



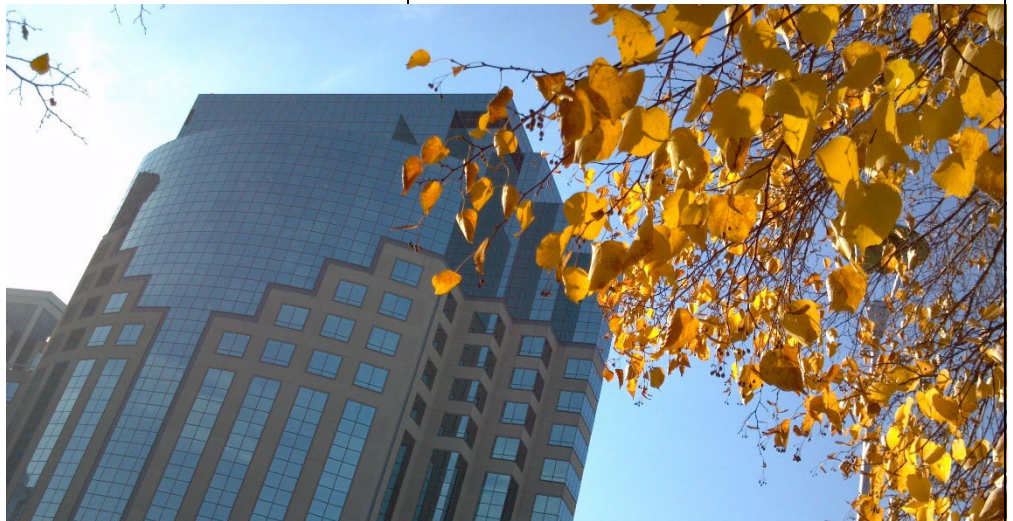
THE PPSD REGISTER

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

May 2025

VOL 6, ISSUE 5

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

Human Resources Suggestions

Human Resources (HR) Suggestions are suggestions sent in from HR staff to PPSD. This gives all HR employees an opportunity to provide feedback on how the State Controller's Office (SCO) can improve processes and procedures for everyone. An example of an HR Suggestion is requesting an eLearning training module to be available on the [SCO website](#) to expand employee learning opportunities. Any suggestions that are implemented are shared quarterly at the [Transaction Supervisors' Forum](#). If you are interested in receiving forum invitations and information, please [subscribe](#) to the mailing list.

SCO encourages HR employees to use the PPSDHRSuggestions@sco.ca.gov email. This will assist us in refining our processes and procedures to better support HR professionals.

California Personnel Office Directory

The [California Personnel Office Directory \(CPOD\)](#) is a resource for SCO and agencies to use when seeking State of California HR office contact information. Regularly reviewing and updating your [CPOD page](#) ensures agencies receive all communication, requests, and replies promptly. HR offices may [update CPOD](#) at any time to add, change, or delete contact information. For questions regarding CPOD, please contact the Personnel and Payroll Services Division at WebmasterPPSD@sco.ca.gov.

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:](#)

May 15

June 18

[Transaction Specialists'
Educational Forum:](#)

June 5

Meet the Team: Business Analysis and Reporting Section

The PPSD Business Analysis and Reporting Section (BARS), comprised of 18 teammates, completes reporting tasks. As we dive deeper into the responsibilities of this section, you will come to realize that they maintain a hefty workload.

The section completes four distinct workloads – Mandatory Affordable Care Act (ACA) Compliance, Collective Bargaining Support and Reporting Operations, Management Information Retrieval System (MIRS) Administration and Support, and Legislation and Policy Tracking.

Mandatory ACA Compliance

The ACA Team consists of eight analysts who are responsible for ensuring the State completes mandatory ACA reporting to the Internal Revenue Service, administering and maintaining the Affordable Care Act System (ACAS), providing daily ACAS Help Desk support, offering regular ACAS training classes, and offering ACA support for departments with Common Law workers, as well as District Agricultural Associations. The team has various leads who assist with different workloads.

