



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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Division



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SCOCONNECT:

[CAL EMPLOYEE
CONNECT
CONNECTHR](#)

SCO KEY INITIATIVE

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

CONTACT US

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Welcome New PPSD Division Chief!

The Personnel and Payroll Services Division (PPSD) is excited to officially announce our new Division Chief, Lisa Dean.

With service at the State Controller's Office (SCO) dating back to 2006, Division Chief Dean brings deep institutional knowledge and experience to her role. She graduated with a Bachelor of Science (B.S.) in Business - Organization Management from the University of the Pacific. Division Chief Dean started her state service in 2001 with the Board of Equalization where her interest in Human Resources (HR) flourished. She has spent the last 24 years holding various roles within personnel and payroll services.

Division Chief Dean enjoys and thrives on the fast-paced work that is personnel and payroll. She believes it is challenging but rewarding and provides her with an opportunity to continue to learn and contribute to our state employee population for everyone to thrive. Quoted from Division Chief Dean, "I value the remarkable team I have the privilege of working with and am proud to represent PPSD and the SCO."

Please join PPSD to congratulate our new Division Chief Dean on this well-deserved appointment. We are so excited to see the great things ahead under her inspiring leadership!

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](#)

SCO Forums

[Transaction Supervisors' Forum:](#)

February 18

March 19

[Transaction Specialists' Educational Forum:](#)

February 5

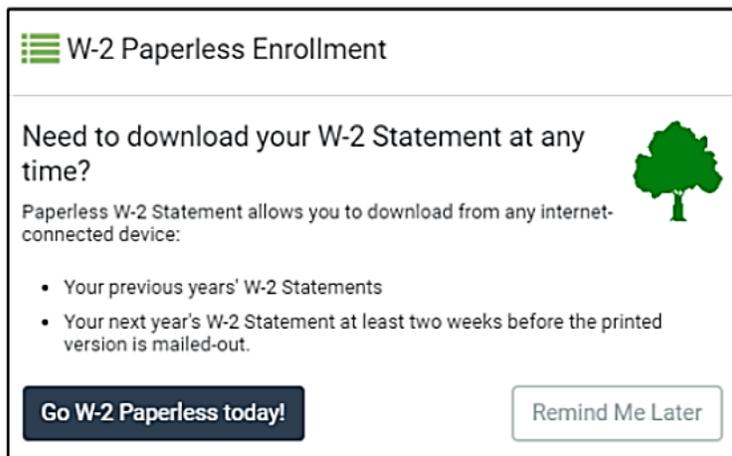
April 2

Cal Employee Connect Paperless W-2 Opt-in

The Enrollment for Form W-2 Paperless is now open! Make a statement; go paperless!

Cut down on unnecessary paper by encouraging employees to opt-in to the W-2 paperless feature. The enrollment period runs annually from February 1 through November 30.

Employees who opt-in get early access to their Form W-2 Statement, as well as being able to download and print a free copy of their 2016 to current Form W-2s at any time. Opting-in for paperless Form W-2s on [Cal Employee Connect \(CEC\)](#) helps reduce our carbon footprint and saves time and money. Once employees log into CEC, the following prompt will appear to opt-in to receiving a paperless W-2 Statement.



The screenshot shows a web interface titled "W-2 Paperless Enrollment". It asks the user "Need to download your W-2 Statement at any time?" and explains that the paperless feature allows downloading from any internet-connected device. A green tree icon is on the right. Below the text is a bulleted list of benefits: "Your previous years' W-2 Statements" and "Your next year's W-2 Statement at least two weeks before the printed version is mailed-out." At the bottom are two buttons: "Go W-2 Paperless today!" and "Remind Me Later".

Enrollment for this feature is from February 1 through November 30. Please encourage your employees to go paperless today!

Statewide Tax Support Program: Duplicate Form W-2 Wage and Tax Statements

All Form W-2s were mailed before January 31, 2026. Employees are encouraged to print a copy of their Form W-2 using [CEC](#) if they did not receive one. To download a copy of their 2025 Form W-2, they must opt-in to the Paperless W-2 feature to receive their Form W-2 electronically.

If a duplicate copy is needed, please have the employee complete a [Std. Form 436 Duplicate Wage and Tax Statement Request](#) and email it to PPSDW2DupCor@sco.ca.gov. There is a non-refundable \$8.50 processing fee to request a duplicate Form W-2. The fee will be waived if an employee's departmental HR Office submits a request by March 2, 2026, if their mailing address has not changed. Only those employees who opted not to receive an electronic Form W-2 will be eligible for the fee waiver. Requests submitted to SCO take approximately three weeks to process.

For questions, please contact the Statewide Duplicate W-2 Customer Contact at (916) 445-2849 or PPSDW2DupCor@sco.ca.gov.

Updates Coming Soon to CalHR Benefits

The California Department of Human Resources (CalHR) continues to work on refreshing the [Benefits Administration Manual \(BAM\)](#) to improve usability and navigation for state HR professionals. BAM is the statewide guide HR staff rely on to administer employee benefits accurately and consistently. These updates are expected to begin rolling out in the first quarter of 2026.

In addition, CalHR will soon launch a new Benefits Ambassador Training Series designed to support HR professionals who administer benefits to employees. The first session, “BAM Basics & Navigation,” is planned for the first quarter of 2026 and will cover how to navigate the updated BAM and review the fundamentals of CalHR-administered state benefits. To stay updated on the training, visit [Benefits Ambassador Training](#).

