO by May 1.
- 3. Submit STD. 607 – Change in Established Positions:** The Payroll Letter on documenting changes in established positions will be delivered through the SCO PPSD Email Subscription Service and posted on the SCO Letters page in early April.
  - All [STD. 607s](#) for reorganizations effective July 1 must be received by SCO by June 12.
  - All other individual STD. 607s, as well as all STD. 607 packages (two or more documents) including corrected documents with multiple changes, must be received by SCO by June 5.
  - Before submitting STD. 607, be sure item 12 is completed with signature and item 13 is stamped. (See [instructions for Form PR421 and STD. 607 completion.](#))

To receive alerts when Personnel, Payroll, and Fiscal Year-End Letters become available, please subscribe to them through the SCO PPSD Email Subscription Service. For Fiscal Year End Letters, subscribe to the Civil Service Schedule 8/7a list.

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