



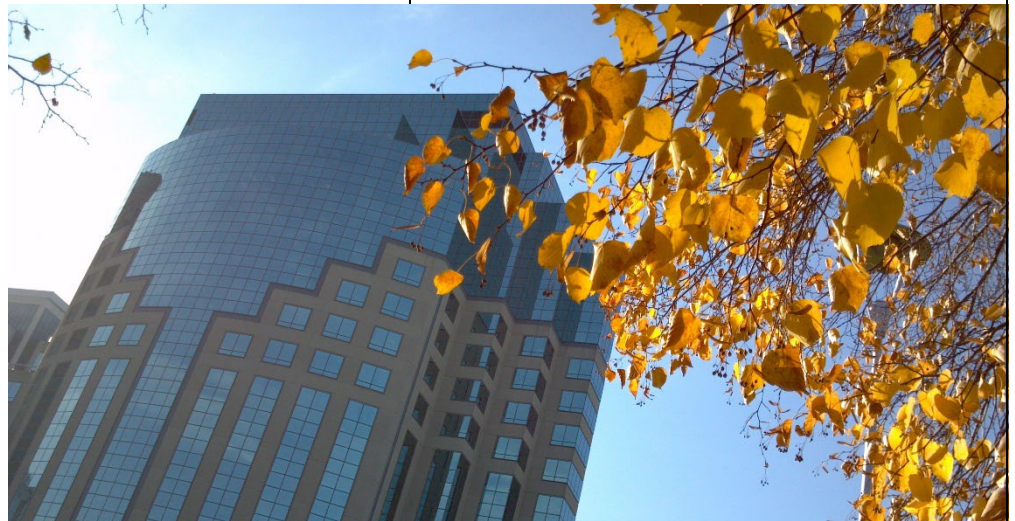
THE PPSD REGISTER

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

March 2025

VOL 6, ISSUE 3

State Controller's Office
Personnel and Payroll Services
Division



Highlights This Month

- ✓ [Cal Employee Connect Reminder](#)
- ✓ [Statewide Tax Support Program](#)
- ✓ [Statewide Position Control Program](#)
- ✓ [Meet the Team: Position Control and Direct Deposit](#)
- ✓ [CalHR Benefits Resources](#)
- ✓ [California State Payroll System Project Update](#)

SCO KEY INITIATIVES

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

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

CONTACT US

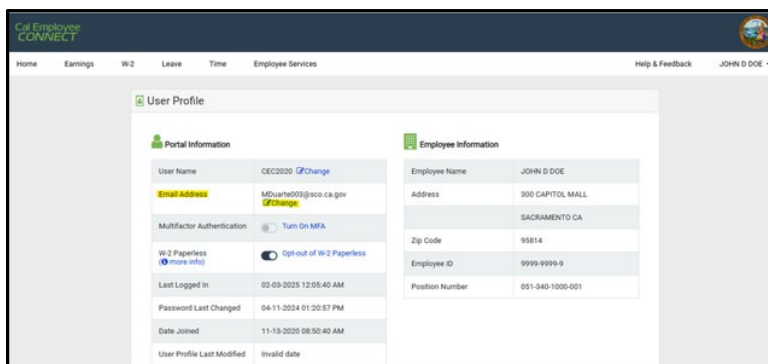
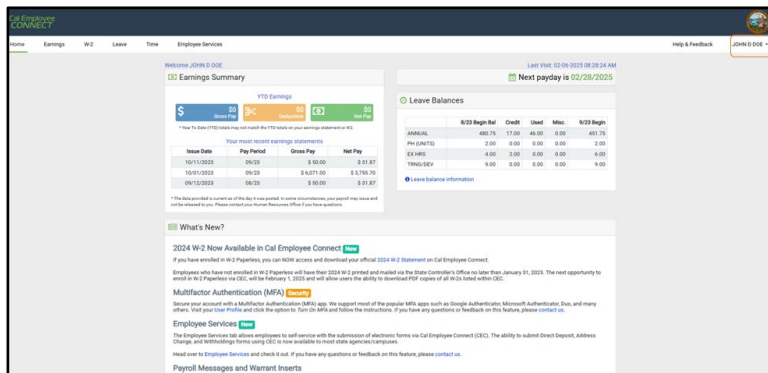
(916) 372-7200

ppsdops@sco.ca.gov

Cal Employee Connect Reminder

During your onboarding and exit interviews, ensure employees' emails are up-to-date on Cal Employee Connect (CEC). When an employee submits 'Problem Type' "Forgot Username" or "Forgot Password" through [Help & Feedback](#), instructions to reset their login details go to the email on file in their CEC account.

