



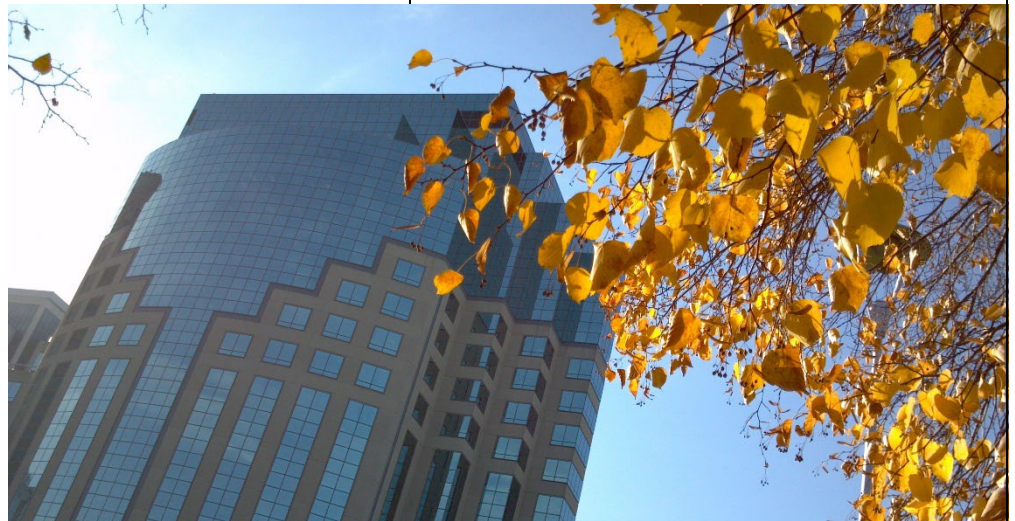
# THE PPSD REGISTER

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

**December 2024**

VOL 5, ISSUE 12

State Controller's Office  
Personnel and Payroll Services  
Division



## Highlights This Month

- ✓ [Our Promise Campaign](#)
- ✓ [Statewide Tax Support Program](#)
- ✓ [Year-End Appreciation](#)
- ✓ [STD. 699 Direct Deposit Enrollment Authorization](#)
- ✓ [Statewide Training Program](#)
- ✓ [Annual Purge](#)
- ✓ [Savings Plus Update: Retirement](#)
- ✓ [California State Payroll System Project Update](#)

## SCO KEY INITIATIVES

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

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

## CONTACT US

(916) 372-7200

[ppsdops@sco.ca.gov](mailto:ppsdops@sco.ca.gov)

## Our Promise Campaign

Spread the joy of giving this holiday season with [Our Promise!](#) Thanks to our partnership with the Public Employees' Retirement System (CalPERS), you can support your favorite nonprofits beyond retirement via payroll deductions from your retirement check! Embrace the spirit of the season and start your legacy of giving today at [uwccr.org/retirees](http://uwccr.org/retirees).



## 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](#)

## Statewide Tax Support Program

### W-2 Wage and Tax Statement Mailings

California Civil Service (CS) and California State University (CSU) employees will receive their 2024 Form W-2, Wage and Tax Statement, electronically or by mail from SCO by **January 31, 2025**. Undeliverable Form W-2s will be forwarded to department human resources office addresses that have been verified in December.

For additional information, please review [Payroll Letter 24-010](#) Direct Mailing of 2024 Form W-2 and 1095-C Forms and Return Address on Forms to Employees

### Fringe Benefit Accounts Receivable

Fringe Benefits processed in December can generate a one-time payroll deduction Accounts Receivable (A/R) for the January monthly payroll. This is for accurate Form W-2 reporting purposes only. A/Rs will have a unique class code and serial number 999. Please see Payroll Procedures Manual (PPM) [Section N 173](#), Item Code and Item Description, for a listing of the class codes.

## Year-End Appreciation to State of California Human Resources Offices

As another year wraps up and 2025 rapidly approaches, PPSD wants to take a moment to thank all State of California Human Resources (HR) offices and our partners for the outstanding work you have continued to provide to nearly 300,000 California CS and CSU employees throughout 2024. Following our shared goal to serve our state colleagues and all Californians at the highest level possible, this critical work would not be complete without the hard work performed by every single one of you.

