

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: April 10, 2023

FISCAL YEAR-END LETTER #23-004
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: ANNUAL PAYROLL HEADER REPORT FORM PR421

The State Controller's Office (SCO) will provide and mail an annual Payroll Header Report – Form PR421 that represents the current Fiscal Year 2022/2023 Payroll Headers as of April 10, 2023 for the Department. Use this form to change or delete Payroll Headers for Fiscal Year 2023/2024.

To assist in processing the annual Payroll Header Report – Form PR421 for Fiscal Year 2023/2024, use the following instructions:

- On the right side of each Form PR421, under the heading "2023/2024 CURRENT HEADER DESCRIPTION," the 2022/2023 description will be printed with the Item Line showing the new Budget Act Year Information. The left side under the Heading "CHANGES" will be blank. Note only changes or deletions to existing Payroll Headers (refer to sample PR4221 attached).
- When deleting the entire Payroll Header, draw a diagonal line through the "2023/2024" CURRENT HEADER DESCRIPTION," (refer to sample PR421 Attached).
- New Payroll Headers can only be added via STD. Form 407 – Payroll Headers Change (see Payroll Procedures Manual (PPM) Section C204 for STD. Form 407 completion instructions).
- The preprinted data on Form PR421 does not reflect changes in 2022/2023 Payroll Headers processed after April 10, 2023. Payroll Headers that will automatically terminate June 30, 2023, should be re-established for Fiscal Year 2023/2024 are not on the Forms PR421, and should be submitted on STD. Form 407 (see PPM Section C204 for STD. Form 407 completion instructions).
- Entries on the Form PR421 must be typed or clearly printed.
- Description lines must not exceed 30 characters per line (including spaces).
- To establish conformance for all Payroll Headers, the last three lines of the Payroll Header description must show Funding Source, Item Number (when applicable) and Program Code (when applicable).

- Payroll Header descriptions must reflect FI\$Cal program code schema. Please refer to the Proposed Budget Act of 2023-24 and FI\$Cal Program Crosswalk to identify the correct program code (refer to attached Payroll Header Instructions Items of Appropriation-FY 2023-24). For agencies continuing to use a clearing account (Program 99), the FI\$Cal program coding requirements also apply.
- When changing the reporting unit, the Payroll Header must be deleted on Form PR421 and a new Payroll Header must be established via STD. Form 407 (see PPM Section C209 for STD. Form 407 completion instructions).
- If the agency/reporting unit is for Out-of-State, a notation must be made in the blank area under the agency/reporting unit on the STD. Form 407 or Form PR421.
- Ensure that the Authorized Signature line on the first Form PR421 for each different agency code is signed and the contact person and phone number are completed on each Form PR421.
- If the agency is being abolished, please return PR421 (do not reduce the size).
- If there are no changes to the PR421, do not return to SCO, retain a copy for the agency records.

All PR421 Forms MUST BE RETURNED BY MAY 1, 2023 TO:

State Controller's Office
 Personnel and Payroll Services Division
 P.O. Box 942850
 Sacramento, CA. 94250-5878
 Attn: Position Control

Or via email at ppsdpositioncontrol@sco.ca.gov (please state in subject line Form PR421)

Contacts:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)

JEB:CL:SACS

State Controller's Office-Payroll Header Instructions Items of Appropriation-Fiscal Year 2023-24

The following are step-by-step instructions to confirm and/or change the payroll headers for Fiscal Year (FY) 2023-24 for the annual Payroll Header Report (407), Form PR421. When reviewing the 407s which are subject to the Legacy and FISCAL Program coding structure, consult your departmental budget office for assistance.

Overview:

Payroll Header Report (407), Form PR421 report. Review the last three description lines for confirmation and/or changes. See the following example:

- Line 3 description for fund name should correspond to fund number on line 4 (General Fund = 0001)
- Line 4 references the legal spending authority for FY 2023-24 via Budget Act (B/A) Item
- Line 5 references Legacy Program Code "10" cross-walked to FISCAL Program Code "0500"

