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STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: December 1, 2022

PAYROLL LETTER #22-026

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division**RE: MONTHLY RETROACTIVITY REPORTS**

The Personnel and Payroll Services Division (PPSD) is instituting a change to the monthly Retroactivity Charges referenced in the Payroll Procedure Manual (PPM) [Section A 011](#).

Effective February 1, 2023, PPSD will no longer accept paper versions of the Monthly Retroactivity Report (PDJ6050).

Agencies and campuses are still responsible for reviewing the PDJ6050 monthly to ensure accuracy. However, beginning February 1, 2023, agencies and campuses that choose to contest transactions must do so by downloading the PDJ6050 from Mobius View, identify and noting the reason why the transaction was uncontrollable, and then emailing the updated report to PPSD at [PPSDcontracts@sco.ca.gov](mailto:PPSDcontracts@sco.ca.gov) once saved in Microsoft Excel format.

For information regarding instructions to download and format the PDJ6050 report, please see [https://www.sco.ca.gov/Files-PPSD/retroactivity\\_electronic\\_submission\\_instructions.pdf](https://www.sco.ca.gov/Files-PPSD/retroactivity_electronic_submission_instructions.pdf).

For information regarding this process change, please contact the PPSD Contract Analyst at [PPSDContracts@sco.ca.gov](mailto:PPSDContracts@sco.ca.gov).

For additional questions, please use the following contact information:

- Affordable Care Act (ACA) Email [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email [Clas@sco.ca.gov](mailto:Clas@sco.ca.gov)
- ConnectHR Email [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security & ViewDirect Access - (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDmirs@sco.ca.gov](mailto:PPSDmirs@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

**SCO Key Initiatives:**

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:DL