To support HR offices in our shared goal, PPSD continues to look for enhancements to make your day-to-day duties as HR Professionals as efficient as possible. The SCOCConnect Team (Cal Employee Connect and ConnectHR) continues to make updates and add enhancements to ensure state employees and HR professionals have a successful and efficient self-service portal. Cal Employee Connect (CEC) and ConnectHR provide some of the enhanced functionality the California State Payroll System (CSPS) Project will deliver upon completion of the project.

As the CSPS Project progresses, the CSPS team continues to work diligently to modernize the State's Human Resource and Payroll systems. This will ultimately create a smooth transition for state employees and Human Resources Professionals from the Uniform State Payroll System (USPS). The delivery of personnel and payroll services for the State of California and the people we serve will be transformed, ensuring accurate and timely payroll for state employees. The CSPS Project will enhance online view capabilities for personnel and payroll data, providing users with user-friendly tools and speedy processing times, improved reporting capabilities, and automated validation checks.

We want to extend our gratitude to you, for navigating and adapting to our system enhancements, participating at our [Human Resources Forums](#), and continuing to work towards our shared goal of serving our state colleagues and all Californians at the highest level possible. We are looking forward to a bright future and a promising 2025!

## STD. 699 Direct Deposit Enrollment Authorization Form Update

Effective January 1, 2025, SCO will no longer accept STD. 699 Direct Deposit Enrollment forms. Employees must submit their "New" or "Change" of enrollment via CEC and follow the steps below:

1. Employees create or access their account in [CEC](#)
2. Employees are required to be on their departmental network to enroll in Direct Deposit or make changes to an existing enrollment.
3. Access the Employee Services tab and then select Direct Deposit

- a. If the employee is new to state service, they will need their first warrant to create the account.
4. Employees will need to enable [Multifactor Authentication \(MFA\)](#) to their CEC account.
  - a. If MFA is not enabled, then the Direct Deposit Feature will not be available.

For agencies with employees that do not have access to CEC, please complete a Direct Deposit 699 file generator interest form found at [Direct Deposit](#).

If employees need to cancel their direct deposit, the Agency will need to contact the Direct Deposit program at (916) 372-7200 and select option 1.

## Statewide Training Program

As HR professionals in a decentralized personnel and payroll environment, adequate training to support and perform personnel and payroll transactional processing is essential. The Statewide Training team offers many virtual, instructor-led courses to help you understand and be successful in the work that is required of you. This ensures that state employees receive correct compensation and do not incur financial or personal hardships resulting from errors to salary, benefits, taxes, and retirement.

### **Helpful tips to reinforce your training and expand learning opportunities.**

- Understand your agency-specific business rules, and any additional information you need to know.
- Keep a library of the tools you need to complete the specific tasks for which you are responsible for and review them for accuracy. To stay up to date, check in with your supervisor on specific questions you may have and review your tools with them to receive clarity on instructions.
- Use the resources available to you. [Self-Paced Training Courses](#) provide you a chance to learn quality standards through visual, auditory, and hands-on lessons. These lessons are designed to keep you adequately informed about potential job-specific business rules before you encounter them.
- Audit your work for quality assurance at regularly scheduled intervals. This can help catch and correct potential issues before they become bigger. Communicate your observations and strategize ways with your supervisor to reinforce your foundational knowledge and support your continuous improvement efforts.

### **Do not have enough time to attend a full day training course?**

The Statewide Training team has got you covered! We are pleased to offer you 70 self-paced courses on the [SCO website](#). These 20-to-40-minute classes have been specifically designed to provide you the tools you need to ensure that you have the knowledge and training required to accurately enter source data and process transactions.

Our team is committed to supporting a successful employee learning experience through the delivery of relevant training in the most effective and efficient method for conveying critical job knowledge and skills. As we continue to broaden our development and delivery of training,

we encourage you to let us know how we are doing. Your participation and feedback help us determine which statewide training needs are most critical, so we can plan accordingly.

To offer your comments or feedback, please contact us at [ppsdtraining@sco.ca.gov](mailto:ppsdtraining@sco.ca.gov).

