PPSD Weekly Processing Dates 05/12/2025

ORGANIZATIONAL MANAGEMENT

Statewide Position Control Program

BENEFITS ADMINISTRATION

Statewide Civil Service Benefits Program

Statewide Disability Program

PAYROLL ADMINISTRATION

Statewide Civil Service Payroll (General) Program

Statewide Civil Service Payroll (Premium) Program

Statewide Direct Deposit Program

Statewide Garnishments Program

Statewide Miscellaneous Deductions & Form W-2 Programs

Statewide Civil Service Retirement Program

PERSONNEL ADMINISTRATION

Statewide Civil Service Audits Program

Additional Resources

PPSD Weekly Processing Dates 05/12/2025

ORGANIZATIONAL MANAGEMENT

Statewide Position Control Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #1: Position Control

Document Type	Usage	Transaction Request	Oldest Date
Change in Established Position - STD. 607	Change in established positions		04/28/2025

BENEFITS ADMINISTRATION

Statewide Civil Service Benefits Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #3: CS Benefits

Document Type	Usage	Transaction Request	Oldest Date
Cash Option Enrollment Authorization FlexElect Program – STD. 701C	For represented employees in Bargaining Units 1, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 20 and 21	1. New 2. Cancel 3. Change	1. 04/18/2025 2. 04/22/2025 3. 05/01/2025
Consolidate Benefits (CoBen) Cash Enrollment Election – STD. 702	For excluded employees and eligible represented employees in bargaining units 2, 7, 8, 16, 17, 18, and 19.		04/21/2025
Dental Plan Enrollment Authorization - STD. 692	Establish, change, or cancel dental enrollment	1. New 2. Cancel 3. Change	1. 04/18/2025 2. 04/30/2025 3. 04/23/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R (Continuation of Benefits)	Request continuation of benefits while on FMLA/CFRA and/or SDI/PFL		04/18/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R (Change Method of Collection Request)	Change method of collection accounts receivable for benefit related ARs that may include payment type K.		05/06/2025

PPSD Weekly Processing Dates 05/12/2025

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R (Leave Credit Offset)	Requests for Leave Credit Offsets to satisfy an AR		04/21/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R (Establishing ARs)	Establish ARs for benefits, payment type K.		04/16/2025
Reimbursement Account Enrollment Authorization - STD. 701R	Establish, change, or cancel enrollment	1. Establish 2. Cancel 3. Change	1. 05/02/2025 2. 05/01/2025 3. 05/01/2025
Vision Plan Enrollment Authorization – STD. 700	Establish or cancel vision plan enrollment (Use for PI employees)	1. New 2. Cancel	1. 05/08/2025 2. 04/07/2025

Statewide Disability Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #6: Disability

Document Type	Usage	Transaction Request	Oldest Date
Industrial/Non-Industrial Disability Pay Request - STD. 674D	For payment type I, J, N, T, U, 6 ONLY: Request disability transfer of funds from regular pay (0) to IDL, NDI. SDI, PFL, NDI/FCL	1. IDL Regular 2. IDL Special 3. IDL Complex 4. SDI Regular 5. SDI Special 6. SDI Complex 7. NDI Regular 8. NDI Special 9. NDI Complex	1. 04/29/2025 2. 05/09/2024 3. 04/24/2025 4. 04/25/2025 5. 04/25/2025 6. 04/25/2025 7. 04/25/2025 8. 02/26/2025 9. 04/25/2025
Payroll Adjustment Notice - STD. 674	Issue disability pay; transfer of funds to TD, TD supplemental or TD allowance; transfer of funds for LC4800 and LC4811; Issuing Pay for Earning ID's not locked on the PAR for employees on Disability;	1. TD Regular 2. TD Special/Complex 3. Transfer Request/LC4800 4. Transfer Request/LC4811 5. Earning ID's not on PAR	1. 04/29/2025 2. 04/29/2025 3. 04/23/2025 4. 04/23/2025 5. 04/29/2025

PPSD Weekly Processing Dates 05/12/2025

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R	For payment type I, J, N, T, U, 6 ONLY: Change method of collection (payroll deduction or leave credit offsets) accounts receivable for payments related to disability;	1. Change Method of Collection Request/4400	1. 04/23/2025