Employees can change their email in the "User Profile" section by navigating to the user's name at the top right-hand corner of the CEC home page.



Having a current email on file will ensure employees can access their CEC account in the event they forget their log in information or have challenges with their multifactor authentication. For more information, please go to [Connect Help & Feedback](#).

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:

March 13

April 17

Transaction Specialists'
Educational Forum:

April 3

Statewide Tax Support Program

Deceased Employee and Designee/Beneficiary Reporting

Please ensure that your department has submitted the [PPSD21, Deceased Employee Data](#) form for all employees who passed away during the 2024 tax year. This ensures that both the Form W-2, Wage and Tax Statement for the deceased employee and the 1099-MISC for the designee/beneficiary are issued correctly.

[Payroll Letter #24-012 – Deceased Employee and Designee/Beneficiary Reporting](#) contains reporting details and references.

Any outstanding reporting of the PPSD21 report will result in a corrected Form W-2 for the deceased employee and a late 1099-MISC to the designee. Please submit the forms as soon as possible, as corrected Form W-2s are generated monthly.

Salary Advance Initial/Offset Reporting

Please work with your accounting office to ensure that your department has reported all outstanding salary advances provided to employees for the 2024 tax year. If funds were provided to the employee in the 2024 tax year and the SCO warrant has not issued, the funds should be reported in the 2024 tax year due to constructive receipt of the payment. Once the SCO warrant is issued, please submit the salary advance “package” to SCO, W-2 Unit to ensure that the payment(s) are reported in the correct tax year and the employee is issued a corrected Form W-2.

[Payroll Letter #24-013 – Salary Advance Initial/Offset Reporting – Year End](#) contains reporting details and references.

NOTE:

The PPSD21, Deceased Employee Data and the [STD. 422 Salary Advances Paid/Offset Report](#) forms should be submitted to SCO on a flow basis throughout the tax year.

For questions, please contact the Statewide Tax Support, W-2 Program at PPSDW2MiscDed@sco.ca.gov.

Statewide Position Control Program Processing for Reorganization

April is the start of fiscal year-end processing for departmental reorganization. We have listed important dates and tips to help agencies prepare.

April 1, 2025

Submit [STD. 607 Change in Established Positions](#).

PPSD will deliver the Payroll Letter on documenting changes in established positions through the [PPSD Email Subscription Service](#). The letter will be posted on the [SCO Letters webpage](#) on April 1, 2025.

May 1, 2025

Submit [Reorganization Form](#)

The Personnel and Payroll Services Division (PPSD) will deliver the Annual Reorganization Memo through the Email Subscription Service and post it on the SCO Letters webpage in early April. The form to document departmental reorganization for Fiscal Year (FY) 2025-26 will be attached to this memo, which must be completed and submitted to SCO by May 1, 2025.

Submit Form PR421

PPSD will send the Payroll Letter through the Email Subscription Service before posting them on the SCO Letters webpage in early April. This will include instructions on adding, changing, deleting, or reestablishing a payroll header. Each departmental human resources (HR) office will receive and will need to submit a completed Form PR421 to SCO by May 1, 2025.

June 2, 2025

All STD. 607 forms for reorganizations effective July 1, 2025, must be received at SCO by June 2, 2025.

1. All other individual STD. 607 forms, as well as all STD. 607 packages (two or more documents), including corrected documents with multiple changes, must be received at SCO by June 2, 2025.
2. Before submitting a STD. 607, ensure item 12 is completed with a signature and item 13 is stamped. (Refer to [Payroll Procedures Manual](#) Section C 207 Annual Process – Completion of Form PR421 and Section C 310 Completion of Form STD. 607 for Established Positions).

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

Meet the Team: Position Control Program and Direct Deposit Program

Position Control Program

The Position Control Program is a small team of four, consisting of three Payroll Specialists, Elizabeth (Liz) Martinez, Diana Moran, and Jacquelyn (Jackie) Orozco-Gregorio, and one Payroll Officer, Lani Dharma.

The program is responsible for updating and maintaining the Payroll Header Reporting Unit File and the Established Position Roster File for Civil Service Departments and California State Universities.

Payroll Headers are processed every payroll cycle. Established position updates are processed twice a week, typically on Tuesday and Thursday mornings.

Liz has been with SCO for 38 years and has the most seniority on the team. She is our “go to person” for any questions regarding Position Control.

Diana likes working in Position Control because she gets to work with multiple state agencies and answers their questions regarding headers and established positions. She enjoys researching and analyzing position numbers and helps to resolve position control related discrepancies. She provides great customer service to internal and external stakeholders of SCO and has received positive feedback from our customers regarding response time and her ability to resolve position control discrepancies quickly.

