

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

DATE: April 3, 2024

FISCAL YEAR-END LETTER #24-004
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

RE: ANNUAL PAYROLL HEADER REPORT FORM PR421

Effective with Fiscal Year 2024/2025, the annual Payroll Header Report – Form PR421 will no longer be printed and mailed to agencies/campuses. The report that represents the current Fiscal Year 2023/2024 Payroll Headers as of April 2, 2024, will be available on Mobius April 3, 2024. Use this form to change or delete Payroll Headers for Fiscal Year 2024/2025.

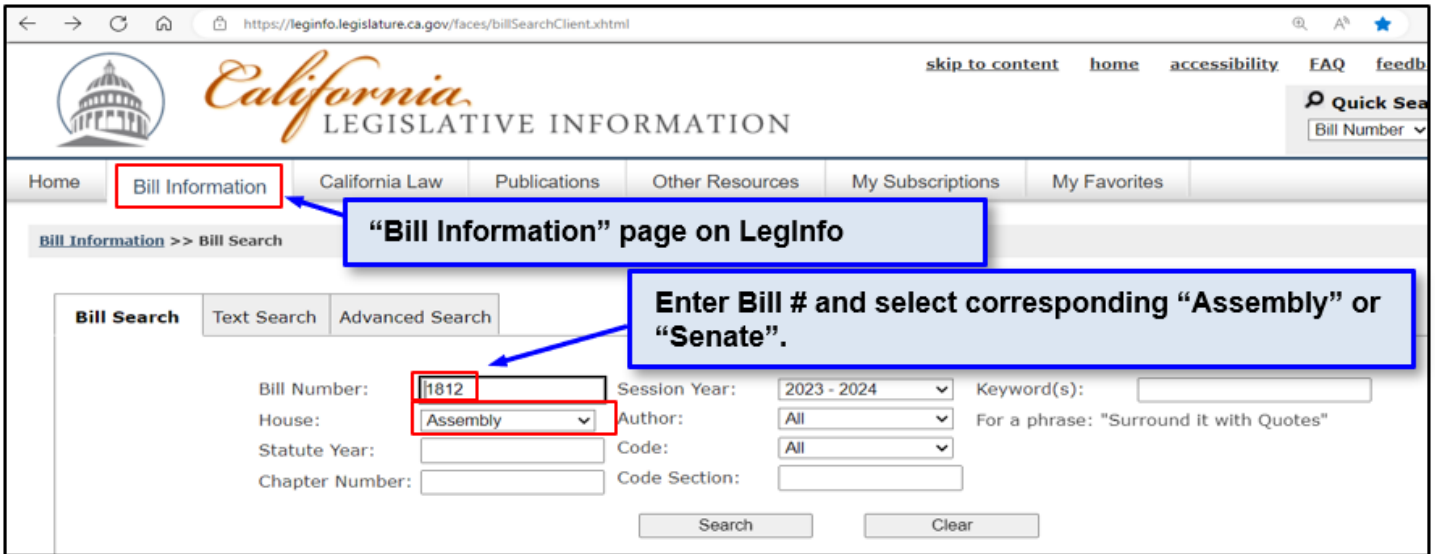
To assist in processing the Annual Payroll Header Report – Form PR421 for Fiscal Year 2024/2025, use the following instructions:

- On the right side of each Form PR421, under the heading "2024/2025 CURRENT HEADER DESCRIPTION," the 2023/2024 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.
- When deleting the entire Payroll Header, draw a diagonal line through the "2024/2025" CURRENT HEADER DESCRIPTION".
- New Payroll Headers can only be added via STD. Form 407 – Payroll Headers Change (see Payroll Procedures Manual (PPM) Section C204 [PPM: Section C - Position Control \(ca.gov\)](https://www.ca.gov/ppm/section-c-position-control) for STD. Form 407 completion instructions).
- The preprinted data on Form PR421 does not reflect changes in 2023/2024 Payroll Headers processed after April 2, 2024. Payroll Headers that will automatically terminate June 30, 2024, should be re-established for Fiscal Year 2024/2025 and are not on the Form 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 2024-25 and FI\$Cal Program Crosswalk to identify the correct program code (refer to attached Payroll Header Instructions Items of Appropriation – FY 2024-2025). 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 [PPM: Section C - Position Control \(ca.gov\)](#) 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 there are no changes to the PR421, do not print and return to SCO.**

