



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.

May 2026

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State Controller's Office
Personnel and Payroll Services
Division



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SCOCONNECT:

[CAL EMPLOYEE
CONNECT
CONNECTHR](#)

SCO KEY INITIATIVE

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

CONTACT US

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ppsdops@sco.ca.gov

PPSD Register Moving to Bimonthly Publication

The State Controller's Office (SCO) Personnel and Payroll Services Division (PPSD) is adjusting [The PPSD Register](#) publication schedule. Beginning with this issue, the PPSD Register will transition from a monthly publication to an every other month, bimonthly publication. This adjustment will not interfere with our commitment to sharing timely updates, important human resources (HR) information, and relevant resources for your agency. The shift will allow us to better align our content with ongoing priorities. Moving forward, you will be receiving the PPSD Register every other month.

PPSD appreciates your continued engagement!

California Personnel Office Directory

The [California Personnel Office Directory \(CPOD\)](#) is a resource for SCO and agencies to use when seeking State of California HR office contact information.

Please regularly review and update your department's [CPOD webpage](#). It will help to ensure agencies receive all communications, requests, and replies promptly. HR offices may [update their agencies' CPOD](#) at any time to add, change, or delete contact information. For questions or concerns regarding your department's CPOD, please contact the [PPSD Webmaster](#).

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:](#)

May 21

June 18

[Transaction Specialists' Educational Forum:](#)

June 4

August 6

Meet the Team: Civil Service Payroll Program

The SCO Statewide Civil Service (CS) Payroll (General) Program supports Department HR Offices throughout the State of California with a variety of payroll related workloads (excluding premium pay).

This program audits and keys STD. 674 Payroll Adjustment Notice forms that are received from agencies through [ConnectHR](#) when agencies require adjustments to pay. These adjustments include:

- Establishing Accounts Receivables (A/Rs)
- Leave credit offsets
- Change method of collections requests
- Transfers of funds
- Garnishments,
- Backpay due because of stipulations and/or settlements
- Processing separation pay
- Adjustments and/or (A/Rs) for employees on military leave

Highlight: This team shares one (1) major annual peak workload with our CS Audits program, and this is the year-end Lump Sum Separations with deferrals occurring in November and December. It is the CS Payroll program who issues the Lump Sum pay or deferral portion of this workload.

Tips: The CS Payroll program is committed to processing the state's civil service employees' pay accurately and timely while also providing support to our HR customers. If after investigating a payroll issue you require the CS Payroll program's assistance refer to the [Statewide Customer Contact Center directory](#) to ensure you reach the correct area.

Before calling please be prepared to share the details of your concerns and research conducted. This will ensure we are providing the best customer support possible. You can also follow our progress by monitoring the [Weekly Processing Dates](#) for documents you have uploaded.

Finally, remember to check your department's universal email box for PR250 notices requiring your action. These are "ding" notices sent when payroll documents require corrections. If these notices are not responded to in a timely manner it can result in a delay of the CS Payroll program processing your document and if you feel your inquiry should be treated with high priority, please refer to the [SCO Escalation Guidelines](#).

Verification of Employment

California CS and California State University (CSU) employees who require employment and income verification can follow the below options to obtain verification:

- **Work Number:** [The Work Number](#) is an automated service that departments and campuses voluntarily elect to participate in. Employees at participating departments

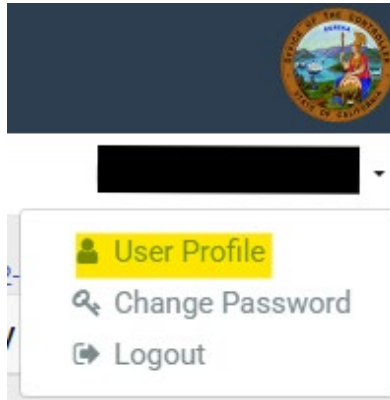
or campuses can use this system when it is necessary to provide employment or income verification to organizations such as mortgage companies or rental agencies.

- **Contact Departmental HR Office:** It is best to reach out to the Departmental HR Office for any employment information you cannot obtain from the Work Number.
- **Statewide Locator:** Contact the Statewide Locator by phone at (916) 322- 2760 to obtain the employees' CS agency or CSU campus contact information.

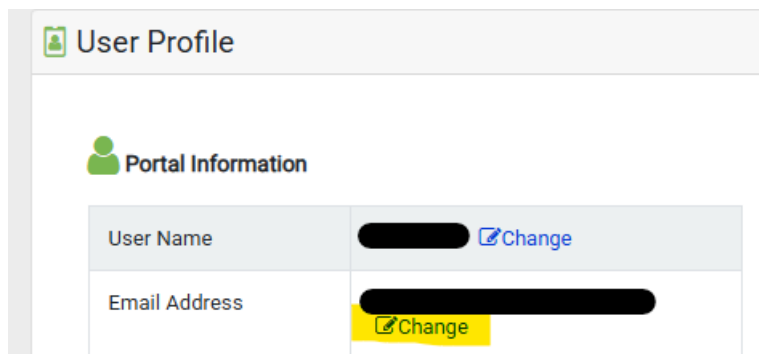
Additional information can be found on [The Work Number Employment and Income Verification](#).

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 \(MFA\)](#).

Statewide Benefits Program: June 2026 Dependent Eligibility Verification

Departments will soon receive eligibility verification documents and completed [Dependent Eligibility Verification Checklists \(CalHR 781\)](#) from employees. It is critical that departments verify dependent eligibility for health benefits in [myCalPERS](#) by July 1, 2026. Delays will result in employees' dependents losing health care coverage and the creation of Accounts Receivables (A/Rs).

Departments can also view the Dependent Eligibility Verification Schedule on the CalPERS website. Please see below helpful tips and resources regarding dependent eligibility verification:

- Review the [CalPERS resources](#).
- Review the [CalHR Dependent Re-Verification Webpage](#) for Human Resources Offices.
- Verify dependent eligibility on a flow basis.
- Dis-enroll ineligible dependents from health, dental, and vision benefits in a timely manner.
- Use the “Dependent Verification End Date Report” in myCalPERS to determine which employees are required to verify eligibility of dependents for health benefits during the November verification cycle.
- Notify employees in writing of deficient documents.

Questions? Contact the [PPSD Statewide Customer Contact Center](#) at (916) 372-7200.

California State Payroll System Project Update

The California State Payroll System (CSPS) Project continues to make progress toward the goal of implementing a modern personnel and payroll system. Currently, the project is on schedule and is under the approved baseline budget. The Project Management Office (PMO) finalized the roadmap for the system functionality that will be developed during Planning Interval (PI) 2. The first PI concluded on April 13, 2026. The Organizational Change Management (OCM) Team wrapped up the CSPS Project Awareness Campaign. According to state-wide surveys taken before and after the campaign, awareness of the project rose from 18.8% to 55.5%. Look for more statewide outreach beginning this summer with the launch of the Modernizing Payday campaign.

The Functional Team began drafting the User Acceptance Testing (UAT) Test Plan. This plan outlines the strategy, scope, objectives, and schedule for verifying that the new system meets business requirements in real-world scenarios prior to system launch. The Technical Team finalized the interface and reports inventory. This inventory documents all data connections (interfaces) and data outputs (reports) in the new system. It is critical for ensuring data integrity and supporting a smooth transition to the future state.

We are dedicated to keeping you informed on progress and milestones of the CSPA Project. Please reach out to the OCM team at CSPShelp@sco.ca.gov with any questions. We also invite you to visit our [website](#)!