



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.

October 2025

VOL 6, ISSUE 10

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](#)

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2025 Benefits Open Enrollment Reminder

The annual Open Enrollment period for health, dental, Premier Vision, Consolidated Benefits (CoBen) and all FlexElect accounts runs from September 15 to October 10. All Open Enrollment actions will be effective January 1, 2026.

Please submit your documents to [ConnectHR](#) on a flow basis and use the [2025 Open Enrollment Resources](#). For more information on 2025 open enrollment, check out the [August 2025 PPSD Register](#).

Open Enrollment Ending October 10

For state employees, Open Enrollment is the time to make changes to their benefits. As a Personnel Officer, you play a key role, therefore please remember to:

- Direct employees to official Open Enrollment resources.
- Share Open Enrollment communications with your department.
- Use the [HR Toolkit](#) for Open Enrollment resources, marketing materials and more.
- Answer employee questions about their benefits and eligibility.
- Make sure your contact information is correct on the [California Personnel Office Directory \(CPOD\)](#).

Reference the [Instructions for Completing OE Forms](#) for key deadlines:

- Make sure employees submit Open Enrollment forms to your departmental personnel office by **October 10**.
- Ensure your departmental personnel office submits Open Enrollment forms to SCO by **October 31**.

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:](#)

October 16

November 19

[Transaction Specialists' Educational Forum:](#)

October 2

December 4

As the end of the Open Enrollment period approaches, please share the message below to your employees.



Your benefits support your health, finances, and overall wellbeing—for you and your loved ones. Take a few minutes to make sure your coverage still fits your needs.

Open Enrollment Ends Friday, October 10

The 2025 Open Enrollment period ends Friday, October 10, 2025. This is your final opportunity to review your benefits and make any changes for the year ahead.

Any changes you make will take effect on January 1, 2026.

During Open Enrollment, you can enroll in or make changes to benefits like health, dental, vision, FlexElect Reimbursement Accounts, legal insurance, cash options, COBRA, long-term disability (LTD) and supplemental life insurance.

Act Before Friday, October 10

Visit the [Open Enrollment webpage](#) to:

- Review benefit options for 2026.
- Compare plan details and costs.
- Use tools like the [Benefits Calculator](#).
- Submit your changes before the deadline.

Visit the [How to Enroll or Make Changes](#) webpage for details.

 **Deadline:** Friday, October 10, 2025

 **Questions about eligibility or how to enroll?** Contact your [departmental personnel office](#) for support.

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 3.8M last year for more than 2,500 nonprofits.

This year's campaign runs from October 1, 2025 through December 31, 2025, and state employees can give through the [Cal Employee Connect \(CEC\)](#) site. Each department must identify a Campaign Liaison who plans the campaign in their local departments alongside United Way/Our Promise staff. 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!

ConnectHR Launches Position Control Add Feature

The SCOConnect team has recently launched statewide the ConnectHR Position Control Add feature. This feature replaces the need to submit PDF versions of the Standard Form [STD. 607](#) to the State Controller's Office Personnel and Payroll Services Division (PPSD).

This feature will allow staff responsible for managing Position Control tasks the ability to add a new position for the current fiscal year via a secure web-based application. Once all the approvals needed to create a new position are obtained, authorized staff from Human Resource (HR) Offices, Accounting or Budgets will be able to key the request via [ConnectHR](#). The feature has upfront validations to prevent keying errors and will expedite transactions processing.

Sign on to ConnectHR today to check out this latest feature!

Meet the Team: Statewide Civil Service Retirement Reconciliation Team

The Retirement Reconciliation Team assists in making sure California state employees' retirement records are correct and up to date. They work with the [California Public Employees' Retirement System \(CalPERS\)](#) to process deductions, contributions, and service credit. The Retirement Reconciliation team helps to ensure all transactions follow state rules for employees to receive the right pension benefits upon retirement.

The Retirement Reconciliation Team consists of two different groups: The CalPERS Payroll Reporting Unit and the Retirement Unit. There is one Staff Services Manager I that oversees both groups along with two Associate Governmental Program Analysts and one Office Technician. The CalPERS Payroll Reporting Team consists of six Sr. Payroll Specialists, and three Sr. Personnel Specialists. The Retirement Unit consists of one Payroll Officer, three Sr. Personnel Specialists, three Sr. Payroll specialists, two Personnel Specialists, and one Payroll Specialist.

The State Controller's Office and CalPERS are excited to share more information at the HR Forums about the Department Enrollment Error Resolution Project, which is slated for implementation January 2026. SCO will provide a brief overview of the project's scope, objective, activity timelines, and upcoming process changes for HR staff. CalPERS will be

demonstrating the new process including how to navigate [myCalPERS](#), where to find the new tools, resources, and additional training opportunities.

We invite HR Departments to join the HR Forums on the following dates:

- October 2 – Transaction Specialists’ Education Forum
- October 16 – Transaction Supervisors’ Forum

SCO and CalPERS look forward to introducing this change to all HR staff.

Savings Plus: Award-Winning Strategies to Boost Your Retirement Confidence

Savings Plus is proud to be recognized this year with two awards from the [National Association of Government Defined Contribution Administrators](#). These honors celebrate the most innovative and impactful solutions in the public sector defined contribution community and highlight how we put California state employees first. See how Savings Plus strives to provide the best support to California State Employees by reading the full award submissions for [Participant Education & Communication](#) and [Technology & Cybersecurity](#).