You see the results of this team's work when you contact the ACA Support desk, receive your 1095-C in the mail, attend an ACAS training class, or review an ACA Compliance Report on ViewDirect/Mobius View.

This team is dedicated, knowledgeable, and eager to do things right.

Collective Bargaining Support and Reporting Operations

It may be a cliché, but it is true: This team is small, but mighty. Annually, the 3.5 analysts (one person splits their time between two different units) process over 110 requests for data from unions, State Control Agencies, media outlets, researchers, and independent citizens. They also process over 3,000+ payment history requests from statewide HR offices each year. The team moves millions of records and thousands of data files each year, sharing payroll, personnel, leave, and other data to help requesters meet their business needs.

You may have seen data from this team provided in the Sacramento Bee, LA Times, Transparent California, and many more media outlets. Additionally, if you have requested payment history data, then this team has processed your request!

These analysts are data experts, sharp, and creative in their solutions.

MIRS Administration and Support

Another dynamic duo! The MIRS team maintains and administers MIRS and helps to support over 1,200 MIRS users throughout the state. The team has developed a [MIRS eLearning](#)

[series](#) available on the SCO website and just recently began conducting virtual instructor-led MIRS classes which have already filled for the entire year!

You see the results of this team's work when you contact the MIRS support desk, attend a MIRS training class, or possibly even when you request data from the MIRS report writers at your department.

This pair is efficient and flexible, and they understand the power of data.

Legislation and Policy Tracking

The Legislation and Policy Team was developed in 2017 with the intention of having dedicated resources who review legislative and policy changes for impacts to PPSD's work. The 1.5 analysts (an analyst splits their time between the Collective Bargaining Unit and the Legislation and Policy Team) on this team read through an amazing 8,000+ State legislative bills each year. In addition to that, they read all proposed Federal legislation, check for State Control Agency policy changes, and facilitate review of all Bargaining Contract changes by PPSD staff. As needed, they are also tapped for special legislation and policy research assignments from time-to-time.

The results of this team's work are mostly felt in PPSD, where the team ensures that all PPSD impacts from legislation or policy changes are accounted for and monitored through to completion.

This team's super strengths are attention to detail, speed reading, and impeccable follow-up.

BARS Management

You may have heard each of the BARS managers speak at different HR forums. The team consists of two supervisors and one manager, who have over 40 years of State Service, including over 30 years in PPSD, between the three of them. The managers work individually with their teams, as well as together to ensure BARS section staff have the tools and support they need to do their work, model the level of service and collaboration that is expected for all team members, and provide our customers with an exceptional level of service. They work hard to create a workplace that is warm, collaborative, and engaging for staff, valuing each person for the strengths they bring to the team. The BARS management team is so grateful to work with folks who make their jobs enjoyable.

Statewide Benefits Program: 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 June 1. Delays will result in employees' dependents losing health care coverage and the creation of accounts receivables. 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 January verification cycle.
- Notify employees in writing of deficient documents.

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

California State Payroll System Project Update

Excitement is in the air! Now that the California State Payroll System (CSPS) Project has officially signed a contract with our Solution Integrator (SI), CGI Technologies Solutions, Inc. (CGI), the project is moving forward with several important activities.

Key next steps:

- **Planning with the SI** – The Project Team and CGI as a united coalition will begin conducting detailed planning sessions, including project training, to align all Project Team members.
- **Confirming the project schedule** – The Project Team and CGI will enter a planning phase to establish timelines and validate milestones.
- **Enhancing change readiness activities with Department Agency Readiness Teams (DARTs)** – The Organizational Change Management (OCM) Team will implement and continue to support actions that focus on people and communication concentrating on department readiness and a smooth transition to the new system.
- **Onboarding SI staff** – CGI resources (new Project Team members) will continue to be oriented and integrated into the Project Team.

There is much more to come in the weeks and months ahead, and we will keep you updated on progress, upcoming activities for DARTs, and engagement opportunities. We are moving towards an exciting time and look forward to continuing the journey together.

We are dedicated to information sharing and continuing to keep you updated on 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 [CSPS Project](#) website.