

Memorandum

To : All Personnel/Payroll Officers and
Transaction Supervisors
Civil Service Only

Date: April 08, 2020

From : **State Controller's Office**
Arlene Bailey, Manager
Systems Activities Coordination and Support

**RESPONSE REQUIRED
BY MAY 1, 2020
ATTN: CHUCK LUCAS**

Subject : FYE-002 REORGANIZATIONS

In preparation for fiscal year-end processing, Personnel and Payroll Services Division (PPSD) must be notified which agencies will reorganize effective July 1, 2020.

To facilitate the process, please complete the attached form and **return it via email to Chuck Lucas at clucas@sco.ca.gov no later than May 1, 2020. This form must be returned if you are planning a reorganization.** Based on the information provided on the form, PPSD may provide a position roster listing and/or an employee listing or PAR transaction update sheets in addition to detailed processing instructions.

If you have any questions, the following staff are available to assist you:

<u>AREA</u>	<u>NAME</u>	<u>PHONE NUMBER</u>
Employment History Data Base (EHDB) – PAR	Rehana Kausar	(916) 319-9381
Position Control – PR421, 607 and 407	Lani Dharma	(916) 323-4928

If an extension is required by your agency, please contact Chuck Lucas (Fiscal Year-End Coordinator) via phone at (916) 323-6019 by April 24, 2020. Your prompt response will greatly assist us in preparing for this year’s agency reorganizations.

AB:cl

Attachments

To : STATE CONTROLLER'S OFFICE
Personnel and Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878
ATTN: Chuck Lucas

PLEASE RESPOND BY MAY 1, 2020

From : AGENCY NAME: _____

PAYROLL/AGENCY CODE(S): _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT PERSON(S):

<u>AREA</u>	<u>NAME</u>	<u>PHONE NO.</u>	<u>E-MAIL</u>
Personnel	_____	_____	_____
Accounting/ Budget	_____	_____	_____

Subject : JULY 2020 REORGANIZATION

REORGANIZATION PLAN (Check One)

- () No Reorganization is planned for July 1, 2020. (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, 2020.

Approximately _____ positions will be affected.

Approximately _____ employees will be affected.

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

POSITION MOVEMENT (Check One)

- 1 () Payroll/Agency Code Change Only
- 2 () Reporting Unit/Budget Function Change Only
- 3 () Serial Number Change Only
- 4 () Reporting Unit/Budget Function and Serial Number Change
- 5 () 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.

JULY 1, 2020 REORGANIZATION INFORMATION

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