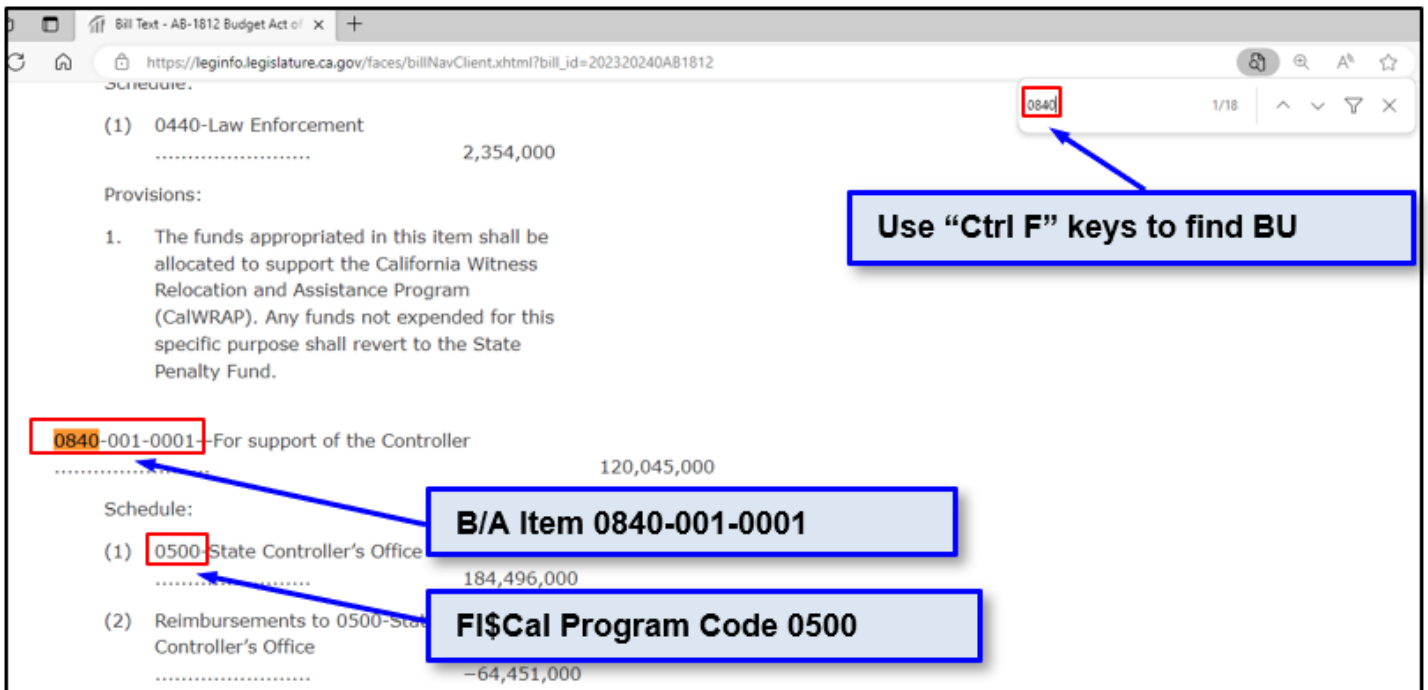
All Forms PR421 **MUST BE RETURNED BY MAY 1, 2024** to:
State Controller's Office
Personnel and Payroll Services Division
P.O. Box 942850
Sacramento, CA. 94250-5878
Attn: Position Control

Or: Email to ppsdpositioncontrol@sco.ca.gov; include Form PR421 in the subject line.



