

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

DATE: November 18, 2024

PAYROLL LETTER #24-019
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Service Division**RE: ONE-TIME 401(K) STATE SHARE CONTRIBUTIONS FOR ELIGIBLE BARGAINING UNIT 06 AND EXCLUDED EMPLOYEES**

In accordance with the Bargaining Unit (BU) 06 Memorandum of Understanding (MOU), the State Controller's Office (SCO) will process one-time 401(k) state share contributions for eligible BU 06 and excluded employees for the November 2024 pay period.

One-time deductions in the amount of \$475.00 will be established by SCO one business day prior to the November 2024 monthly cutoff. All full-time permanent BU 06 employees who are active as of November 1, 2024, are eligible for this benefit. This includes Class Type F and L and excluded employees who are tied to BU 06. Employees on a leave of absence (LOA) or on disability are also eligible. Please reference the BU 06 MOU and the Savings Plus [Bargaining Unit 6: HR Backpage](#) for additional information on eligibility and contributions.

A new deduction code, organization code, and deduction type have been created for this benefit.

Deduction Code	Organization Code	Deduction Type
020	401	TR

This contribution will appear on the Miscellaneous Deductions page of the Payment History System (HIST). The employee share will be .00 and the pay period and agency/reporting unit will display.

MISCELLANEOUS DEDUCTIONS					PAGE 003 OF 003
XXX-XX-1234	MR TEST	PT	CT	AR/WARRANT#	DATE
0-11-24	079-222-9903-001	0	1	01234512	120124
DED ORG	AMOUNT	PP	TP	AGY-RU	ST SHR
020 401	.00	1124	TR	079222	475.00

The Year to Date (YTD) Totals screen in TAXI has been modified to include the DFCOMP 401KER field. The totals will accumulate in TAXI but will not be reported on employee Form W-2, Wage and Tax Statements.

	FEDERAL	CALIFORNIA
DEF COMP 401K	117.32	117.32
DEF COMP 457B	117.32	117.32
DFCOMP 401KER	475.00	475.00

SSN: XXX-XX-1234
 NAME: MR TEST

2024 YEAR TO DATE TOTALS

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The contributions will be reflected on the employee’s Earnings Statement under employer contribution as DEFCMP ER.

SPECIAL PROCESSING INSTRUCTIONS

Departments are responsible for submitting Form STD. 674 to SCO to request the contribution for the following eligible employees:

- On Leave of Absence (LOA) or disability
- Eligible Employees not captured by SCO process

The Form STD. 674 should be submitted to SCO after November 2024 monthly cut-off. The forms can be uploaded via ConnectHR by selecting Misc Deductions – STD. 674. All documents submitted by December 10, 2024, will be processed by December 2024 monthly cutoff.

RESOURCES

The [Payroll Procedures Manual](#) (PPM) Section B is updated to reflect the new Deduction and Organization Codes.

A payroll letter regarding on-going monthly contributions and a frequently asked questions (FAQ) document will be published in January 2025.

For departments subscribed to the Management Information Retrieval System (MIRS), the CSPMTS-Deductions file has been updated to include the new values for Deduction Code, Organization Code, and Deduction Type related to the 401(k) state share contributions for eligible BU 06 and excluded employees. Additional information regarding MIRS data elements can be found in the MIRS Handbook on the [MIRS References](#) webpage.

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](#) (SCCC) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect](#)

- [California State Payroll System Project](#)

Websites:

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

LD:RK:PMAB