



# 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.

**November 2025**

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State Controller's Office  
Personnel and Payroll Services  
Division



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### SCOCONNECT:

[CAL EMPLOYEE  
CONNECT  
CONNECTHR](#)

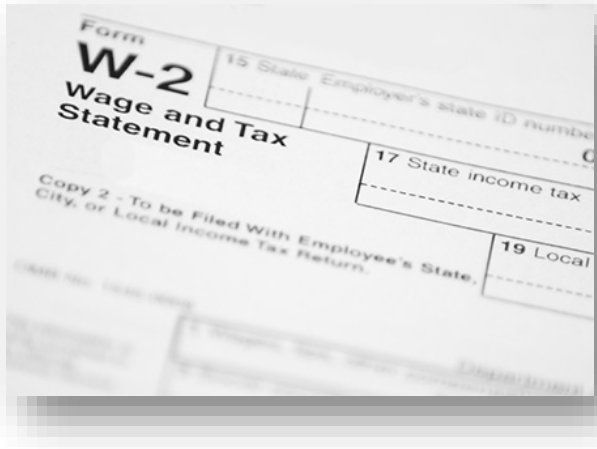
### SCO KEY INITIATIVE

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

### CONTACT US

(916) 372-7200  
[ppsdops@sco.ca.gov](mailto:ppsdops@sco.ca.gov)

## Sign Up for W-2 Paperless



Want easy online access for your employees to their Form W-2? The W-2 Paperless enrollment for an electronic download of 2025 Form W-2 ends on November 30. Encourage your employees to enroll today in the W-2 Paperless feature on [Cal Employee Connect \(CEC\)](#) to view, save, and download your current and past Form W-2s anytime!

## Our Promise Campaign: Support the Nonprofits You Care About

[The Our Promise: California State Employees Charitable Campaign](#) is an annual effort that allows state employees across California to support their favorite nonprofits through payroll giving or one-time donations. This campaign is managed by United Way California Capital Region and raised more than 3.8 million dollars last year for more than 2,500 nonprofits.

This year's campaign runs from October 1 to December 31. State employees can give through the [CEC](#) website.

Each department must identify a Campaign Liaison who plans the campaign in their local departments alongside United Way/Our Promise staff.

## 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:](#)

November 19

December 17

[Transaction Specialists' Educational Forum:](#)

December 4

They decide campaign timeframes, plan out all campaign communications for their teams, and plan and coordinate campaign events for their offices alongside a designated staff person from United Way/Our Promise. Identify your department's [Campaign Liaison](#) and United Way/Our Promise staff will reach out.

Join us to support the causes you care about!

## **Meet the Team: Statewide Tax Support Program**

The Statewide Tax Support Program (STSP) consists of the Tax Support, W-2, and Miscellaneous Deductions Programs, which is within Personnel and Payroll Operations Bureau. STSP has 13 staff members, including the Program Chief who oversees one (1) Program Manager, two (2) Senior Payroll Specialists, five (5) Payroll and Personnel Specialists, and one Office Technician. There are also three (3) Associate Governmental Program Analysts dedicated to the program.

The STSP ensures ongoing compliance with federal and state employment tax laws, rules, and regulations affecting the state's public sector employers and the State Controller's Office (SCO) as the State's withholding and reporting agent. STSP's responsibilities include payment and reporting of more than \$7 billion per year to tax authorities and ensuring compliance with tax programs such as those associated with reporting and paying taxes on fringe benefits and employee business expenses.

Also, STSP is responsible for the monthly and annual balances that results in the production of accurate Form W-2 Wage and Tax Statement (Form W-2). The State annually produces approximately 396,000 Form W-2s for employees paid by the State during the year. The Form W-2 Program processes the reporting of fringe benefits/employee business expenses. To ensure accurate Form W-2 reporting, this section also reviews monthly reports for corrections needed for the current and three prior years.

The Miscellaneous Deductions Program processes voluntary deductions such as parking, credit union, union dues and charitable contributions to ensure deductions are established, modified or deleted when the monthly pay issues.

In addition to ensuring the accuracy of the Form W-2s and voluntary deductions, the program assists agencies in reading the TAXI (Year-to-Date Online) screen and understanding Form W-2 reporting.

## **November 2025 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 December 1. Delays will result in employees' dependents losing health care coverage and the creation of accounts receivable(s). 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

## **ConnectHR Launches Electronic Garnishment Cancel Feature**

The [ConnectHR](#) platform launches a new electronic Garnishment feature! With the latest update, the electronic Garnishment feature now can "Cancel" existing active (339) Garnishments.

The feature electronically processes both “New” and “Cancel” Garnishment forms related to:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• 003 Federal Taxes</li><li>• 004 FTB-State Taxes</li><li>• 004 FTB-Court Ordered Debt</li><li>• 004 FTB-Registration Collections</li><li>• 004 FTB-Student Loan Collections</li></ul> | <ul style="list-style-type: none"><li>• 004 Board of Equalization for Taxes</li><li>• 004 Unemployment Insurance</li><li>• 007 Earnings Withholding Order</li><li>• 008 Federal Student Loan</li></ul> |
|--|--|

Through a ConnectHR account, staff can view employee information, complete electronic forms, and securely upload documents directly to SCO.

## **Statewide 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.

### **Document Cutoff Dates for Calendar Year-End Processing**

- Review [Payroll Letter 25-013 – Document Cut-Off Dates for 2025 Calendar Year-End Processing](#) to ensure that each employee’s 2025 Form W-2 is accurate.

- In December, SCO will issue a Payroll Letter with the date departments may see employee address listings on Mobius View as the 2025 Form W-2s will be mailed to employees no later than January 31, 2026.

