



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

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Statewide Position Control Program: Fiscal Year-End Processing for Reorganization

April marks the beginning of fiscal year-end processing for departmental reorganization. Here are some important dates and tips to help you prepare.

- 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 webpage](#) in early April. The form to document departmental reorganization for FY 2021-22 will be attached to the memo and must be submitted to SCO by May 3.
- 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 will be instructions on changing, deleting, adding, or reestablishing a payroll header. Each departmental human resources office must submit a completed Form PR421 to SCO by May 3.
- 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 April 5.
 - All STD. 607s for reorganizations effective July 1 must be received at SCO by June 4.
 - 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 at SCO by June 4.
 - 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.

Statewide Direct Deposit Program Reminders

Following these tips will help ensure timely and accurate direct deposit processing.

- A completed and signed [STD. 699 Direct Deposit Enrollment Authorization](#) form must be received by SCO from a personnel specialist at an agency or campus. Those completed and signed forms may be mailed, faxed, or sent to SCO using encrypted email.
 - You must follow your agency's protocols for sending encrypted email. (If you are unsure about such protocol, contact your supervisor before emailing the document.)
 - In the encrypted email message subject line, type: Direct Deposit.
 - Send the email to: PPSDTempOps@sco.ca.gov
 - If faxing, send to: (916) 322-8113
- Avoid delays in processing direct deposit enrollment forms by confirming all information on the form is legible and the employee has verified their financial institution's routing and account numbers.
- Enrollment forms are processed by SCO in received-date order. Additional information on processing time can be found in [PPM Section J 004](#).

Visit the [State Controller's Office website](#) for more information.

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