

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

DATE: April 2, 2024

FISCAL YEAR-END LETTER #24-002  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Acting Chief  
Personnel and Payroll Services Division**RE: REORGANIZATION**

In preparation for fiscal year-end processing, the Personnel and Payroll Services Division (PPSD) must be notified which agencies will reorganize effective July 1, 2024.

Please complete the Reorganization Request form located on the State Controller's Office, [Personnel Administration webpage](#) and return it via email to Chuck Lucas at [ppsdsacs@sco.ca.gov](mailto:ppsdsacs@sco.ca.gov) no later than **Wednesday, May 1, 2024**, to ensure your agency receives the required processing instructions. For agency reorganizations with employee populations over 1500, PPSD may be able to assist you in your agency processing by providing processing tools such as a position roster listing, employee listing, or PAR transaction update sheets.

If you anticipate your agency will require an extension to the due date, please immediately contact Chuck Lucas (Fiscal Year-End Coordinator) at [ppsdsacs@sco.ca.gov](mailto:ppsdsacs@sco.ca.gov). **The final filing date to submit your extension request is Friday, April 19, 2024.**

If you have any questions, the following staff are available to assist you:

<u>AREA</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
Employment History Data Base (EHDB) – PAR	Muoi Voong	(916) 322-3942
Position Control – PR421, 607 and 407	Lani Dharma	(916) 594-2812

For additional questions, please use the following contact information:

**Contacts:**

- Affordable Care Act (ACA) Email [ACASupport@sco.ca.gov](mailto: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](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto:PPSDMIRS@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

**SCO Key Initiatives:**

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

**Websites:**

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

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