

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 #24-003
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

RE: **CHANGE IN ESTABLISHED POSITIONS FORM STD. 607**

Please share this information with those individuals who prepare and submit Change in Established Positions, Form STD. 607.

The State Controller's Office requests timely submission of STD. 607, to ensure positions are accurately reflected on the Schedule 8/7A for the upcoming year. Reference the Payroll Procedure Manual (PPM) Section C 300 [PPM: Section C - Position Control \(ca.gov\)](#) for additional information on the business process and instructions to complete the form.

Please adhere to the following timelines:

- All individual STD. 607's as well as, all STD. 607 packages (two or more documents) including corrected documents with multiple changes, must be received by **Monday, June 3, 2024**.
- The Annual Reorganization Letter will be released in May. All STD. 607 listings for reorganizations effective July 1, 2024, must be received by **Monday, June 10, 2024**.

STD. 607's not received by the above dates may result in inaccuracies on the Schedule 8/7A, which may require extensive manual reconciliation during subsequent phases of the budgetary process. Please allow sufficient time for the Department of Finance approval, if required.

- Note: Do not submit any STD. 607's that should not be reflected on the Schedule 8/7A before **July 1, 2024**.

For questions regarding this information, please contact the Statewide Position Control Program at (916) 372-7200 or via email at ppsdpositioncontrol@sco.ca.gov.

For additional questions, please 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 Administration (DSA) & 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](#)
- [California State Payroll System Project](#)

Websites:

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

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