PAYROLL ADMINISTRATION

Statewide Civil Service Payroll (General) Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #4: Payroll > Select #1: General Payroll (Including Lump Sum & Separation Payroll)

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - STD. 674	For payment type 0,7 ONLY: Issue pay, adjust pay (adjust time, salary, or time and salary), or transfer funds	1. Adjustments 2. Transfer of Funds 3. Military Pay	1. 08/09/2024 2. 04/08/2025 3. 04/14/2025
Payroll Adjustment Notice - STD. 674 Lump Sum Adjustments Only	For payment type 3, 4, 5, ONLY: Issue, adjust or transfer lump sum payments.		04/08/2025
Personnel Action Request (PAR) STD. 680 – Do Not Key Separations: January – October	**For separations in January – October ONLY:** Regular Pay, Lump Sum and contributions to Savings Plus	Separations Effective: January through October	04/23/2025

PPSD Weekly Processing Dates 05/12/2025

Document Type	Usage	Transaction Request	Oldest Date
[Personnel Action Request (PAR) STD. 680](#) – Do Not Key Separations: November – December 1st Tax Year PAR	**For separations in November – December ONLY – 1st tax year PAR**: Regular Pay, Lump Sum and 1st tax year contributions to Savings Plus	Separations Effective: November 1-15, 2024 1st tax year PAR must be received at SCO by 11/22/2024 November 16-30, 2024 1st tax year PAR must be received at SCO by 12/02/2024 December 1-31, 2024 1st tax year PAR must be received at SCO by 12/13/2024 *See Lump Sum FAQ for late PAR submissions and how to check the status of a PAR.	Separations Effective: November 1-December 31, 2024 **Received Late**

PPSD Weekly Processing Dates 05/12/2025

Document Type	Usage	Transaction Request	Oldest Date
Personnel Action Request (PAR) STD. 680A – Do Not Key Separations: November – December 2nd Tax Year PAR	**For separations in November – December ONLY – 2nd tax year PAR:** Regular Pay, Lump Sum and 2nd tax year contributions to Savings Plus	Separations Effective: **November 1-15, 2024** 2nd tax year PAR (if applicable) must be received at SCO between 12/16/2024 to 12/24/2024 **November 16-30, 2024** 2nd tax year PAR (if applicable) must be received at SCO 12/16/2024 to 12/24/2024 **December 1-31, 2024** 2nd tax year PAR (if applicable) must be received at SCO 12/30/2024 to 1/10/2025 * See Lump Sum FAQ for late PAR submissions and how to check the status of a PAR.	Separations Effective: **November 1-15, 2024 Received Late** Separation Effective: **November 16-30, 2024 Received Late** Separations Effective: **December 1-31, 2024 Received on Time**
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R	For payment type 0, 7 ONLY: Establish, change method of collection (payroll deduction or leave credit offsets) accounts receivable, and reversals*	1. Establish 2. Change Method 3. Leave Credit Offset	1. 08/13/2023 2. 04/082025 3. 04/08/2025

Note: For reversal submissions, please use the Establish Processing Date

PPSD Weekly Processing Dates 05/12/2025

Statewide Civil Service Payroll (Premium) Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #4: Payroll > Select #5: Premium Pay

Document Type	Usage	Transaction Request	Oldest Date
Miscellaneous Payroll/Leave Actions - STD. 671 Or STD. 674	For payment type 1, 2 ONLY: Issue original overtime, shift, and holiday payments. Excludes Out of Class		04/30/2025
Payroll Adjustment Notice - STD. 674	Out of Class (OOC), On-Call (OC), Out of State (OS)		04/29/2025
Payroll Adjustment Notice - STD. 674	For payment type 1, 2, 8, A, D, F, G, H, S, Y: Issue pay, adjust pay (adjust time, salary, or time and salary), or transfer funds	1. Adjustments 2. Transfer of Funds	1. 02/27/2025 2. 01/17/2025
Payroll Adjustment Notice - STD. 674	For payment type 9's ONLY: Issue pay; transfer funds; adjustments; A/R		04/29/2025
Payroll Adjustment Notice - STD. 674	Grievance Award ONLY: Issue pay; adjustments; A/R		04/08/2025
Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R	For payment type 1, 2, 8, A, D, F, G, H, S, Y ONLY: Establish, change method of collection (payroll deduction or leave credit offsets), accounts receivable	1. Establish 2. Change Method 3. Leave Credit Offset 4. Refunds	1. 04/09/2025 2. 05/05/2025 3. 05/05/2025 4. 04/28/2025
Payroll Adjustment Notice - STD. 674	Issue pay for academic employees		01/27/2025
Payroll Adjustment Notice - STD. 674	Bi-Weekly Salary type 6: Issue pay for salary type 6		03/26/2025