## California Leave Accounting System Annual Purge

The Purge Process of the California Leave Accounting System (CLAS) will run December 9. This process deletes:

- Employees who have been inactive for the last five years.
- State service or leave benefit data older than five years.
- Employees who have been Not Leave System Eligible (NLSE) for more than five years.

When an employee has state service or leave benefit data deleted, a Purge Balance/Total transaction is created based on the most recent End Balance and posted to the January following the year being purged. For example, when the 2019 year is being purged, Purge Balance/Total transactions will post to January 2020.

The Purge Process will not post Purge Balance/Total transactions to employees who have a Position Sequence Out of Service (OOS), State Service OOS, or Leave Benefit OOS condition. Also, transactions will not post to accrued benefits if the Establishment Period is not active during January or if it has been deleted.

Any error messages generated, must be resolved by the agency. If the purge balance/total transaction amount is incorrect, void the transaction and post a begin balance (code 24) or begin total (code 27) transaction for the correct amount.

Purge balance/total transactions will not post for:

- Employees whose Personnel Information Management System (PIMS) history is out of service;
- State service or leave benefits that are out of service; or
- Accrued benefits that do not have an active establishment period during the January leave period.

Errors and retroactive changes must be resolved no later than 6:00 p.m. on December 9, 2024. Please refer to [Leave Accounting Letter #24-007](#) for additional information.

## Savings Plus Update: Retirement

We are officially in retirement busy season! Upon retirement, many employees defer their eligible leave into a Savings Plus account. The Internal Revenue Service (IRS) has released the 2025 contribution limits, which will affect how much employees can contribute lump sum separation pay into their account(s). Please see the table below for more information.

	2024	2025
<b>Annual Limit:</b>	\$23,000	<b>\$23,500</b>
<b>Age Based (50+) Catch-Up:</b>	\$7,500	<b>\$7,500</b>
<b>Age 60-63 Catch-Up:*</b>	n/a	<b>\$11,250</b>
<b>Traditional Catch-Up**</b>	Requires Approval**	Requires Approval**

\*This is a new IRS provision pursuant to the [SECURE 2.0 Act \(Section 109\)](#). Employees over age 50 can still take advantage of the age 50+ catch-up. However, starting in 2025, those who will reach ages 60, 61, 62, or 63 by the end of the calendar year may use an alternate increased amount of \$11,250.

\*\*Traditional Catch-Up (TCU) must be approved by Savings Plus before claiming on a lump sum form. The approved TCU amount is added to the Annual Limit for the full amount employees are eligible to contribute. Employees who want to claim TCU must contact Savings Plus at 1 (855) 616-4776.

Please direct employees who are interested in contributing their Lump Sum Separation Pay to [Savings Plus](#). Employees will find excellent resources including tools, forms, and Frequently Asked Questions on this website.

## California State Payroll System Project Update

The [California State Payroll System \(CSPS\) Project](#) will modernize the current state personnel and payroll system by automating manual processes to create a cohesive workflow.

Sarah Lever from SCO PPSD has worked in personnel for 16 years, seven of those with PPSD. When she is not working in the system herself, she is training others to do so.

Sarah shared what a modern and integrated personnel and payroll system would mean for her.

*"I feel an automated and integrated system will allow me to operate with a higher level of consistency...complete[ing] my duties accurately gives me the confidence to excel at those duties. I will no longer have to spend so much time looking for those inconsistencies or errors."*

Sarah is excited about experiencing a dynamic personnel and payroll system.

*"With a few clicks or entries, updates will be transmitted to all the affected areas with speed. I imagine it's going to feel a lot like having a magic wand."*

Sarah sees how challenging the current system is to learn. With CSPS, she looks forward to a straightforward system that everyone can use.

*“I am looking forward to witnessing the confidence of our users empowered by a consistent, cohesive, and intuitive system. Gone will be the days of doubt and worry over calculations or if rules were administered uniformly. Our users will be able to complete their tasks with the confidence that our new system can handle the multitude of details for our diverse workforce.”*

Sarah's unique perspective brings to light how implementing a modern personnel and payroll system can provide future benefits. Be sure to look out for more testimonials from fellow state colleagues and leaders coming your way every other month.

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