

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

DATE: April 1, 2025

FISCAL YEAR-END LETTER #25-002
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

In preparation for fiscal year-end processing, the Personnel and Payroll Services Division (PPSD) must be notified which agencies will reorganize effective July 1, 2025.

Please complete the Reorganization Request form located on the State Controller's Office, [Personnel Administration](#) webpage and return it via email to PPSD System Activities Coordination and Support (SACS) at ppsdsacs@sco.ca.gov no later than Thursday, May 1, 2025 to ensure your agency receives the required processing instructions. For agency reorganizations with employee populations over 1,500, PPSD may be able to assist you in your agency processing by providing processing tools such as a position roster listing, employee listing, or Personnel Action Request (PAR) transaction update sheets.

If you anticipate your agency will require an extension to the due date, please immediately contact PPSD SACS at ppsdsacs@sco.ca.gov. The final filing date to submit your extension request is Friday, April 18, 2025.

If your agency is participating in the annual re-organization process, please submit Form STD. 607 to Position Control at the address below:

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

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) 322-3942
Position Control – PR421, 607 and 407	Lani Dharma	(916) 594-2812

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

SCO Key Initiatives:

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

Websites:

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

LD:CL:SACS