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - STD. 674	Pay Differential 440 – $260 Pay Request: Issue pay and transfer of funds for GHCP payment.		04/30/2025

Statewide Garnishments Program

Document Type	Usage	Transaction Request	Oldest Date
Payroll Adjustment Notice - STD. 674	Reissue Monthly warrant with garnishment deduction		05/02/2025
Salary Garnishment - STD. 639	Establish, modify, or cancel garnishment/levy		05/02/2025
Salary Garnishment Child Support/Family Support - STD. 639 CFS	Establish, modify, or cancel child support garnishment		05/02/2025

Statewide Miscellaneous Deductions & Form W-2 Programs

Document Type	Usage	Transaction Request	Oldest Date
401K Employer Share (Bargaining Unit 6) - STD. 674	401K Employer Share (Bargaining Unit 6) - STD. 674		05/09/2025
Deceased Employee Data – PPSD 21	Report wages paid out to the beneficiary/designee		05/09/2025
Duplicate Wage and Tax Statement Request - STD. 436	Request duplicate W2		05/02/2025
Miscellaneous Deduction Change Report - STD. 650 (011/012)	Add, change, or delete maintenance deduction or One-time maintenance deduction		05/05/2025

PPSD Weekly Processing Dates 05/12/2025

Document Type	Usage	Transaction Request	Oldest Date
Non-USPS Adjustment Request – Payments STD. 676P Or STD. 676V	Report Fringe Benefit/Employee Business Expense		05/09/2025
Non-USPS Refund of Over collections - STD. 995R	Refund of over collections		05/02/2025
Non-USPS-Agency Collection Accounts Receivable – STD. 995A	To clear agency accounts receivables		05/02/2025
Payroll Adjustment Notice - STD. 674	Survivor: Report survivor benefits from CDCR; Nonresident Alien: Adjust taxable gross for Nonresident Aliens per tax treaty	Report survivor benefits from CDCR Nonresident Alien	05/09/2025 05/09/2025
Pre-Tax Parking Adjustment Notice - PPSD 360	Parking refund		05/05/2025
Pre-Tax Parking/Third-Party Administrator/ Reimbursable Account Enrollment – CalHR 682	Add, change, or cancel enrollment		05/01/2025
Salary Advances paid/offset report - STD. 422	Submit to W-2 program to clear agency collection salary advance/offset report.		04/25/2025
STD. 674 401K Employer Share (Bargaining Unit 6)			

PPSD Weekly Processing Dates 05/12/2025

Statewide Civil Service Retirement Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #5: Retirement

Document Type	Usage	Transaction Request	Oldest Date
[Payroll Adjustment Notice Accounts Receivable - STD. 674 A/R](#)	Establish, change method of collection (payroll deduction or leave credit offsets) accounts receivable for retirement related underpayments, or TDL request; (pay K)	1. TDL 2. Change Method 3. Leave Credit Offset	1. 05/09/2025 2. 05/09/2025 3. 05/09/2025

PERSONNEL ADMINISTRATION

Statewide Civil Service Audits Program

Contact Us at 916-372-7200 > Select Option 2: Statewide Civil Service Program > Select #2: CS Audits

Document Type	Usage	Transaction Request	Oldest Date
[Personnel Action Request (PAR) – STD. 680A](#)	1. Transaction Code 105 2. Dual SSN PAR for correcting a single or dual Social Security number (SSN) (**processed once per month**)		1. 05/08/2025 2. 04/15/2025
[Personnel Action Request (PAR) – STD. 680A](#)	PAR Package – PAR transactions requiring SCO processing		11/22/2024
[Stipulation PAR – STD. 680A](#)	Stipulation PAR packages		04/10/2025

