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

DATE: APRIL 7, 2025 FISCAL YEAR-END LETTER #25-004

(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

The annual Payroll Header report that represents the current Fiscal Year (FY) 2024-25 will be available on Mobius on April 7, 2025. Use this form to change or delete Payroll Headers for FY 2025-26.

To assist in processing the annual Payroll Header Report – Form PR421 for FY 2025-26, use the following instructions:

- On the right side of each Form PR421, under the heading "2025/2026 CURRENT HEADER DESCRIPTION," the 2024/2025 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 "2025/2026" CURRENT HEADER DESCRIPTION".
- New Payroll Headers can only be added via form STD. 407 Payroll Header Change (see Payroll Procedures Manual (PPM) Section C 204 <u>PPM: Section C - Position Control</u> for STD. 407 completion instructions).
- The pre-printed data on Form PR421 <u>does not</u> reflect changes in 2024/2025 Payroll Headers processed after April 7, 2025. Payroll Headers that will automatically terminate June 30, 2025, should be re-established for FY 2025-2026 and are not on the Forms PR421, should be submitted on STD. 407 (see PPM Section C 204 <u>PPM: Section C Position Control</u> 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 2025-26 and FI\$Cal Program Crosswalk to identify the correct

program code (refer to attached Payroll Header Instructions Items of Appropriation – FY 2025-26). 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. 407 (see PPM Section C 209 <u>PPM: Section C Position Control</u> for STD. 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. 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 the State Controller's Office.

All Forms PR421 MUST BE RETURNED BY MAY 1, 2025, TO:

State Controller's Office
Personnel and Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878
Attn: Position Control

Or: Send an email to ppsdpositioncontrol@sco.ca.gov; include Form PR421 in the subject line.

State Controller's Office

Payroll Header Instructions

Items of Appropriation

Fiscal Year 2025-26

The following are step-by-step instructions to confirm and/or change the payroll headers for Fiscal Year (FY) 2025-26 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 2025-26 via Budget Act (B/A) Item.
- Line 5 references Legacy Program Code "10" cross-walked to FI\$Cal Program Code "0500."

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DATE <u>4/07/2025</u>								OFFICE OF THE STATE CONTROLLER - PAYROLL SER	ПО	ON CONTACT PERSON CONNIE TACT - PERSON				
FISC	FISCAL YEAR 2025/2026							PAYROLL HEADER REPORT		TELEPHONE (999)999-9999 PAGE 1				
AGY	REPT UNIT	B.F.	EFF D	ATE	TRANS TYPE	TYPE CHNG	NO.	FUND SUB AGENCY FISCAL YEAR M REFERENCE ITEM F.	FEDERAL CA	ΤN	NO. PROJ C CAT PROG ELEM COMP TASK 800 REVENUE			
051	420		07/202	25			0	0 0 0 1 0 8 4 0 2 0 2 5 0 0 1			1 0			
	CHANGES										2025/2026 CURRENT HEADER DESCRIPTION			
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ı	Last three description lines in example:									3	GENERAL FUND			
ı	Last tiree description into in enditiples									4	ITEM 0840-001-0001 B/A 2025			
• Line 3 – Fund Name										5	PROGRAM 10-0500			
ı	 Line 4 – B/A (Item with Fund Number (0001) Line 5 – Legacy Program 10 cross walked to FI\$Cal 									6				
	Line 3 - Legacy Program To cross warked to 113ca													

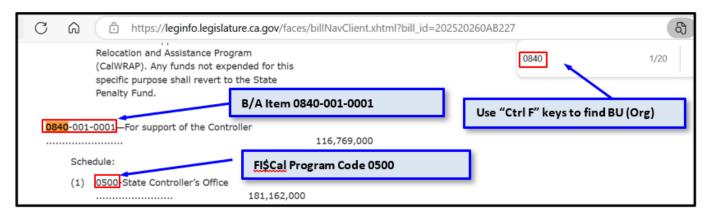
Instructions for Obtaining Agency Budget Information for Fiscal Year 2025-26:

- 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 2025-26 Budget Act Book, or
 - California Legislative Information website: http://leginfo.legislature.ca.gov/faces/billSearchClient.xhtml.
 - Select the "Bill Information" tab
 - 1. Enter Bill Number: "227" or "65"
 - 2. Select House: Assembly (for Bill 227) or Senate (for Bill 65).



- 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":



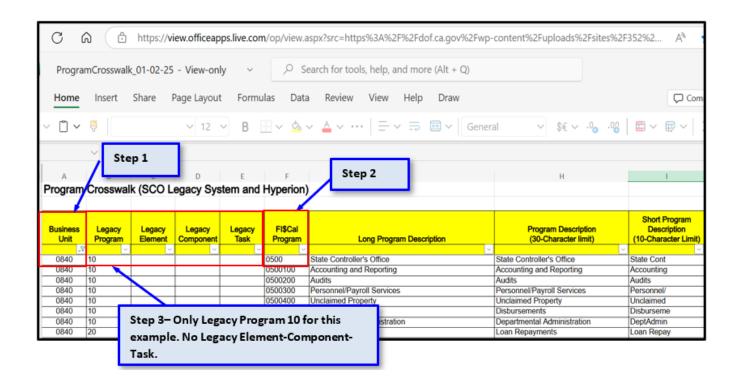
Department of Finance (DOF) – FI\$Cal Program Crosswalk to the SCO Legacy System:

- 4. The FI\$Cal Program Crosswalk identifies the Legacy Programs for each B/A Item.
 - Refer to the DOF <u>FI\$Cal 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:



- 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.



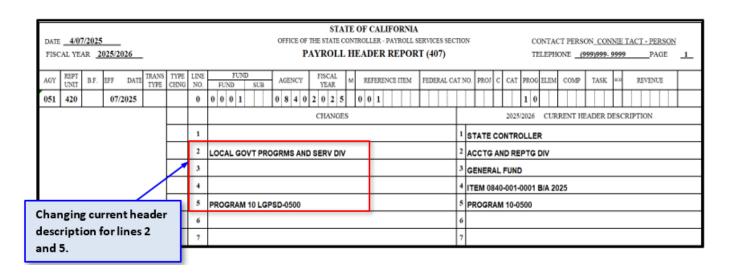
Legacy Program Code 99 Clearing Accounts crosswalk to FI\$Cal Program 9999:

3	Business Unit	Legacy Program	Legacy Element	Legacy Component	Legacy Task	FI\$Cal Program	Long Program Description	Program Description (30-Character limit)	Short Program Description (10-Character Limit)	
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81	0500	99				9999	Clearing Account	Clearing Account	Clearing A	

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.



For questions, please send an email to: payrollaccounting@sco.ca.gov.

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 <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
- Statewide Customer Contact Center (SCCC) (916) 372-7200

SCO Key Initiatives:

- Cal Employee Connect
- California State Payroll System Project

Websites:

- HR
- State Employees

VE:JS:KJA:LD:SPCP:PPOB:CL:SACS