



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

HELPFUL TOOLS

[COVID-19 FAQ](#)

[EPSLA/E-FMLA FAQ](#)

[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](#)

SCO KEY INITIATIVES

[Cal Employee Connect](#)

[CalATERS Replacment
Project](#)

[California State Payroll
System](#)

SCO Key Initiatives

The State Controller's Office (SCO) is dedicated to providing the best tools, resources and services to our customers. This month's newsletter highlights three of SCO's Key Initiatives.

Cal Employee Connect Project

Earlier this year, SCO successfully released the [Cal Employee Connect \(CEC\)](#) application to all civil service and California State University employees. As of October 13, the application had nearly 192,000 registered users. Over the coming months, the CEC team will develop new functionality, with these new features expected between now and early 2021:

- Form W-2Cs
- Admin accounts for departmental HR staff
- Changes to comply with new federal tax changes (W-4)

SCO also partnered with state agencies and United Way California Capital Region to deliver a paperless Our Promise campaign using CEC. Now thousands of employees can safely and securely contribute to Our Promise through CEC.

California State Payroll System Project

The [California State Payroll System \(CSPS\) Project](#) is an initiative to modernize the current Uniform State Payroll System. The CSPS project supports SCO's organizational goal of delivering core services and products more effectively through innovative business processes and technology solutions. The CSPS team provides leadership and direction for the project's scope, schedule, and resources to deliver a successful personnel and payroll system. They currently are progressing through the [California Department of Technology \(CDT\) Project Approval Lifecycle \(PAL\)](#) in accordance with the Statewide Information Management Manual.

The PAL is divided into [four stages](#), each separated by gates of approval:

- Stage 1 Business Analysis
- Stage 2 Alternatives Analysis
- Stage 3 Solution Development
- Stage 4 Project Readiness and Approval

The project team submitted the Stage 2 Alternatives Analysis to CDT in September 2020, moving closer to a solution that addresses project objectives and provides for the needs of all stakeholders.

CalATERS Replacement Project

The CalATERS Replacement Project (CRP) will take the place of the California Automated Travel and Expense Reimbursement System (CalATERS) to better meet the state's needs. The system will support state employees' existing and future travel advance and expense reimbursement needs while accommodating future legislative, collective bargaining, and California Human Resources (CalHR) driven changes. Like CSPS, CRP is currently progressing through the PAL process and is currently in Stage 3 Solution Development, with efforts focused on finalizing solicitation documentation.

Statewide Civil Service Tax Support Program: Year-End Payroll Processing and Tax Reporting

Year-end payroll processing and tax reporting season has arrived! Below are a few reminders to consider as you work through the peak season.

Address Updates for Direct Mailing of 2020 Forms

- Review Payroll Letter 20-020 – Direct Mailing Of 2020 Form W-2 And 2020 Form 1095-C Return Address On The Forms To Employees for information about updating addresses for Form W-2 and Form 1095-C mailing.
- To facilitate the return of undeliverable forms, departments must validate their own return addresses and notify PPSDtaxsupsect@sco.ca.gov of changes.
- Remind employees with mailing address changes to submit an updated STD. 686 - Employee Action Request (EAR) before December 18, 2020.

Document Cutoff Dates for Calendar Year-End Processing

- Review Payroll Letter 20-023 - Document Cutoff Dates for 2020 Calendar Year-end Processing to ensure that each employee's 2020 Form W-2 is accurate.
- In December, SCO will issue a Payroll Letter with the projected January mailing date for Form W-2s, as well as the date departments may see employee address listings on ViewDirect.
- Refer to 2020 Form W-2 Wage and Tax Statement FAQ to help answer employee questions.

Happy One Year Anniversary to the PPSD Register!

The PPSD Register is celebrating one year of connecting human resource professionals throughout state government with SCO! Thank you to our customers for reading our monthly newsletter over the last year. This newsletter was created to be a resource for you – our customers – and we strive to provide valuable content and insight each month. If you have any suggestions on how we can improve our newsletter, please email ppsdregister@sco.ca.gov.

- PPSD Register Team

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

Newsletter Suggestions
ppsdregister@sco.ca.gov

sco.ca.gov

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