PPSD Weekly Processing Dates 05/12/2025

ADDITIONAL RESOURCES

Organizational Management
PPSDPositionControl@sco.ca.gov
- Payroll Procedures Manual: Position Control - Section C
- STD. 607 - Change in Established Positions
- STD. 407 - Payroll Header Change

Benefits Administration
PPSDCSBenefits@sco.ca.gov
- Benefits Administration Manual (BAM)
- CS Benefits Open Enrollment Checklists
- Dental Enrollment Toolkit
- California Department of Human Resources Benefits Calculator
- State Employee Benefits Quick Reference Guide
- How to complete the Health Premium Reconciliation STD. 674 A/R mentioned in CalPERS Circular Letter 600-049-18
- ❖ If you have had any employees who recently experienced a loss in coverage due to late verification during Dependent Eligibility Verification, please click here.

Statewide Civil Service Disability Program
PPSDDisability@sco.ca.gov
- Statewide Civil Service Disability Program (ca.gov)
- Enhanced Nonindustrial Disability Insurance Calculator
- Industrial Disability Leave Supplementation Calculator
- State Disability Insurance Supplementation Calculator
- Disability Supplementation and the Personal Leave Program
  NDI and IDL worksheet for employees who work during the disability period and receives regular pay, that is subject to the PLP program.
- STD. 674D - Industrial/Non-Industrial Disability Pay Request
- Workload Definition for Statewide Civil Service Disability Program

Payroll Administration
PPSDCSGarnishments@sco.ca.gov
PPSDCSPayroll@sco.ca.gov
PPSDCSPremiumpay@sco.ca.gov
PPSDCSStipulations@sco.ca.gov
- Leave Credit Offset Calculator
- Military Pay Examples
  o STD. 674 A/R
  o STD. 674
- Other Post-Employment Benefits (OPEB) FAQ - CalHR website

- Other Post-Employment Benefits (OPEB) Payroll Automation FAQ
- Overtime Calculator
- Paycheck Calculator
- Payroll Procedures Manual (PPM)
- Requesting Employment History
- Requesting Pay History
- Stipulation Guide for the Departmental Human Resources Office

Direct Deposit
PPSDDirectDeposit@sco.ca.gov
- SCO Enterprise File Transfer Reference Guide
- SCO Enterprise File Transfer User Access Request Form
- Direct Deposit Automation Toolkit
- 699 Excel Spreadsheet File Generator

Personnel Administration
PPSDCSPersonnel@sco.ca.gov
- Personnel Action Manual (PAM)
- Guide to Keying: The R01 Employment History Transaction
- PPSD Lump Sum Separation Tool Kit
- Dual Social Security Number (SSN) Prevention
- Other Post-Employment Benefits (OPEB) Collective Bargaining Identifier (CBID) Frequently Asked Questions
- PAM Revisions

Statewide Civil Service Retirement Program
PPSDCSRetirement@sco.ca.gov
- Annual Retirement Compensation Max FAQs

Statewide Tax Support Program
PPSDSTSP@sco.ca.gov
- Form W-2 - 2020 Wage and Tax Statement FAQ
- Out-of-State/Country Tax Withholding FAQs
- 2020 EAR/STD. 686 and Federal Withholdings Toolkit

Library
- State Controller's Office Letters
- Broadcast Email Subscription
- Broadcast Email Archive
- Payroll Procedures Manual (PPM)
- Payroll Procedures Manual (PPM) Revisions

PPSD Weekly Processing Dates 05/12/2025

- [Personnel Action Manual (PAM)](#)
- [Personnel Action Manual (PAM) Revisions](#)
- ❖ Frequently Asked Questions:
    - o [CalHR Other Post-Employment Benefits (OPEB) FAQs](#)
    - o [SCO OPEB CBID FAQS](#)
    - o [Out-of-State Tax Withholding FAQs](#)
    - o [2020 Annual Retirement Compensation Max FAQs](#)
    - o COVID-19: PPSD is open for business as usual. Please access our [COVID-19 FAQs](#). *Updated 4/7/2020*
    - o [EPSLA/E-FMLA Benefit FAQ](#): Documentation, Payroll Processing, and Benefit Calculation
    - o [Form W-2 - 2020 Wage and Tax Statement FAQ](#)

Contacts
- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- [Connect HR](#)
- [Decentralized security request contact](#)
- [California Personnel Office Directory (CPOD)](#)