



THE PPSD REGISTER

The mission of the Personnel and Payroll Services Division is to provide accurate and timely personnel and payroll services through quality customer service.

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Personnel and Payroll Services
Division



Key Highlights This Month

- ✓ [Our Promise Campaign](#)
- ✓ [SCOConnect: W-2 Paperless Feature](#)
- ✓ [Lump Sum Separation Peak Season Is Here](#)
- ✓ [Year-End Payroll Processing and Tax Reporting](#)
- ✓ [California State Payroll System Project Monthly Snapshot](#)

SCO KEY INITIATIVES

SCOCONNECT:
[CAL EMPLOYEE
CONNECT/
CONNECTHR](#)

[CALIFORNIA STATE
PAYROLL SYSTEM
\(CSPS\) PROJECT](#)

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

Our Promise Campaign

Did you know that with [Our Promise: California State Employees Charitable Campaign](#), you can effortlessly continue your charitable contributions even after retirement? Through our partnership with the Public Employees' Retirement System (CalPERS), you can support your favorite nonprofits via payroll deductions from your retirement check! Start your legacy of giving today by visiting uwccr.org/retirees.



SCOConnect: W-2 Paperless Feature

Make a statement; go paperless! Cut down on unnecessary paper by encouraging employees to opt-in to the 2024 W-2 paperless feature by November 30. Opting in to receive your 2024 W-2 Statement on [Cal Employee Connect \(CEC\)](#) helps save time and resources. Employees who opt-in get early access to their W-2 Statement and can download a free copy of 2016 to current W-2 Statements at any time. Opt-in for paperless W-2 Statements and help reduce our carbon footprint.

Once employees log into CEC, the “W-2 Paperless Enrollment” prompt shown above will appear. This prompt will enable employees to opt-in for receipt of paperless W-2 Statements if they have not already done so.

Encourage your employees to go paperless today!

HELPFUL TOOLS



[Email Subscriptions](#)

[Civil Service Weekly Processing Dates](#)

[Decentralized Payroll Calendars](#)

[SCO Letters](#)

[Personnel Action Manual \(PAM\)](#)

[Payroll Procedures Manual \(PPM\)](#)

[Requesting Employment History](#)

[Requesting Pay History](#)

[Statewide Training](#)

[Payroll Flyers and Global Messages](#)

[Verification of Employment](#)

W-2 Paperless Enrollment

Need to download your W-2 Statement at any time?

Paperless W-2 Statement allows you to download from any internet-connected device:

- Your previous years' W-2 Statements
- Your next year's W-2 Statement at least two weeks before the printed version is mailed-out.

[Go W-2 Paperless today!](#) [Remind Me Later](#)

Lump Sum Separation Peak Season Is Here!

It is officially Lump Sum Separation peak season. Please see below Personnel Action Request (PAR) package receipt dates for November and December separations:

- When separating **November 1-15, 2024**
 - First PAR must be received at the State Controller's Office (SCO) by November 22
 - Second PAR (if applicable) must be received at SCO between December 16-December 24
- When separating **November 16-30, 2024**
 - First PAR must be received at SCO by December 2
 - Second PAR (if applicable) must be received at SCO between December 16-December 24
- When separating **December 1-31, 2024**
 - First PAR must be received at SCO by December 13
 - Second PAR (if applicable) must be received at SCO between December 30-January 10

Avoiding PAR Documentation Errors

An examination of PAR documentation errors from the 2023-2024 peak season showed that most errors were made on the following PAR items. The information linked below will help departments avoid those errors.

- **Items 620 and 625:**
 - The [Lump Sum Separation Process eLearning Modules 3 and 4](#) include steps to help determine the employee's total accrued leave to enter in PAR Items 620 and 625.
 - When an employee is deferring any leave balances into the next tax year, page 4 of [A Guide for Avoiding Common Errors: Lump Sum Documentation and Processing](#) may be used to help determine the amount of accrued leave to enter in PAR Items 620 and 625. Another resource is the [Lump Sum Separation Process eLearning Module 7](#).
- **Item 962:** To correctly complete PAR Item 962, see pages 4 and 5 from "A Guide for Avoiding Common Errors."
- **Signature:** Be sure the PAR is signed and dated before submitting the PAR package to SCO.