### **Salary Advance Initial/Offset Reporting**

- [Review Payroll Letter 25-014 - Salary Advance Initial/Offset Reporting](#) – Year End for cutoff dates and reporting to ensure employees' 2025 Form W-2 is accurate.
- After December 1, no initial reporting for the 2025 tax year will be accepted. The SCO warrant will need to be issued before a corrected 2025 Form W-2 can be generated. At that time, a salary advance package may be submitted to the W-2 Program.

### **Deceased Employee and Designee/Beneficiary Reporting**

- Review [Payroll Letter 25-012 – Deceased Employee and Designee/Beneficiary Reporting](#) for cutoff dates and reporting to ensure that the employee's 2025 Form W-2 is accurate and the designee/beneficiary receives a [Form 1099 MISC, Miscellaneous Income](#) timely.

### **Agency Collection Accounts Receivable Reporting**

- Review [Payroll Letter 25-013 – Document Cut-Off Dates for 2025 Calendar Year-End Processing](#) to ensure that each employee's 2025 Form W-2 is accurate.

When an accounts receivable (A/R) is satisfied via agency collection, a form STD. 995A, Non-USPS Agency Collection Accounts Receivable is required to ensure accurate reporting of the employee's taxable income.

## **CalHR Benefits Training Focus Groups for HR Professionals**

### **Help Improve Benefits Communication and Training**

CalHR is working with Gallup to host focus groups for HR professionals across the state through December.

These sessions will help us understand how to better support you in:

- Sharing benefits information with employees
- Answering employee questions about benefits
- Building your benefits knowledge

Your feedback will also help us improve the Benefits Administration Manual (BAM) and shape future training, so HR professionals feel confident and informed when supporting their employees.

We want to hear from you. Your ideas will directly influence the benefits tools, resources and training that CalHR creates for HR professionals statewide.

Please fill out the [interest form](#) and a representative from Gallup will follow up with available dates and times for a virtual focus group. **Please share this invitation with any HR professionals who may want to participate.**

## Lump Sum Separation Peak Season Is Here!

It is officially Lump Sum Separation peak season!

**Please see below for Personnel Action Request (PAR) package receipt dates for November and December separations with Savings Plus Plan Contributions:**

- When separating **November 1 to 15, 2025**
  - 1st PAR must be received at SCO by 11/21/25
  - 2nd PAR (if applicable) must be received at SCO between 12/16/25 to 12/24/25
- When separating **November 16 to 30, 2025**
  - 1st PAR must be received at SCO by 12/02/25
  - 2nd PAR (if applicable) must be received at SCO between 12/16/25 to 12/24/25
- When separating **December 1 to 31, 2025**
  - 1st PAR must be received at SCO by 12/12/25
  - 2nd PAR (if applicable) must be received at SCO between 12/29/25 to 1/9/26

### Avoiding PAR Documentation Errors

An examination of PAR documentation errors from prior peak seasons showed that most errors were made on the following PAR Items. The information linked below will help departments avoid those errors.

- **Items 620 and 625:**
  - The Statewide Training [Lump Sum Separation Process self-paced training](#) includes steps to help determine the employee's total accrued leave to enter in PAR Items 620 and 625.
  - When an employee with a November or December separation is deferring any leave balance into two tax years, the following resource may be used to help determine the amount of accrued leave to enter in PAR Items 620 and 625:
    - [A Guide for Avoiding Common Errors: Lump Sum Documentation and Processing](#) (Guide for Avoiding Common Errors on page 4)
- **Item 962:** To correctly complete PAR Item 962, see A Guide for Avoiding Common Errors on pages 4 and 5.

- **Signature:** Be sure the PAR is signed and dated before submitting the PAR package to SCO.

### To Upload Lump Sum Separation PAR Packages to SCO

- Please see A Guide for Avoiding Common Errors on page 6.

**Reminder:** Do not submit an inquiry or duplicate PAR, as this may significantly impact processing time. See question #8 in the [Lump Sum Separation Pay FAQ](#) for information regarding how to check the status of a PAR package.

Contact the [Statewide Customer Contact Center](#) at (916) 372-7200 with questions.

## California State Payroll System Project Update

The California State Payroll System (CSPS) Project will modernize the current state personnel and payroll system. The new system will automate many manual processes and integrate with different systems and applications to create a cohesive workflow.

Recently, CSPS Project team spoke with the Organizational Change Management (OCM) Readiness Chief, Heather Hampton, to gather her insight on the CSPS Project.

Heather has a background in HR services and over 25 years of experience with the State of California. She previously worked at SCO on an earlier iteration of this project. We asked Heather how she thought a modern system might improve daily tasks or workflow for HR professionals.

*“The CSPS Solution is going to be helpful to HR professionals by automating many tasks, which can help reduce errors and save time. For example, many departments utilize the CLAS (California Leave Accounting System) and must key leave usage every month – with CSPS the timesheets will be electronic, and the leave balances will be tracked inside the system.”*

Heather goes on to emphasize the benefits of an employee self-service function.

*“More information will be housed in a centralized location... Having more self-service capabilities allowing employees to do more things on their own will allow HR staff to focus on the more complex tasks and process things faster and [more] accurately.”*

The interview with Heather included so many valuable insights that we could not fit them all into one article. Join us in the next issue for part two of our conversation.

We are dedicated to sharing information and continuing to keep you updated on progress and milestones of the CSPS Project. Please feel free to reach out to the OCM team at [CSPShelp@sco.ca.gov](mailto:CSPShelp@sco.ca.gov) with any questions or inquiries. We also invite you to explore our [CSPS Project](#) website.