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.

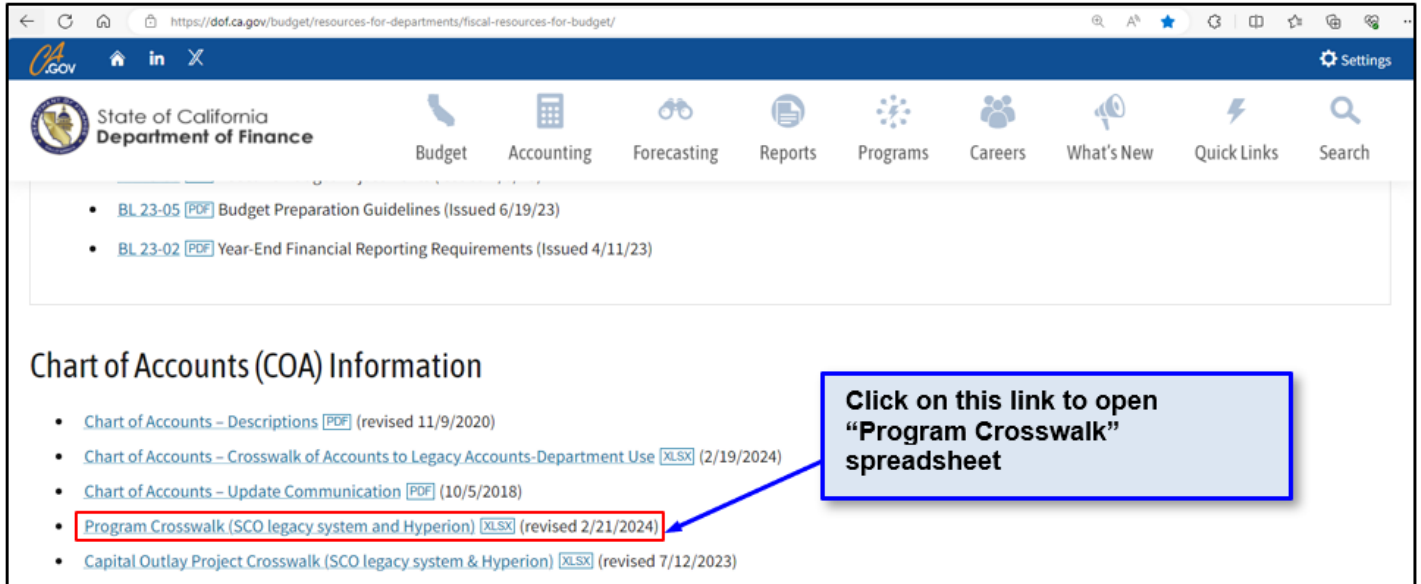
Note: The B/A Item program numbers are reflected under the agency’s appropriation under “Schedule”:



