

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

DATE: August 24, 2023

PAYROLL LETTER #23-012

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: UPDATE FOR TEMPORARY CANCELLATION OF DEFAULT STUDENT LOAN GARNISHMENTS

This letter is to provide an update to Payroll Letters #20-004, #20-009 and #20-019 and additional instructions for Agencies and Campuses. The State Controller's Office (SCO) temporarily cancelled default student loan garnishments per section 4513(a) of the COVID-19 Pandemic Education Relief Act of 2020 in the April 2020 pay period.

Per the U.S. Secretary of Education, the suspension period is through August 31, 2023. Reestablishment of the garnishments in the payroll and garnishment systems cannot be completed in the mass batch process. Agencies and Campuses are required to submit the STD. 639 forms to reestablish 339-008 garnishments for the September 2023 pay period. The STD. 639 form must be submitted to the Personnel and Payroll Operations Bureau through ConnectHR beginning after August 24, 2023 and no later than September monthly payroll cutoff, September 21, 2023. Garnishments that need to be reestablished must be submitted with a current effective date, and the total amount must be completed with the remaining balance that is owed.

A report has been created to assist with identifying employees that had a 339-008 garnishment cancelled in the April 2020 pay period. The report can be accessed using the Mobius or ViewDirect on-line report system dated January 26, 2021 with report ID PDE3016-1, "339-008 Student Loan Garnishments Cancelled". Entries on the report are sorted by agency, by unit, and then by social security number. Agencies/Campuses not impacted will not receive a report.

If you have questions regarding this letter, please contact the Statewide Customer Contact Center at (916) 372-7200. For additional questions, use the following contact information:

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](#)

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