



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.

January 2025

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State Controller's Office
Personnel and Payroll Services
Division



Highlights This Month

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SCO KEY INITIATIVES

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

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

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

Statewide Tax Support Program

Form W-2, Wage and Tax Statement Mailings

All California state civil service (CS), and California State University employees will receive their 2024 Wage and Tax Statement (Form W-2) electronically or by mail from the State Controller's Office (SCO) by **January 31, 2025**. Undeliverable Form W-2s will be forwarded to department human resources (HR) office addresses that have been verified in December.

For additional information, please review [Payroll Letter #24-010](#).

Fringe Benefit Accounts Receivable (A/R)

Fringe Benefits processed in December can generate a one-time payroll deduction 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.

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:

January 16

February 13

Transaction Specialists'

Educational Forum:

February 6

Meet the Team: PPSD Register

The PPSD Register Team has some exciting new changes for the 2025 editorial calendar. One exciting addition is the “Meet the Team” article series. This series will give readers the opportunity to get to know the PPSD teams.

To kick-off our series, we will introduce you to our PPSD Register Team – Shelley McCarthy, Nastassja Johnson, and Tiffany Fong-Mao. This team is a part of the PPSD Statewide Communications Program. Below is a paragraph featuring each team member and their contributions.

Shelley, PPSD Communications Analyst, is the lead on the PPSD Register. She organizes the yearly editorial calendar, hosts the editorial committee meetings, and makes final edits of the PPSD Register before submitting for publication. Her favorite part about being a PPSD employee is being able to work closely with PPSD Subject Matter Experts and constantly learning about each program area to create amazing articles for the newsletter.

Nastassja, PPSD Communications Manager, created the PPSD Register newsletter back in 2019. Her vision for the newsletter was for it to be a go-to resource for HR offices to receive relevant and interesting articles that would be helpful with their day-to-day work. She continues to oversee the newsletter and contributes to the editorial committee.

Tiffany, Program Chief of the Division Initiatives and Strategic Coordination section, oversees both the Communications Program and SCOConnect – Cal Employee Connect (CEC) and ConnectHR. She revamped the newsletter format upon joining SCO in 2022. She ensures all the new CEC and ConnectHR features are shared in the newsletter for you all to learn and reference.

The PPSD Register Team is committed to providing HR offices with quality and informative articles. We look forward to what 2025 has in store for the newsletter. If you have any suggestions or comments, please feel free to reach out to us at PPSDComs@sco.ca.gov.

Statewide Benefits Program: February 2025 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 **March 1, 2025**. Delays will result in employees' dependents losing health care coverage and the creation of A/Rs. Departments can also view the Dependent Eligibility Verification Schedule on the California Public Employees' Retirement System (CalPERS) website. Please see below helpful tips and resources regarding dependent eligibility verification:

- Review the [CalPERS resources](#)
- Review the [CalHR Dependent Re-Verification FAQs](#) for HR Offices

- Verify dependent eligibility on a flow basis
- Disenroll 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 January verification cycle
- Notify employees in writing of deficient documents

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

Savings Plus Update

Gear Up for 2025!

[Savings Plus](#) is here to equip you with tools, resources, and personalized support to ensure you are ready for the financial journey ahead. Whether you are just starting to think about your financial future or fine-tuning your strategy, we have exciting new ways to help you connect, stay informed, and act.

What is New for You?

Curious if you are on track? [My Income and Retirement Planner \(MIRP\)](#) is an all-in-one digital retirement and financial planning tool designed to help you take control of your financial future. It offers personalized guidance, flexibility, and a clear path to informed decision-making. Log into your account and use real-time information to explore “what-if” scenarios to set, adjust, and monitor your retirement savings goals. With an intuitive design and tailored insights, it simplifies the process, empowering you to create a secure, customized plan that grows with you. Start now and visualize your financial path with confidence.

Retirement Resource Group

Have complex questions? The licensed financial professionals in our recently added Retirement Resource Group are here to help. Get the clarity you need to

move forward with confidence, reach out today at (877) 677-3678.

What is New for Departments?

Savings Plus is more than an individual benefit, it is a department-wide strategic approach to foster financial wellness for all California CS employees. Bring financial education into your department as an initiative that supports workforce planning through new employee onboarding, employee engagement, and succession planning. A comprehensive [State Leaders Benefit Kit](#) is available to state leaders to help you support your employees as they enroll and participate in Savings Plus and prepare for life in retirement.

Financial Education and Empowerment Day (FEED)

This partial or full day event takes a holistic approach, offering multiple modalities and opportunities to elevate financial wellness at your department. It is more than just a workshop; it is a transformative experience for your team’s financial future.

FEED your team's future with smart planning

Financial Education and Empowerment Day



PRESENTATION

POWER SESSIONS

RESOURCE HUB

Dynamic presentation(s) customized to align with audience's interest.

Personalized 15-minute breaktime sessions to get guidance tailored to your financial goals.

Interactive resource table providing free tools and resources, person-to-person support, and giveaways.

Offered in-person or virtually

We look forward to collaborating with you - SPPOutreach@calhr.ca.gov

Contact us today to explore how we can support you and/or your team:

SPPOutreach@calhr.ca.gov

California State Payroll System Project Update

The [California State Payroll System \(CSPS\) Project](#) is on schedule to award a contract for a Solution Integrator (SI) in early spring of 2025. The SI will help develop and implement the new payroll system. The Project Team would like to share some information about the vendor procurement process and what you can expect moving forward.

The CSPS Project is nearing the conclusion of the Project Approval Lifecycle (PAL). The California Department of Technology (CDT) oversees the PAL process which consists of four stages. So far, CSPS has received approval for PAL stages 1 to 3, and is currently in stage four.

When will PAL stage four be complete?

- The Procurement Team is expecting PAL stage four to be completed early this year

Why is the PAL stage four milestone significant?

- When stage four is complete, the CSPS Project will have selected a vendor, awarded a contract, finalized the project's budget and schedule, and received approval to move forward from the Department of Finance and the Legislature

What is the next step?

- The CSPS Project will move into the project execution phase, which consists of design, development, testing, and implementation of the new system

As progress continues toward the PAL stage four milestone, the CSPS Project will keep you updated as the vendor procurement process continues to unfold.

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.