



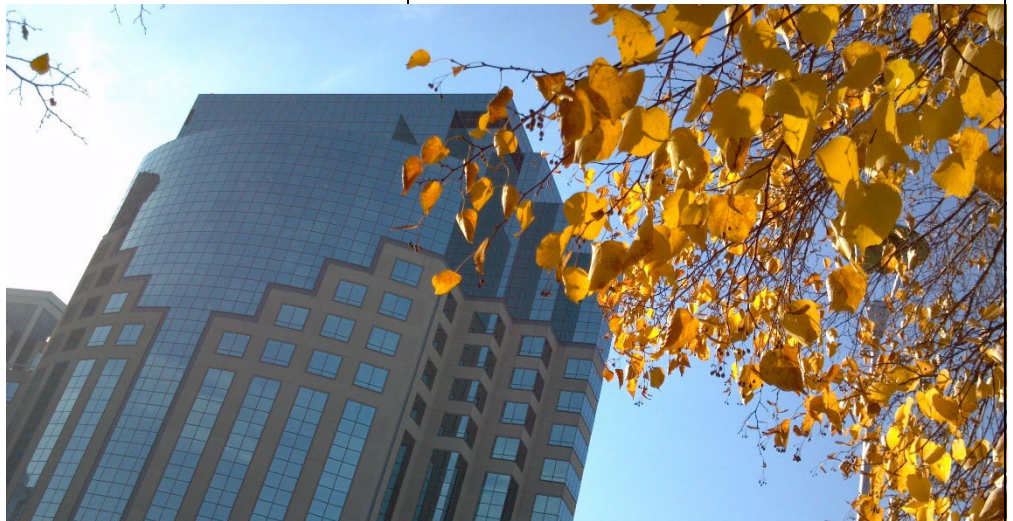
THE PPSD REGISTER

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

January 2026

VOL 7, ISSUE 1

State Controller's Office
Personnel and Payroll Services
Division



Highlights This Month

- ✓ [Cal Employee Connect Reminders](#)
- ✓ [Savings Plus is Wishing You a Happy New Year!](#)
- ✓ [Upcoming CalHR Benefits Administration Manual Updates](#)
- ✓ [Meet the Team: Statewide Civil Service Audits Team](#)
- ✓ [Statewide Tax Support Program Reminders](#)
- ✓ [California State Payroll System Project Update](#)

SCOCONNECT:

[CAL EMPLOYEE
CONNECT
CONNECTHR](#)

SCO KEY INITIATIVE

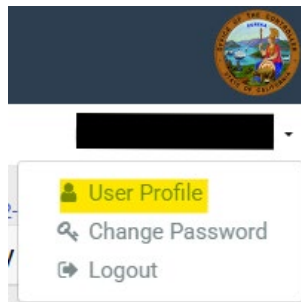
[CALIFORNIA STATE
PAYROLL SYSTEM
\(CSPS\) PROJECT](#)

CONTACT US

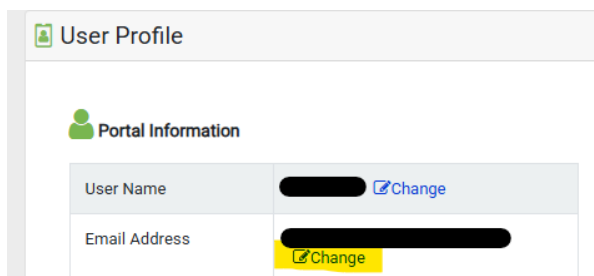
(916) 372-7200
ppsdops@sco.ca.gov

Cal Employee Connect Reminders

During onboarding and exit interviews, please ensure your employees' emails are up to date on [Cal Employee Connect \(CEC\)](#). When an employee submits "Problem Type," "Forgot Username," or "Forgot Password" through [Help & Feedback](#), instructions to reset the employee's login details go to their CEC account email on file.



Employees can change their email in the "User Profile" section by navigating to the user's name at the top right-hand corner of the CEC home page.



Having a current email on file will ensure employees can access their CEC account in the event they forget their login information or have challenges with their [Multifactor Authentication \(MFA\)](#).

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 15

February 18

[Transaction Specialists' Educational Forum:](#)

February 5

April 2

Savings Plus is Wishing You a Happy New Year!