Jackie joined the team five years ago. She likes working in the Position Control Program because she can help multiple agencies create, delete, and re-class positions. She enjoys knowing that we make a difference in people’s lives as far as getting their pay correct by processing the headers timely.

The SCO Position Control Program is here to assist. For questions, please reach out to us at ppsdpositioncontrol@sco.ca.gov.

Direct Deposit Program

Direct Deposit is a voluntary program available to all state employees. Enrollment into Direct Deposit is much easier now with CEC. Employees who do not have access to CEC can work with their HR Department to submit their Direct Deposit enrollment through ConnectHR. The Direct Deposit system provides automatic deposits of all net earnings into the financial institution designated by the participant.

Enroll, Cancel, Strip, Void! – These words are a norm if you are a part of the Direct Deposit Unit. Requests are received daily from different state departments throughout California regarding direct deposit enrollments, cancellations, and payments.

The Direct Deposit Team is another small but mighty team. Our team consists of one Senior Personnel Specialist and two Personnel Specialists. This is a very fast-paced program because we have two daily deadlines, one is during mid-day and the second is at the end of day. All strips and reversal requests received by 10:30 a.m. will be processed the same day.

Angela Wan, Senior Personnel Specialist, joined the team in 2019. She creates the monthly Direct Deposit calendar used by the team as a reminder for various deadlines. She reviews error messages and communicates with PPSD and other program areas in the Personnel and Payroll Operations Bureau to process manual redeposits.

Annie Chin joined the team in 2018 and loves working with her team. She likes the opportunity to work with many agencies and help resolve issues. She is our go-to resource.

Jamila Vue joined the team in 2021. It gives her great joy when she can respond to our customers timely and resolve their issues.

Meeting deadlines may be difficult at times due to high volumes of requests, but as a team we get the job done! The Direct Deposit Program is here to assist, for questions reach out to us at ppsddirectdeposit@sco.ca.gov.

CalHR Benefits Resources for State Employees Affected by Wildfires

As January's wildfires continue to impact Southern California, we recognize the ongoing challenges faced by state employees and HR professionals supporting them. Ensuring employees, families, and first responders can access the care they need during a crisis is essential to their wellbeing and recovery.

To assist during this difficult time, the California Department of Human Resources (CalHR) has compiled a [benefits resources webpage](#) for employees recovering from wildfires and other natural disasters. We encourage you to bookmark it and share it with your employees. This webpage is updated regularly with the latest information from benefit vendors to ensure access to current guidance and support.

Additionally, we want to remind you of the 24-hour support available through our Employee Assistance Program (EAP). The EAP offers free, confidential counseling services to help individuals cope with the emotional effects of natural disasters, such as fear, sadness, anger and hopelessness. Call (866) EAP-4SOC (1-866-327-4762) TTY: 711 to speak with a Customer Experience Associate or visit the [EAP website](#).

Thank you for your continued care and support for employees during this time. If your departmental personnel office has questions about benefits administration or needs assistance with employee appeals, please contact the [Benefits Inquiries](#) inbox. For general wildfire preparedness tips and up-to-date information, visit the [California Department of Forestry and Fire Protection \(CAL FIRE\) website](#).

California State Payroll System Project Update

The [California State Payroll System \(CSPS\) Project](#) has successfully completed the Project Approval Lifecycle Stage 4 process, paving the way for the official commencement of the project. This is a major milestone for the project and a noteworthy step toward delivering a modern, efficient, and employee-focused payroll solution for approximately 300,000 state employees.

What happens next?

- The project must go through a 45-day review period with the Joint Legislative Budget Committee, Department of Finance, and the Legislature for final approval.
- When this 45-day review period is over, the CSPS team will gather final signatures, and Department of Technology will publish a written Notification of Award.

Why is the 45-day review period important?

- This process is required to ensure transparency of the project and give ample time for any questions about the procurement process.

What happens after the 45-day review period?

- The CSPS Project will move into the project execution phase.
- The project execution phase consists of design, development, testing, and implementation of the new system.

Reaching this milestone is a testament to the hard work and dedication of the collective efforts of the CSPS Project Team members at SCO, especially PPSD, CalHR, and myriad partners throughout the state. This achievement sets the stage for the CSPS Project to bring innovative solutions that directly benefit our stakeholders through modernization of the current Uniform State Payroll System.

As progress continues toward the project execution phase, the CSPS Project Team will keep you updated as the vendor procurement process continues to unfold.

If any questions or inquiries arise, please feel free to reach out to us at CSPSHelp@sco.ca.gov. We also invite you to explore our [CSPS Project](#) website.

*Details subject to change, current as of February 12, 2025.