

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

DATE: April 8, 2021

FISCAL YEAR-END LETTER #21-002
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: REORGANIZATIONS**

In preparation for fiscal year-end processing, Personnel and Payroll Services Division (PPSD) must be notified which agencies will reorganize effective July 1, 2021. Please complete the attached Reorganization Request - July 2021 form and return it via email to Chuck Lucas at clucas@sco.ca.gov no later than **Monday, May 3, 2021** to ensure your agency receives the required processing instructions.

If you anticipate your agency will require an extension, please contact Chuck Lucas (Fiscal Year-End Coordinator) at clucas@sco.ca.gov by *Friday, April 23, 2021*. For agency reorganizations with employee populations over 1000, PPSD may be able to assist you by providing processing tools such as position roster listing, employee listing, or PAR transaction update sheets.

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) 319-9381
Position Control – PR421, 607 and 407	Lani Dharma	(916) 322-3942

Additional Contact Information:

- [Statewide Customer Contact Center](tel:9163727200) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- CSU Inquiry Email (HR Supervisors and Managers) PPSDCSUInquiry@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

SCO Key Initiatives:

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

JEB:AB:SACS

STATE CONTROLLER’S OFFICE
PROGRAM MANAGEMENT AND ANALYSIS BUREAU
REORGANIZATION REQUEST - JULY 2021

RETURN TO: Chuck Lucas
STATE CONTROLLER’S OFFICE
PPSDSACS@SCO.CA.GOV
RE: REORGANIZATION - JULY 2021

MUST BE RETURNED BY
MAY 3, 2021

AGENCY NAME: _____

PAYROLL/AGENCY CODE(S): _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT PERSON(S):

<u>AREA</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>	<u>E-MAIL</u>
Personnel	_____	_____	_____
Accounting/Budget	_____	_____	_____

REORGANIZATION PLAN (Check One)

() No Reorganization is planned for July 1, 2021. (If this box is checked, no further information is required. Just return this form to the address shown above.)

() Reorganization will be effective July 1, 2021.

Approximately _____ positions will be affected.

Approximately _____ employees will be affected.

List **3 digit payroll/agency code(s)** involved in reorganization:

POSITION MOVEMENT (Check One)

- Payroll/Agency Code Change Only
- Reporting Unit/Budget Function Change Only
- Serial Number Change Only
- Reporting Unit/Budget Function and Serial Number Change
- Payroll/Agency Code, Reporting Unit/Budget Function and Serial Number Change

NOTE: The Annual Position Reorganization Mass Update is limited to a minimum of 100 positions. Use FORM STD 607 with a typed listing for less than 100 positions.

EMPLOYEE MOVEMENT

1. TYPE OF MOVEMENT (Check One)

- CATEGORY 1 -All employees from one reporting unit go as a group to one other reporting unit without changing serial numbers.
- CATEGORY 2-All other types of employee movement.

Please complete the attached Reorganization Information form, with specific changes.

2. TYPE OF TRANSACTION TO MOVE EMPLOYEE (Check One)

- 120 TRANSACTIONS (None of the Reorganization conditions listed below apply.)
- A13 TRANSACTIONS Authorization for Reorganization
(Check one and complete necessary information):

Code 1 - Governor's Administrative Order dated: ___/___/___
(Please attach a copy of order)

Code 2 - Budget Item # _____ Organization Code # _____
Reference Code # _____ Fund # _____
(Please attach a copy of Budget Item)

Code 3 - Authorization Letter from DPA dated: ___/___/___
(Please attach a signed copy of letter)

Code 4 - Assembly Bill # _____ or Senate Bill # _____
Chapter # _____ Year _____
(Please attach a copy of Bill)

3. SCO DATA FILES/REPORTS THAT MAY BE AFFECTED (i.e. Current Status File)

Program/Data Set Name(s):

4. AGENCY REQUESTS THE FOLLOWING ASSISTANCE (Check One):

NO ASSISTANCE REQUIRED

MASS MOVEMENT OF EMPLOYEES - Only applicable for Category 1 type of movement involving 1000 or more employees.

NOTE: If movement involves MCR II and/or no MCR classes, the following must be provided before a mass update can occur:

- For MCR II classes and no change in duties is involved, attach a letter stating no change in duties involved for affected MCR II classes.
- For MCR II classes and a change in duties is involved, attach a copy of the DPA authorization letter.
- For no MCR Classes, attach a copy of the CalHR authorization letter.

PAR TRANSACTION UPDATE SHEETS - Applicable for either Category 1 or 2 type movement involving 100 or more employees. The update sheet is a computer generated PAR document containing only the data fields needed for the 120 or A13 transaction. Data that can be determined by the State Controller's Office is preprinted on the update sheet. One sheet per employee is generated, sorted by (old) reporting unit, then by position number, unless otherwise requested. Update sheets are to be used by the agencies to decentrally key the Employment History transactions.

EMPLOYEE LISTING - Applicable for either Category 1 or 2 type of movement with no limitation on the number of employees involved. An employee listing will typically contain employee name, SSN and position number, sorted by SSN within (old) reporting unit.

NOTE: The normal PAR process must be followed for Agency reorganizations involving less than 100 employees.

CATEGORY 1	CATEGORY 2	OLD AGENCY CODE	OLD REPORTING UNIT	OLD DEPT CODE	NEW AGENCY CODE	NEW REPORTING UNIT	NEW DEPT CODE