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. <u>Note only changes or deletions to existing Payroll Headers.</u>
- When deleting the entire Payroll Header, draw a diagonal line through the "2024/2025" CURRENT HEADER DESCRIPTION".
- <u>New Payroll Headers can only be added via STD. Form 407 Payroll Headers Change</u> (see Payroll Procedures Manual (PPM) Section C204 <u>PPM: Section C - Position Control (ca.gov)</u> 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 <u>changing the reporting unit</u>, 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 <u>PPM: Section C -</u> <u>Position Control (ca.gov)</u> for STD. Form 407 completion instructions).
- If the agency/reporting unit is for <u>Out-of-State</u>, 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 <u>ppsdpositioncontrol@sco.ca.gov</u>; include Form PR421 in the subject line.

State Controller's Office Payroll Header Instructions Items of Appropriation Fiscal Year 2024-25

The following are step-by-step instructions to confirm and/or change the payroll headers for Fiscal Year (FY) 2024-25 for the annual Payroll Header Report (407), Form PR421. When reviewing the 407s which are subject to the Legacy and FI\$Cal 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 2024-25 via Budget Act (B/A) Item.
- Line 5 references Legacy Program Code "10" cross-walked to FI\$Cal Program Code "0500".

Dat	DATE													SECTION CONTACT PERSON CONNIE TACT-PERSON							SON	
FISCAL YEAR 2024/25							PAYROLL HEADER REPORT (407)									TELEPHONE (999) 999-9999 PAGE 1						
AGY	REPT UNIT		EFF DATE	TRANS TYPE	TYPE CHNG		FUND FUND SUB	AGENCY	FISCAL YEAR	м	REFERENCE ITEM	FEDERAI	L CAT	NO. P	ROJ C (CAT F	PROG EL	EM COM	TAS		REVENUE	
051	420		07/2024			0	0 0 0 1 0	8 4 0	2 0 2 4		0 0 1						1 0					
							CHANGES							2024/2025 CURRENT HEADER DESCRIPTION								
[1								1 STATE CONTROLLER								
						2	2 STATE ACCTG AND REPTG DIV															
						3								³ GENERAL FUND								
						4		Last three description lines in example: Une 3 - Fund Name						4 ITEM 084		001-0	001 B/A	2024				
						5	 Lips 4 – B/A Item with Eurod Number (0001) 						5 PROGRAM 10-0500									
						6								6								
						7							7									

Instructions for Obtaining Agency Budget Information for Fiscal Year 2024-25:

- 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 the following:
 - Proposed FY 2024-25 Budget Act Book, or
 - California Legislative Information website: <u>http://leginfo.legislature.ca.gov/faces/billSearchClient.xhtml</u>.
 Select the "Bill Information" tab
 - 1. Enter Bill Number: "1812" or "917".
 - 2. Select House: Assembly (for Bill 1812) or Senate (for Bill 917).

\leftarrow \rightarrow \bigcirc \bigcirc https://leginfo.legislature.ca.gov/faces/billSearchClient.xhtm	mi @ A ^s ★														
California. LEGISLATIVE INFORMATION															
Home Bill Information California Law Publications	Other Resources My Subscriptions My Favorites														
Bill Information >> Bill Search "Bill Information"	Bill Information >> Bill Search "Bill Information" page on LegInfo														
Bill Search Text Search Advanced Search	Enter Bill # and select corresponding "Assembly" or "Senate".														
Bill Number: 1812	Session Year: 2023 - 2024 V Keyword(s):														
House: Assembly V	Author: All V For a phrase: "Surround it with Quotes"														
Statute Year:	Code: All 🗸														
Chapter Number:	Code Section:														
	Search Clear														

- 3. To locate the Agency's applicable B/A Item number:
 - Use the Control "F" key find feature.
 O Enter agency's four-digit organization code.
 - **Note:** The B/A Item program numbers are reflected under the agency's appropriation under "Schedule":

	∰ Bill1	iext - AB-1812 Budget Act of 🗙 🕂				
CA	Ô	https://leginfo.legislature.ca.gov/faces/bill?	vavClient.xhtml?bill_id=202320240A81812			(2) Q A ^N ☆
	JUI	euure.			0840	1/18 ^ ~ 7 X
	(1)	0440-Law Enforcement				
			2,354,000			
	Prov	isions:				
	1.	The funds appropriated in this allocated to support the Califor		Use "C	trl F" keys:	to find BU
		Relocation and Assistance Prog				
		(CalWRAP). Any funds not exp				
		specific purpose shall revert to Penalty Fund.	the State			
		Fenalty Fund.				
00	40.001	-0001-For support of the Contr	allar			
00	40-001	-0001-For support of the Contr	120,045,000			
	Cab	edule:		_		
	_		B/A Item 0840-001-0001			
	(1)	0500-State Controller's Office				
			184,496,000			
	(2)	Reimbursements to 0500-Stat Controller's Office	FI\$Cal Program Code 050	00		
			-64,451,000			