Financial goals are always a top priority for New Year's Resolutions, and Savings Plus is here to help. We would like to support your employees with free virtual and in-person presentations on everything from understanding your basic finances and setting goals, to cybersecurity and keeping your investments safe, to advanced retirement planning.

Whether you need a short introductory session as part of your ongoing New Employee Orientation (NEO) or a full day of financial wellness support, Savings Plus is here!



PRESENTATION

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



POWER SESSIONS

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



RESOURCE HUB

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

To get started, email the following information to SPPOutreach@calhr.ca.gov:

- Contact name
- Email address
- Department name
- Worksite location
- Approximate number of employees

Do not forget to keep an eye out for the new Horizon Newsletter delivered in January to your inbox. You can also get the newsletter by following Savings Plus on [LinkedIn](#).

Other ways to connect:



[Retirement Resource Group](#) → One-on-one appointment



Solution Center: 1-855-616-4776 → Representatives available Monday through Friday, 5 a.m. – 8 p.m.

Upcoming CalHR Benefits Administration Manual Updates

The California Department of Human Resources (CalHR) is refreshing the [Benefits Administration Manual \(BAM\)](#) to make it easier for state HR professionals to navigate and use. BAM is the statewide guide HR staff rely on to administer employee benefits accurately and consistently. These updates will start to go live in the first quarter of 2026.

Alongside these updates, CalHR is rolling out a brand-new Benefits Ambassador Training Series to support HR professionals with administering benefits to employees. The first session, BAM Basics & Navigation, is slated for the first quarter of 2026. This training will demonstrate how to navigate the updated BAM and review the basics of CalHR-administered state benefits.

To stay updated on the training, visit [Benefits Ambassador Training](#).

Meet the Team: Statewide Civil Service Audits Team

The State Controller's Office (SCO) Statewide Personnel Civil Service (CS) Audits Team supports Department HR Offices throughout the State of California. They respond to voice calls, answering questions regarding Employment History, Personnel Action Request (PAR) Documentation, and other various topics. The team audits and keys all STD. 680A forms that are received from agencies through [ConnectHR](#) when agencies are unable to process employee history updates. The team is made up of ten (10) team members which is broken up by five (5) Senior Personnel Specialist, three (3) Personnel Specialist and one (1) Office Technician.

CS Audits team audits STD. 680A forms for accuracy and completeness before keying into the SCO Mainframe System to update Employment History (EH) for agencies employees. The type of transaction the team audits are Lump Sum PARs, PUNs, A01 Appointments, 715, R01, Emergency, and Dual/Incorrect Social Security numbers. The team has two major workloads during the year which are Statewide Mass Updates and Lump Sum Retirement season. The CS Audits team are committed to providing customer service and ensuring the accuracy of the EH in the Uniform State Payroll System.

Statewide Tax Support Program Reminders

W-2 Wage and Tax Statement Mailings

Employees of California State University and the state civil service will receive their 2025 Form W-2, Wage and Tax Statement electronically or by mail from the State Controller's Office (SCO) by **January 31, 2026**. 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 25-016- Direct Mailing of 2025 Form W-2 and 1095-C 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 [PPM, Section N 173, Item Code and Item Description](#) for a listing of the class codes.

California State Payroll System Project Update

The CSPS Project Team is pleased to share an update on recent and upcoming project activities.



- The Project Team officially completed the Planning Phase of the project! Next, the project moves into Phase 1 of the Design, Development, Configuration, and Implementation (DDCI) subphase. There are 3 DDCI subphases. During each subphase, the Project Team will design, develop, configure, test, train, and deploy the solution into production. The first rollout is targeted for Spring of 2028.
- The Project Team has a new CSPS Project Manager, Kiran Kesireddy! Most recently she served as the Branch Chief and Project Technical Director for Special Projects at the State Water Resources Control Board (SWRCB), where she directed the successful Water Rights Modernization Project, the first of its kind in California. Please join us in welcoming Kiran to team.
- The CSPS Project remains on schedule, and the Project Team continues to collaborate closely with the Solution Integrator (SI) to complete project deliverables. Managing these deliverables effectively ensures that the project can meet its objectives, stay on schedule, and ultimately satisfy stakeholder expectations.

We are dedicated to keeping you informed about the progress and milestones of the CSPS Project. Please feel free to reach out to the OCM Team at CSPShelp@sco.ca.gov with any questions or inquiries. We also invite you to explore our website: [California State Payroll System \(CSPS\) Project](#).