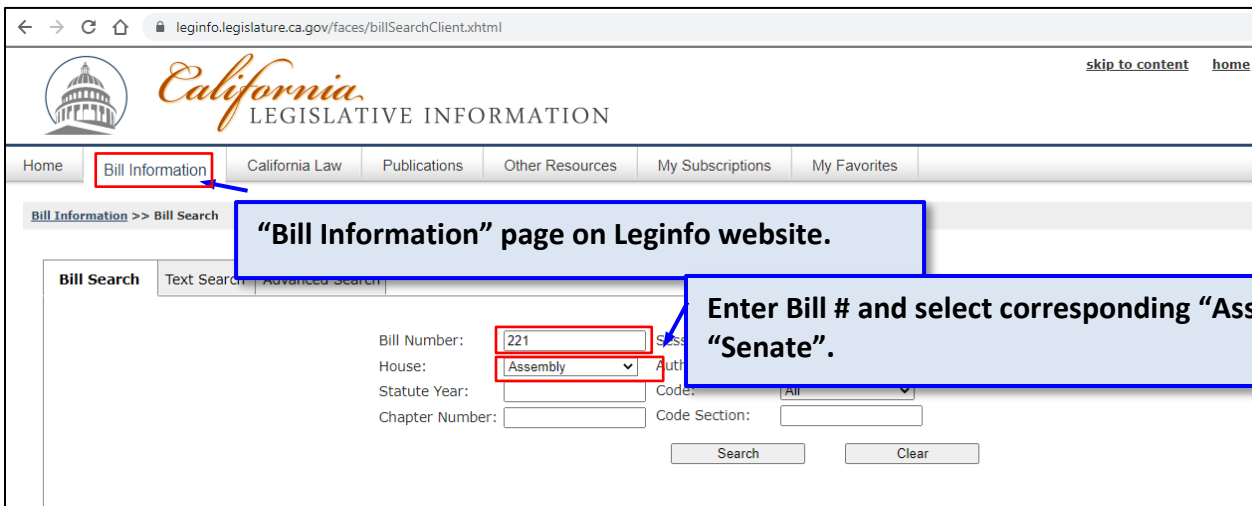
STATE OF CALIFORNIA																									
DATE 4/11/2023					OFFICE OF THE STATE CONTROLLER - PAYROLL SERVICES SECTION										CONTACT PERSON CONNIE TACT-PERSON										
FISCAL YEAR 2023/24					PAYROLL HEADER REPORT (407)										TELEPHONE (999) 999-9999 PAGE 1										
AGY	REPT UNIT	B.F.	EFF DATE	TRANS TYPE	TYPE CHNG	LINE NO.	FUND		AGENCY	FISCAL YEAR	M	REFERENCE ITEM	FEDERAL CAT NO.	PROJ	C	CAT	PROG	ELEM	COMP	TASK	soc	REVENUE			
051	420		07/2023			0	0	0	0	1		0	8	4	0										
CHANGES															2023-24 CURRENT HEADER DESCRIPTION										
						1						1													STATE CONTROLLER
						2						2													STATE ACCTG AND REPTG DIV
						3						3													GENERAL FUND
						4						4													ITEM 0840-001-0001 B/A 2023
						5						5													PROGRAM 10-0500
						6						6													
						7						7													

Last Three Description Lines in example:

- Line 3 – Fund Name
- Line 4 – B/A Item with Fund Number (0001)
- Line 5 – Legacy Program 10 cross-walk to FISCAL Program 0500

Instructions for Obtaining Agency Budget Information for Fiscal Year 2023-24:

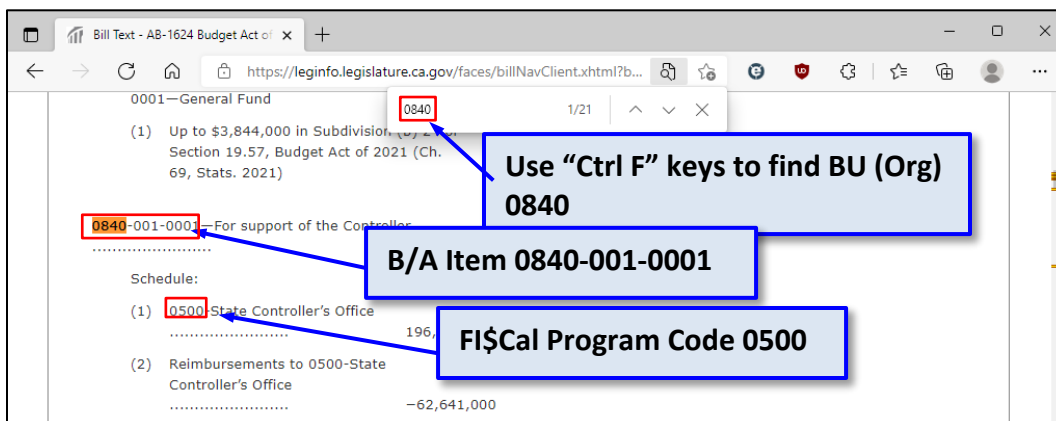
1. To determine the correct program coding for the payroll header description, refer to the proposed B/A item.
2. To search for the proposed B/A item, refer to:
 - Proposed FY 2023-24 Budget Act Book or,
 - California Legislative Information website: <http://leginfo.legislature.ca.gov/faces/billSearchClient.xhtml>.
 - Select the "Bill Information" tab
 1. Enter Bill Number: "221" or "72".
 2. Enter House: Assembly (for Bill 221) or Senate (for Bill 72).



3. To locate the Agency’s applicable B/A Item number:

- Use the Control “F” key find feature.
 - Enter agency’s four-digit organization code.