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

← C A ⊡ https://dof.ca.gov/budget/resources-fo	r-departments/fiscal	-resources-for-budget	1/				@ A [%] 🖠	0 0 f) @ % ·					
Cleav â in X									Settings					
State of California Department of Finance	S udget	Accounting	්රී Forecasting	(E) Reports	Programs	Careers	ې What's New	F Quick Links	Q Search					
 BL 23-05 [PDF] Budget Preparation Guidelines (Issued 6/19/23) BL 23-02 [PDF] Year-End Financial Reporting Requirements (Issued 4/11/23) 														
Chart of Accounts (COA) Info Chart of Accounts – Descriptions PDF (ref Chart of Accounts – Crosswalk of Account Chart of Accounts – Update Communicat Program Crosswalk (SCO legacy system a	vised 11/9/2020 ts to Legacy Acc ion PDF (10/5/2	/2024)	Click on "Progra spreads	m Cross	k to open swalk"									
Capital Outlay Project Crosswalk (SCO legaty system a														

- 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.

	ProgramCro	osswalk-02-2	1-2024 - Sav	ved ~			Search for tools, help, and more (Alt +	Search for tools, help, and more (Alt + Q)							
e	Home	Insert Sha	ire Page L	ayout Form	nulas Dat	ta Review	View Help Draw								
) .	Ste	ep 1	- V	12 v B	ΙU	🗄 v 💁 v	A Step 2	✓ \$ < 50 →00 III	₽~ ₽~ ⊞·						
4	А	в	с	D	E	F	G	н	1						
	Program	Crosswal	k (SCO L	egacy Sys	tem and	Hyperion)									
ſ	Business Unit			FI\$Cal Program	Long Program Description	Program Description (30-Character limit)	Short Program Description (10-Character Lin								
1	~V	~	~	~	~	~	×								
Ľ		10				0500	State Controller's Office	State Controller's Office	State Cont						
	0840	10					Accounting and Reporting	Accounting and Reporting	Accounting						
	0840	10				0500200	Audits	Audits	Audits						
	0840	10					Personnel/Payroll Services	Personnel/Payroll Services	Personnel/						
	0840	10				0500400	Unclaimed Property	Unclaimed Property	Unclaimed						
	0840	10	O4 0	0			ana 40 fan Abia	Disbursements	Disburseme						
13 0840 10 Step 3– Only Legacy Program						/ Progr	am to for this	Departmental Administration	DeptAdmin						
•		20					nt-Component-	Loan Repayments	Loan Repay						

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



Instructions to Confirm and/or Change Payroll Header Description:

- 6. 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.

	DATE																					
DAT	Е_ <u>4/(</u>	08/202	4					OFFICE OF THE STATE CONTROLLER - PAYROLL SERVICES SECTION										CONTACT PERSON CONNIE TACT-PERSON				
FIS	CAL Y	EAR	2024/25	_				PAYROLL HEADER REPORT (407)									TELEPHONE (999) 999-9999 PAGE 1					
AGY	REPT UNIT	B.F.	EFF DATE	TRANS TYPE				FUND AGENCY FISCAL M REFERENCE					CE ITEM FEDERAL CAT NO PROJ C CAT P				TASK	500	REVENUE			
051	420		07/2024			0	0 0 0 1	0 0 0 1 0 8 4 0 2 0 2 4 0 0 1						1	1 0			Π				
				-			CHANGES							2024/2025 CURRENT HEADER DESCRIPTION								
						1									1 STATE CONTROLLER							
_					5	2	LOCAL GOVT PROGMS AND SERV DIV						2 s	² STATE ACCTG AND REPTG DIV								
0	har	ngin	g curre	ent		3							3 G	ENERAL FUND)							
	ead					4							4 II	4 ITEM 0840-001-0001 B/A 2024								
description for					5	PROGRAM 10 LG	PSD-0500					5 p	5 PROGRAM 10-0500									
lines 2 and 5.					6							6										
						7							7									

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 <u>ACASupport@sco.ca.gov</u>
- <u>Cal Employee Connect (CEC) Help and Feedback</u>
- <u>ConnectHR Help and Feedback</u>
- California Leave Accounting System (CLAS) Email <u>CLAS@sco.ca.gov</u>
- CS Escalation Email (HR Supervisors and Managers) <u>PPSDOps@sco.ca.gov</u>
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or <u>DSA@sco.ca.gov</u>

- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- <u>Statewide Customer Contact Center</u> (916) 372-7200

SCO Key Initiatives:

- Cal Employee Connect
- <u>California State Payroll System Project</u>

Websites:

- <u>HR</u>
- <u>State Employees</u>

LD:CL:SACS