



*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](#)

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Global Messages](#)

## SCO KEY INITIATIVES

[Cal Employee Connect](#)

[CalATERS Replacment  
Project](#)

[California State Payroll  
System](#)

## CONTACT US

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## Statewide Civil Service: Lump Sum Separation Document Processing

As we move into the year-end peak workload season for lump sum separations, the State Controller's Office (SCO) would like to remind departments to take advantage of the online [Lump Sum Separation Toolkit](#).

Please follow the tips below to ensure [Personnel Action Request \(PAR\)](#) packages are processed accurately and submitted within state-mandated timelines.

- The [Lump Sum Separation Guide for the Departmental Human Resources Office](#) will help in documenting the PAR, and provides information on when to submit PAR packages to ensure timely processing. Processing times may be longer than normal as a result of procedural changes related to [COVID-19](#). Departments are encouraged to use the Lump Sum Worksheet, which assists with reconciling accrued leave balances, and the Lump Sum Pre-Tax Calculator to project lump sum time and pre-tax deferral amounts.
- Please do not enter time in Item 625 (Lump Sum Extra Hours) on the first PAR unless all accrued Lump Sum Vacation (Item 620) has been used to process the deferral request for the first tax year.
- If employees are approved for the 457 Traditional Catch-Up, they must include this amount in Section II B of the Savings Plus Lump Sum Separation Pay Contribution Election Form. Include the Catch-Up Approval Letter with the PAR package sent to SCO.
- Clearly write "1st PAR" on the first tax year PAR and "2nd PAR" on the second tax year PAR.
- Include a coversheet with each PAR package. The [Lump Sum Separation Guide for the Departmental Human Resources Office](#) contains an example of a coversheet that will aid in prioritizing and processing PARs sent to SCO.

For questions or concerns, please contact the PPSD [Statewide Customer Contact Center](#) at (916) 372-7200.

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