



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

[Cal Employee Connect](#)
[California State Payroll System](#)
[Civil Service Weekly Processing Dates](#)
[ConnectHR](#)
[Decentralized Payroll Calendars](#)
[Payroll Procedures Manual \(PPM\)](#)
[Personnel Action Manual \(PAM\)](#)
[Requesting Employment History](#)
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Newsletter
Suggestions

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ConnectHR: A Successful Launch to All State Human Resources Offices

The State Controller's Office (SCO) has successfully launched [ConnectHR](#) to all civil service (CS) and California State University (CSU) human resources (HR) offices. ConnectHR allows CSU campuses and CS HR staff to view information on behalf of employees who are not registered users of [Cal Employee Connect](#). In addition, ConnectHR's file upload feature makes it convenient to submit secure personnel and payroll documents to SCO.

The file upload feature significantly reduces the time and cost required to send and process documents. Submitting through ConnectHR prevents document loss and provides users with receipts to track submissions. Access to ConnectHR is limited to users currently working in HR who have approved access to confidential State of California employee data.

ConnectHR exemplifies SCO's commitment to innovation and dedication to customer service. The platform was developed as an interim solution to provide some of the enhancements the [California State Payroll System project](#) will deliver when completed. SCO designed ConnectHR to support a hybrid remote workforce and automate payroll and personnel transactions, making them more efficient, sustainable, and paperless. We look forward to enhancing ConnectHR with additional features to serve the needs of our customers and welcome your input and feedback.

For assistance or to share feedback, email the ConnectHR team directly at connecthrhelp@sco.ca.gov.

Reminder: Lump Sum Separation Peak Workload Season

Lump sum separation peak workload has started! Last month's [newsletter](#) featured helpful articles on this topic. Additionally, the [Lump Sum Separation Toolkit](#) has been updated to reflect changes in important dates, as well as information for processing lump sum separation pay and contributions, including deferrals into the 2022 tax year. HR office employees should ensure they are using the most up-to-date document or tool in the toolkit by accessing them on the [SCO website](#).

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