October is the National Retirement Security Month. Please encourage employees to [secure their one-on-one appointment](#) with a dedicated Retirement Specialist today. We want to ensure all state employees’ career efforts pay off through enjoying the life they deserve in retirement.

The [2025 FutureFit Virtual Financial Fair](#) is now live where employees can win twice through financial empowerment. Employees are able to move up on the scoreboard to try and win a prize. This is a once-a-year event where their competitive side can help their financial future.



[Follow us](#) → Events, tips and resources



SPPOutreach@calhr.ca.gov → Free financial wellness services at your department

Lump Sum Separation Peak Workload Season Is Almost Upon Us

Fall marks the beginning of the Lump Sum Separation Peak workload season. Employees retiring in November or December have the option to defer their lump sum separation pay into two tax years, as well as to maximize contributions to [Savings Plus](#) accounts. Here are some tips to help you and your employees prepare:

1. What is New for the 2025-2026 Peak Season?

- New Election Form: Savings Plus has released a new [Lump Sum Separation Pay Election Form](#). Here are some of the changes:

- Employees will be required to separate their Savings Plus plan elections into [Standard contributions and Catch-Up contributions](#).
- If an employee defers any lump sum separation pay into 2026 as Age-Based Catch-Up, and their FICA wages for 2025 were greater than \$145,000, then the 2026 Age-Based Catch-Up must be made on a Roth basis.
- New Election Form Worksheet for Employees: The new Election Form will include a worksheet for employees to help them determine lump sum separation pay amounts to enter in the Election Form.
- Visit the [Savings Plus website](#) for more information on the Lump Sum Separation Pay Election Form and the Worksheet for employees.

2. Utilize the [SCO Lump Sum Toolkit](#) When Documenting Lump Sum Separations

- This toolkit includes:
 - Separation Checklist for Personnel Specialists
 - A Guide for Avoiding Common Errors
 - FAQ
 - Lump Sum Worksheet and Pre-Tax Calculator

3. Communicate Retirement Resources to Your Employees

- Savings Plus provides information for employees to better understand retirement planning and lump sum separation pay. Consider including the following information via email to your employees:
 - Savings Plus [offers webinars and on-demand presentations](#) for employees that cover retirement planning topics including: Lump Sum Separation and 457(b) Catch-Up, Enrolling in Savings Plus, and Nearing Retirement.
 - Employees may [schedule an appointment](#) with a retirement specialist to help with:
 - Completing the [Savings Plus Lump Sum Separation Pay Contribution Election Form](#).
 - Opening a Savings Plus account.
 - Better understanding retirement preparation.
 - Becoming acquainted with investment choices.

4. Remember the Five (5) Workday Threshold on the Savings Plus Lump Sum Separation Pay Contribution Election Form

- The Savings Plus Election Form must be signed, dated, and officially submitted by the employee at least five workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to the separation effective date.
- Tip: 30-Day Rule of Thumb— Personnel Specialists should encourage employees to submit necessary documentation at least 30 days prior to their separation date to allow

time to address questions, verify calculations of the lump sum, and prepare the Personnel Action Request (PAR).

5. Provide Year-to-Date Leave Balances and the Lump Sum Separation Pay Estimate to your Employees

- To help your separating employees decide how much to cash out or contribute to a Savings Plus account, please provide them with the following Leave information:
 - An estimate of their lump sum separation pay amount available at the time of separation.
 - A printout or PDF of the employee's dated leave balance from the California Leave Accounting System (CLAS) or your departmental leave system.
 - A printout or PDF of the employee's year-to-date Savings Plus contributions obtained in Year-To-Date Inquiry (TAXI).
 - For employees deferring lump sum separation pay into 2026: An estimate of the employee's FICA wages for 2025 obtained in Year-To-Date Inquiry (TAXI).
- **Tip:** Be sure to delete or redact the Social Security number (SSN) when providing confidential information to the employee.

6. Complete the [Lump Sum eLearning Training](#) for Personnel Specialists

- The State Controller's Office provides [self-paced training modules](#) on many topics for Personnel Specialists, including processing lump sum separation pay. Personnel Specialists can learn the process over six (6) modules. This course should be supplemented with relevant manuals and departmental training documents.

California State Payroll System Project Update

The California State Payroll System (CSPS) Project Team is pleased to share an update on recent and upcoming project activities.

- **Project Management Office (PMO) Team** – The PMO Team continues to review Deliverable Expectation Documents (DEDs) for deliverables on the Master Project Schedule. DEDs provide a record of what is expected from each project deliverable. At the time of writing, the CSPS Project is on track to meet scheduled goals and milestones.
- **Functional Team** – The Functional Team continues conducting Scope Validation Sessions. These sessions are important because they ensure deliverables remain aligned with requirements and stakeholder expectations throughout the project lifecycle. They are also working on developing a business process inventory – a comprehensive list of every process within the project scope, including how each process works, who performs it, and what it achieves.
- **Organizational Change Management (OCM) Team** – The OCM Team launched the CSPS Project Awareness Campaign. This campaign is the first of several planned communication and outreach efforts designed to help

departments engage their employees and provide them with project information and resource access.

- **Technical Team** – The Technical Team continues to support current state interface analysis and will be finalizing the Interface Management Plan over the next month. This plan is important because it formalizes how different project elements and teams will work together. This month, the team began planning and scheduling working sessions for data conversion.

We are dedicated to sharing information and keeping you updated on the progress and milestones of the CSPS Project. Please feel free to reach out to the OCM Team at CSPShelp@sco.ca.gov with any questions or inquiries.

We also invite you to explore our [CSPS Project website](#).