



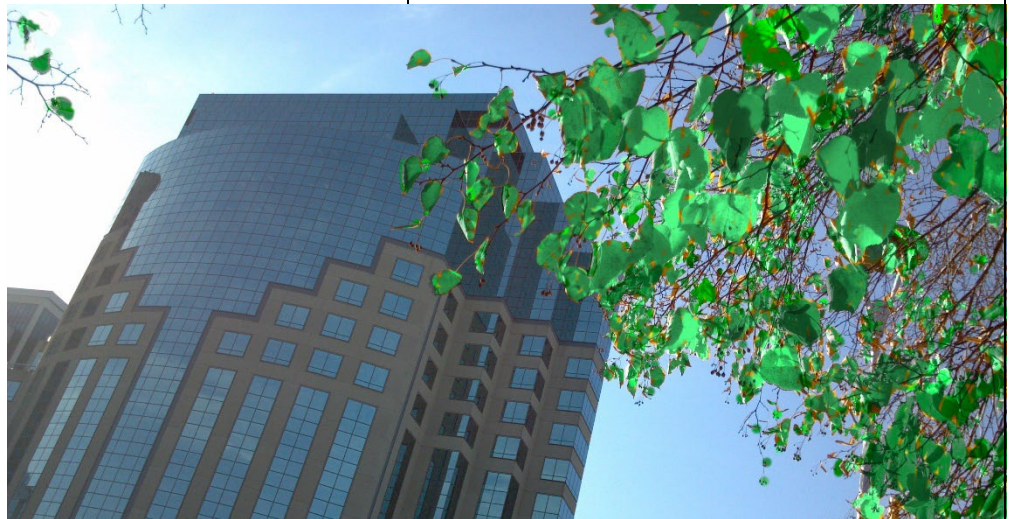
THE PPSD REGISTER

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

March 2026

VOL 7, ISSUE 3

State Controller's Office
Personnel and Payroll Services
Division



Highlights This Month

- ✓ [Cal Employee Connect Reminder](#)
- ✓ [Statewide Position Control Program Processing for Reorganization](#)
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- ✓ [CalHR BAM Updates and Benefits Ambassador Training Series](#)
- ✓ [California State Payroll System Project Update](#)

SCOCONNECT:

[CAL EMPLOYEE
CONNECT
CONNECTHR](#)

SCO KEY INITIATIVE

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

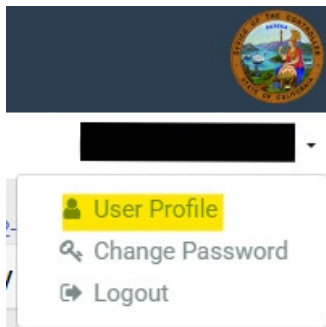
CONTACT US

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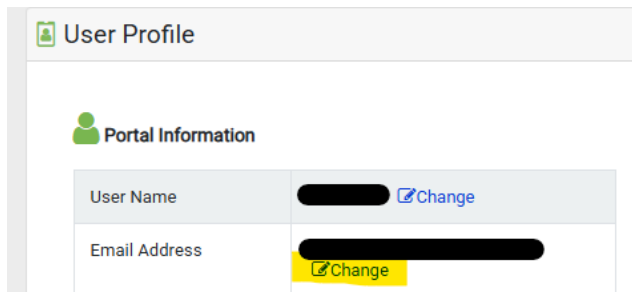
ppsdops@sco.ca.gov

Cal Employee Connect Reminder

During onboarding and exit interviews, please ensure your 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 the employee's login details go to their CEC account email on file.



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 login information or have challenges with their [Multifactor Authentication \(MFA\)](#).

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 19

April 16

[Transaction Specialists' Educational Forum:](#)

April 2

June 4

Statewide Position Control Program Processing for Reorganization

The new [ConnectHR](#) Position Control feature has been enabled for all state departments and must be used for all current Fiscal Year transactions. Contact your Department Security Monitor to request access to the ConnectHR Position Control feature.

April 1, 2026

The Personnel and Payroll Services Division PPSD will deliver the annual Payroll Letter documenting changes in established positions through the PPSD Email Subscription Service. The letter will be posted on the SCO's [website](#) on April 1, 2026.