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

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

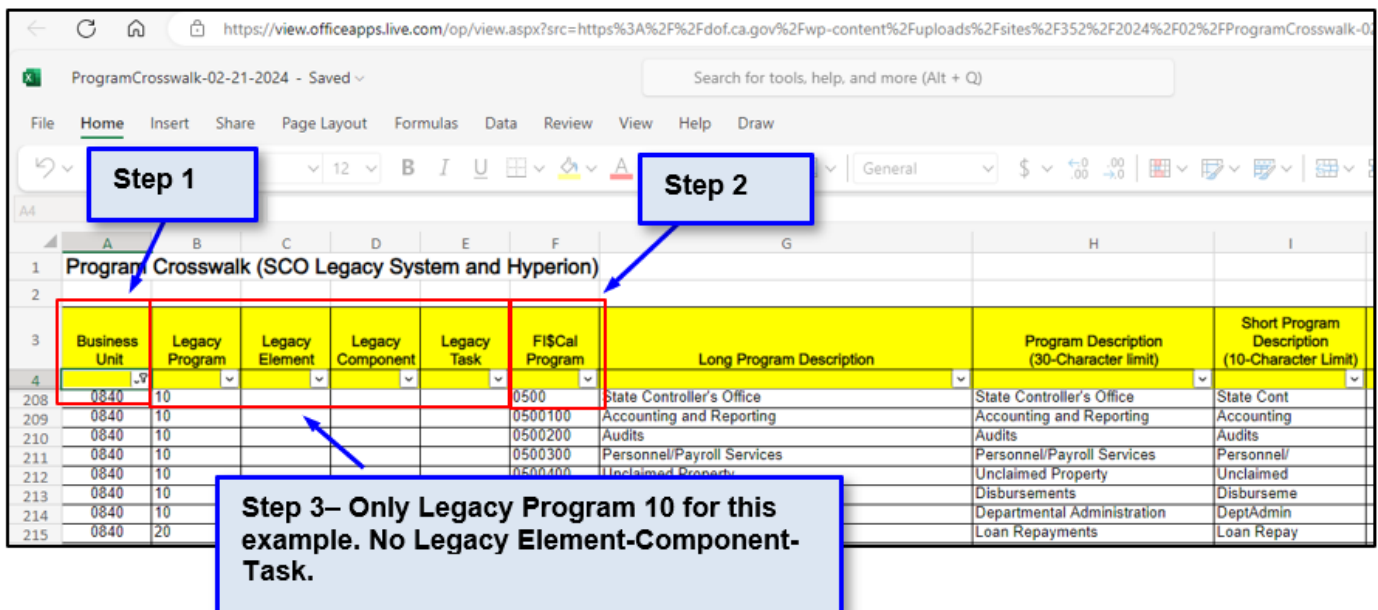
- Refer to the DOF <https://dof.ca.gov/budget/resources-for-departments/fiscal-resources-for-budget/> webpage.
- Scroll down to “Chart of Accounts (COA) Information” section.
- Select the “Program Crosswalk (SCO legacy system and Hyperion)” link shown in the following:



5. The following steps show how to locate the Legacy to FI\$Cal 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 Organization Code (0840).
- Step 2: In the FI\$Cal Program column, locate the B/A (FI\$Cal) 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.



- Legacy Program Code 99 Clearing Accounts crosswalk to FI\$Cal Program 9999:

3	Business Unit	Legacy Program	Legacy Element	Legacy Component	Legacy Task	FI\$Cal Program	Long Program Description	Program Description (30-Character limit)	Short Program Description (10-Character Limit)
4	0500	99				9999	Clearing Account	Clearing Account	Clearing A

Instructions to Confirm and/or Change Payroll Header Description:

- In the Payroll Header Report (407), verify that the “Current Header Description” matches the B/A item (appropriation string), as identified in procedure steps 1 thru 5 above.
 - The Fund Name (e.g., 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 FI\$Cal 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. Please refer to the example below.

STATE OF CALIFORNIA																						
OFFICE OF THE STATE CONTROLLER - PAYROLL SERVICES SECTION										CONTACT PERSON <u>CONNIE TACT-PERSON</u>												
DATE <u>4/08/2024</u>										TELEPHONE <u>(999) 999-9999</u> PAGE <u>1</u>												
FISCAL YEAR <u>2024/25</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		07/2024			0	0	0	0	0840	2024	001					1	0				
CHANGES										2024/2025 CURRENT HEADER DESCRIPTION												
						1							1	STATE CONTROLLER								
						2	LOCAL GOVT PROGMS AND SERV DIV						2	STATE ACCTG AND REPTG DIV								
						3							3	GENERAL FUND								
						4							4	ITEM 0840-001-0001 B/A 2024								
						5	PROGRAM 10 LGPSD-0500						5	PROGRAM 10-0500								
						6							6									
						7							7									

Changing current header description for lines 2 and 5.

If you have any questions, please send an email to – payrollaccounting@sco.ca.gov.

For additional questions regarding this letter use the following contact:

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](#)

LD:CL:SACS