Note: The B/A Item program numbers are reflected under the agency’s appropriation under “Schedule”:



Department of Finance (DOF) – FI\$Cal Program Crosswalk Table to the SCO Legacy System:

4. The FI\$Cal Program Crosswalk table identifies the Legacy Programs for each B/A Item.

- Refer to the DOF <https://dof.ca.gov/budget/resources-for-departments/fiscal-resources-for-budget/> webpage
- Scroll down to “Chart of Accounts (COA) Information”
- Select the “Program Crosswalk (SCO legacy system and Hyperion)” link shown in the following:

Fiscal Resources for Budget | De... x +

dof.ca.gov/budget/resources-for-departments/fiscal-resources-for-budget/

State of California Department of Finance

Budget Accounting Forecasting Reports Programs Careers What's New Quick Links Search

- [BL 22-05](#) (PDF) 2023-24 Budget Preparation Guidelines (issued 1/13/2022)
- [BL 22-05](#) (PDF) Year-End Financial Reporting Requirements (issued 4/13/2022)

Chart of Accounts (COA) Information

- [Chart of Accounts... Descriptions](#) (PDF) (revised 11/9/2020)
- [Chart of Accounts... Crosswalk of Accounts to Legacy Accounts-Department Use](#) (11/3/2022)
- [Chart of Accounts... Update Communication](#) (PDF) (10/5/2018)
- [Program Crosswalk \(SCO legacy system and Hyperion\)](#) (revised 2/6/2023)
- [Capital Outlay Project Crosswalk \(SCO legacy system & Hyperion\)](#) (revised 9/12/2022)

Click on this link to open "Program Crosswalk" spreadsheet

5. The following steps show how to locate the Legacy to FISCAL program coding using information from procedure step 3, "To locate the Agency's applicable B/A Item number":

- Step 1: In the Business Unit column, locate the four digit Agency Organizational Code (0840)
- Step 2: In the FISCAL Program column, locate the B/A (FISCAL) Program Code (0500)
- Step 3: In the Legacy Program column, locate the corresponding Legacy Program Code (10)

Note: Some Legacy Program Codes may also have additional "Element-Component-Task" coding.

Excel Program_Crosswalk_02_18_2022 - View-only

Step 1 Step 2

Business Unit	Legacy Program	Legacy Element	Legacy Component	Legacy Task	FISCAL Program	Long Program Description	Program Description (30-Character limit)	Short Program Description (10-Character Limit)
0840	10				0500	State Controller's Office	State Controller's Office	State Cont
0840	10				0500100	Accounting and Reporting	Accounting and Reporting	Accounting
0840	10				0500200	Audits	Audits	Audits
0840	10				0500300	Personnel/Payroll Services	Personnel/Payroll Services	Personnel/
0840	10					Unclaimed Property	Unclaimed Property	Unclaimed
0840	10					Disbursements	Disbursements	Disburseme
0840	10					Departmental Administration	Departmental Administration	DeptAdmin
0840	20					Loan Repayments	Loan Repayments	Loan Repay

Step 3- Only Legacy Program 10 for this example. No Legacy Element-Component-Task.

- Legacy Program Code 99 Clearing Accounts crosswalk to FISCAL Program 9999:

Business Unit	Legacy Program	Legacy Element	Legacy Component	Legacy Task	FISCAL Program	Long Program Description	Program Description (30-Character limit)	Short Program Description (10-Character Limit)
0500	99				9999	Clearing Account	Clearing Account	Clearing A

Instructions to Confirm and/or Change Payroll Header Description:

6. In the Payroll Header Report (407), verify the “Current Header Description” matches the B/A item (appropriation string), as identified in procedure steps 1 thru 5 above.
 - The Fund Name (i.e. General Fund, etc.) should be on a line between Lines 3 and 5
 - The B/A Item as identified in step 3 above should be on the next line after the Fund Name
 - The Legacy to FISCAL Program Coding as identified in step 5 above should be on the next line after the B/A Item information
 - Acceptable clearing account description format: Clearing Account 99-9999, Program 99-9999, or PGM 99-9999

Note: If any changes are required, list them in the “CHANGES” section

STATE OF CALIFORNIA																						
OFFICE OF THE STATE CONTROLLER - PAYROLL SERVICES SECTION										CONTACT PERSON <u>CONNIE TACT-PERSON</u>												
DATE <u>4/11/2023</u>										TELEPHONE <u>(999) 999-9999</u> PAGE <u>1</u>												
FISCAL YEAR <u>2023/24</u>										PAYROLL HEADER REPORT (407)												
AGY	REPT UNIT	B.F.	EFF DATE	TRANS TYPE	TYPE CHNG	LINE NO.	FUND		AGENCY	FISCAL YEAR	M	REFERENCE ITEM	FEDERAL CAT NO	PROJ	C	CAT	PROG	ELEM	COMP	TASK	REV	REVENUE
051	420		07/2023			0	01	01	01	01	01	01	01									
CHANGES												2023-24 CURRENT HEADER DESCRIPTION										
						1							1									
						2							2									
						3							3									
						4							4									
						5							5									
						6							6									
						7							7									

Changing current header description for lines 2 and 5.

For questions, please email: payrollaccounting@sco.ca.gov.