May 1, 2026

- Submit [Reorganization Questionnaire Form](#)
 - PPSD will deliver the Annual Reorganization Memo through the [Personnel and Payroll Services Email Subscription Service](#) and post it on the SCO Letters webpage in early April. The form to document departmental reorganization for Fiscal Year (FY) 2026-27 will be attached, the reorganization form must be completed and submitted to SCO by May 1, 2026.
- Submit Form PR421
 - PPSD will send the Payroll Letter through the Email Subscription Service before posting 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 retrieve form PR421 from MOBIUS and submit the completed Form PR421 to SCO by May 1, 2026, via ConnectHR Position Control - Form PR421 dropdown option.

June 1, 2026

STD 607 Packages:

- STD. 607 packages with two (2) or more documents for prior and current fiscal year (including corrected documents with multiple changes) must be uploaded via [ConnectHR](#) and received by June 1, 2026.
- Before uploading a STD. 607 package:
 - Item 12 must include an authorized signature and department universal email address.
 - Item 13 must have DOF approval or stamped with “excluded from DOF approval” verbiage. (Refer to [Payroll Procedures Manual \(PPM\)](#) Section C 207 Annual Process – Completion of Form PR421 and Section C 310 Completion of Form STD. 607 for Established Positions).

July 17, 2026

2026-2027 Fiscal Year transactions

Beginning July 17, 2026, Departments must key Position Control transactions in ConnectHR that have an effective date of July 1, 2026.

Note: The Position Control feature in [ConnectHR](#) will be unavailable July 1, 2026, through July 16, 2026.

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

Statewide Tax Support Program Reminders

Deceased Employee and Designee/Beneficiary Reporting

Please ensure that your department has submitted the [PPSD-21 Form: Deceased Employee Data](#) 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 or beneficiary are issued correctly.

Please refer to the [Salary Advance Reporting Guide](#) and [Payroll Letter #25-012 – Deceased Employee and Designee/Beneficiary Reporting](#), which 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 2025 tax year. If funds were provided to the employee in the 2025 tax year and the State Controller's Office (SCO) warrant has not been issued, the funds should be reported in the 2025 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.

Please refer to the [Deceased Employee Reporting Guide](#) and [Payroll Letter #25-014 – Salary Advance Initial/Offset Reporting - Year End](#), which contains reporting details and references.

NOTE: The PPSD-21 Form: 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.

CalHR BAM Updates and Benefits Ambassador Training Series

The California Department of Human Resources (CalHR) has updated the [Benefits Administration Manual \(BAM\)](#) to improve usability and navigation for state HR professionals. Each BAM page now follows a standardized order of categories, helping HR professionals more efficiently locate and apply information needed to administer employee benefits accurately and consistently.

In addition, CalHR is hosting a Benefits Ambassador Training Series designed to support HR professionals who administer benefits to employees. The first session, “BAM Basics & Navigation,” will cover how to navigate the updated BAM and review the fundamentals of CalHR-administered state benefits. To register and stay updated on the training, visit [Benefits Ambassador Training](#).

California State Payroll System Project Update

The California State Payroll System (CSPS) Project is pleased to announce the successful completion of Planning Interval I, Sprint 1!

These Planning Intervals (PIs) are part of Phase 1 of the project schedule. Each PI is divided into six (6) two-week sprints for a total of 12 weeks. A sprint is a short, focused burst of work in which the project teams complete a specific set of tasks to reach a designated goal. Sprints are short and the team can pivot quickly if priorities change, which saves valuable time. During Sprint 1, the project team delivered 260 user stories. User stories are important because they are told from the perspective of future users of the system, ensuring stakeholder needs are met as the system is configured.

Think of the CSPS Project as a long, complex race, and sprints are the individual laps. At the end of each lap, the project team checks their progress and prepares for the next lap. Completing PI 1, Sprint 1 represents the collective effort, accountability, and teamwork across the project and positions CSPS for continued success in future PIs.

The CSPS team is dedicated to sharing information and continuing to keep you updated on the progress and milestones of the CSPS 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 [website](#).