When uploading Lump Sum Separation PAR Packages to SCO, review page 6 of "A Guide for Avoiding Common Errors." Do not submit an inquiry or duplicate PAR, as this may significantly impact processing time. See question number 8 in the [Lump Sum Separation Pay FAQ](#) for information regarding how to check the status of a PAR package.

Contact the [Statewide Customer Contact Center](#) at (916) 372-7200 with questions.

Statewide Tax Support Program: Year-End Payroll Processing and Tax Reporting

Year-end payroll processing and tax reporting season has arrived! Below are a few reminders to consider as you work through the peak season.

Address Updates for Direct Mailing of 2024 Forms

- Review [Payroll Letter 24-010 – Direct Mailing of 2024 Form W-2 and 1095-C Forms and Return Address on the Forms to Employees](#) for information about updating addresses for Form W-2 and Form 1095-C mailing.
- To facilitate the return of undeliverable forms, departments must validate their own return addresses and notify PPSDSTSP@sco.ca.gov for changes.
- Remind employees with mailing address changes to submit an updated [STD 686 - Employee Action Request \(EAR\)](#) before December 19, 2024.

Document Cutoff Dates for Calendar Year-End Processing

- Review [Payroll Letter 24-011 – Document Cutoff Dates for 2024 Calendar Year-End Processing](#) to ensure that each employee's 2024 Form W-2 is accurate.
- In December, SCO will issue a Payroll Letter with the date departments may see employee address listings on Mobius as the 2024 Form W-2s will be mailed to employees no later than January 31, 2025.

Salary Advance Initial/Offset Reporting

- Review [Payroll Letter 24-013 - Salary Advance Initial/Offset Reporting – Year End](#) for cutoff dates and reporting to ensure that the employee's 2024 Form W-2 is accurate.
- After December 2, no initial reporting for the 2024 tax year will be accepted. SCO will need to issue a warrant before a corrected 2024 Form W-2 can be generated.

Deceased Employee and Designee/Beneficiary Reporting

- Review [Payroll Letter 24-012 – Deceased Employee and Designee/Beneficiary Reporting](#) for cutoff dates and reporting to ensure that the employee's 2024 Form W-2 is accurate and the designee/beneficiary receives a [Form 1099 MISC, Miscellaneous Income](#) timely.

Agency Collection Accounts Receivable Reporting

- Review [Payroll Letter 24-011 – Document Cutoff Dates for 2024 Calendar Year-End Processing](#) to ensure that each employee's 2024 Form W-2 is accurate.
- When an A/R is satisfied via agency collection, a form STD. 995A, Non-USPS Agency Collection Accounts Receivable is required to insure accurate reporting of the employee's taxable income.

California State Payroll System Project Monthly Snapshot

The California State Payroll System (CSPS) Project is moving along as expected and is on schedule for awarding a contract for a System Integrator (SI). The SI will help develop, integrate the various system components, and implement the new payroll system. Best and Final Offer (BAFO) submissions were received in October. The BAFO process is a crucial part of government contracting where bidders are given a final chance to submit their most competitive proposals.

What is the purpose of BAFO?

- To obtain the best possible value for the implementation of the CSPS Project
- A final opportunity for approved bidders to improve their proposal by reducing the pricing, clarifying or modifying their proposal, or providing additional information

How does BAFO work?

- After bidders have submitted their proposals and the scope of work is agreed upon, they are asked to submit a final offer without room for further negotiation
- Helps create competition between bidders and gives the State a clearer picture of what each bidder can offer

What are the next steps?

- BAFO submissions were received in October
- California Department of Technology (CDT) will notify the selected vendor and post a notification of award
- The CSPS Project Team will finalize Project Approval Lifecycle (PAL) Stage 4 documentation for submission in November.
- Approval of this documentation by CDT will signify that the project team has satisfied all requirements and is ready to move into the next stages of the project

As the final steps of the bidder selection unfold, the CSPS Project Team will keep you updated and apprised of developments.

If any questions or inquiries arise, please feel free to reach out to us at CSPSHelp@sco.ca.gov. We also invite you to explore our [CSPS Project](#) website.