

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 #25-003  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

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

**RE: CHANGE IN ESTABLISHED POSITIONS FORM STD. 607**

Please share this information with those individuals who prepare and submit Form [STD. 607 Change in Established Positions](#).

The State Controller's Office requests timely submission of STD. 607 forms, to ensure positions are accurately reflected on the Schedule 8/7A for the upcoming year. Reference the [Payroll Procedures Manual](#) (PPM) Section C 300 for additional information on the business process and instructions to complete the form.

Please adhere to the following timelines:

- All individual STD. 607 forms as well as, all STD. 607 packages (two or more documents), including corrected documents with multiple changes, must be received by **Monday, June 2, 2025**.
- The Annual Reorganization letter will be released in May. All STD. 607 listings for reorganizations, effective July 1, 2025, must be received by **Monday, June 9, 2025**.

STD. 607 forms that are not received by the above dates may result in inaccuracies on the Schedule 8/7A, which may require extensive manual reconciliation during subsequent phases of the budgetary process. Please allow sufficient time for the Department of Finance approval, if required.

- Note: Do not submit any STD. 607 forms that should not be reflected on the Schedule 8/7A before **Tuesday, July 1, 2025**.

For questions regarding this information, please contact the Statewide Position Control Program at (916) 372-7200 or via email at [ppsdpositioncontrol@sco.ca.gov](mailto:ppsdpositioncontrol@sco.ca.gov).

**Contacts:**

- Affordable Care Act (ACA) Email [ACASupport@sco.ca.gov](mailto: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](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)

- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto: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](#)

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