Statewide Benefits Program: March 2026 Dependent Eligibility Verification

Departments will soon receive eligibility verification documents and completed [Dependent Eligibility Verification Checklists \(CalHR 781\)](#) from employees. It is critical that departments verify dependent eligibility for health benefits in [myCalPERS](#) by April 1, 2026. Delays will result in employees’ dependents losing health care coverage and the creation of Accounts Receivable(s) (A/Rs).

Departments can also view the [Dependent Eligibility Verification Schedule](#) on the CalPERS website. Please see below helpful tips and resources regarding dependent eligibility verification:

- Review the [CalPERS resources](#).
- Review the [CalHR Dependent Re-Verification Webpage](#) for HR Offices.
- Verify dependent eligibility on a flow basis.
- Dis-enroll ineligible dependents from health, dental, and vision benefits in a timely manner.
- Use the “Dependent Verification End Date Report” in myCalPERS to determine which employees are required to verify eligibility of dependents for health benefits during the November verification cycle.
- Notify employees in writing of deficient documents.

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

Verification of Employment

California Civil Service (CS) and California State University (CSU) employees who require employment and income verification can follow the below options to obtain verification:

- **Work Number:** [The Work Number](#) is an automated service that departments and campuses voluntarily elect to participate in. Employees at participating departments or campuses can use this system when it is necessary to provide employment or income verification to organizations such as mortgage companies or rental agencies.
- **Contact Departmental HR Office:** It is best to reach out to the Departmental HR Office for any employment information you cannot obtain from the Work Number.
- **Statewide Locator:** Contact the Statewide Locator by phone at (916) 322- 2760 to obtain the employees' CS agency or CSU campus contact information.

Additional information can be found on [The Work Number Employment and Income Verification](#).

Statewide Tax Support Program: Verification of Nonresident Alien Employees

Departments must verify Nonresident Alien employees by March 13, 2026. To ensure compliance with Internal Revenue Services (IRS) requirements, review [Personnel Letter #26-001](#) and [IRS Notice 2005-76](#), and follow the steps below.

1. Review the report "Employees Identified as Nonresident" (PDW7170) in ViewDirect to determine if all Nonresident Alien employees subject to IRS Notice 2005-76 are listed.
2. To add or delete employees from the report, follow the directions in Personnel Letter #26-001. Complete the form on page 3 of the Personnel Letter and submit it to the SCO by March 13, 2026.
Reminder: Departments must submit this form even if they do not have any Nonresident Alien employees subject to IRS Notice 2005-76. Changes to a department's list of Nonresident Alien employees should be reported to SCO monthly.
3. If your department does not hire NRA employees, mark the box 'I certify that the department listed above does not hire NRA employees (Annual Certification)' at the bottom of the form. The annual certification can be submitted once for the whole year.
4. Verify that Nonresident Alien employees have completed a [Std. 686 Employee Action Request Form](#) or [Std. 457 CSU Student Payroll Action Request](#) correctly, per IRS Notice 2005-76 and Personnel Letter #26-001.

For questions, please contact the Statewide Tax Support Program at PPSDSTSP@sco.ca.gov.

A Year in Review: The California State Payroll System Project

The [California State Payroll System \(CSPS\) Project](#) made significant strides throughout 2025, marking the year as a period of strong progress, collaboration, and forward momentum. Thank you to all of you for your support and dedication to this project!

The year began with the successful completion of the Project Approval Lifecycle (PAL) Stage Four (4) in January 2025, establishing a solid foundation for the work ahead. Momentum continued in March with the Solution Integrator (SI) contract awarded on March 12th, followed closely by the formal start of the Project Planning Phase, which are made up of Project Planning and Design Planning subphases. That same month, the project team hosted the CSPS Project Kickoff Meeting, bringing stakeholders together around shared goals, timelines, and expectations.

By midyear, the project achieved several important planning and communications milestones. In June 2025, project leadership approved the DLV 1.2 Implementation Schedule, a key step in aligning delivery expectations. The CSPS webpage refresh also launched in June, improving visibility and access to project information for external stakeholders across the state.

The fall months reflected continued execution and outreach. The Project Planning subphase was completed in

August 2025, coinciding with the launch of the CSPS Awareness Campaign, which helped broaden understanding around the project's objectives. In October, the project team reached two more milestones with the first DART Quarterly Meeting and the completion of the Design Planning subphase, reinforcing cross-functional collaboration and design readiness.

November featured the inaugural SCO Executive Town Hall. During this meeting, the CSPS Project leadership presented project updates to department executives across the state to elevate the awareness of SCO initiatives. The month also marked an important transition for the [CSPS team](#), with Kiran Kesireddy joining the project as the new Project Manager, strengthening leadership as the project moves into its next phase, Design, Development, Configuration, and Implementation.

Together, these milestones reflect a year of meaningful progress and position the CSPS Project for continued success in 2026 and beyond.

We are dedicated to sharing information and continuing to keep you updated on progress and milestones of the CSPS Project. Please feel free to reach out to the [Organizational Change Management \(OCM\)](#) team at CSPShelp@sco.ca.gov with any questions or inquiries. We also invite you to explore our website at: [California State Payroll System \(CSPS\) Project](#).