



# THE PPSD REGISTER

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



**March 2023**

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State Controller's Office Personnel  
and Payroll Services Division

## Key Highlights This Month

- ✓ [Project Management and Operational Readiness Assessment Project](#)
- ✓ [Fiscal Year-End Processing for Reorganization](#)
- ✓ [California State Payroll System Project Update](#)

## SCO KEY INITIATIVES

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

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

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## Project Management and Operational Readiness Assessment Project

The Personnel and Payroll Services Division (PPSD) is engaged in a three-year, three-phase undertaking called the [Program Management and Operational Readiness Assessment Project](#). This project creates change leaders to evaluate staff, business processes, and technology involved in the implementation of the [California State Payroll System](#) (CSPS). Project staff completed Phase 3 in December 2022.

During this three-year project, our team has embraced new and improved processes, introduced new technology, and adapted a customer-focused mindset leading to the elimination of workload backlogs. Our team continues the transition of statewide training programs to eLearning and virtual offerings. We are excited to report that we now offer 78 modules and 10 [virtual training](#) classes in eLearning. The training team kicked off a certificate program allowing participants to earn an [all-encompassing certificate](#) at different stages of training. We have also focused on improving retirement reporting with the Public Employees' Retirement System (CalPERS) and the State Teachers' Retirement System (CalSTRS).

The division has achieved many accomplishments during this project, including transitioning business practices to fully support the hybrid work model, developing comprehensive staff training plans by role, and converting over 85 paper reports to Mobius/[View Direct](#).

## 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](#)

PPSD introduced a new intake option to submit Direct Deposit Enrollments directly to the Uniform State Payroll System (USPS) and allowed for paperless submittal. [Cal Employee Connect \(CEC\)](#) and [ConnectHR](#) introduced a new file upload business process for submitting personnel and payroll processing forms. We enhanced internal and external communication by establishing daily standups and all-staff [information bulletins](#) while increasing participation in multiple [State Human Resources User Group Forums](#).

This work does not stop when the project ends. We will continue improving business processes and supporting a hybrid work model. We have numerous goals for augmenting communication, education, and outreach in 2023. These include refreshing our Statewide Training Program to a “Certificate Program,” delivering new CEC and ConnectHR administrative features and functionality, completing the transition to a fully paperless environment, and participating in CSPS project readiness activities.

## Statewide Position Control Program: Fiscal Year-End Processing for Reorganization

April is the start of fiscal year-end processing for departmental reorganization. We have listed important dates and tips to help agencies prepare.

### **April 3, 2023**

#### **Submit Change in Established Positions (Form STD. 607)**

PPSD will deliver the Payroll Letter on documenting changes in established positions through the [Email Subscription Service](#). The letter will be posted on the [SCO Letters](#) webpage on April 3.

### **May 1, 2023**

#### **Submit Reorganization Form**

PPSD will deliver the Annual Reorganization Memo through the Email Subscription Service and post it on the SCO Letters webpage in early April. The form to document departmental reorganization for Fiscal Year (FY) 2023-24 will be attached to this memo, which must be completed and submitted to SCO by May 1.

#### **Submit Form PR421**

PPSD will send the Payroll Letter and the Annual Payroll Header Report (Form PR421) through the Email Subscription Service before posting them on the SCO Letters webpage in early April. This will include instructions on adding, changing, deleting, or reestablishing a payroll header. Each departmental Human Resources office must submit a completed Form PR421 to SCO by May 1.

### **June 2, 2023**

All STD. 607 forms for reorganizations effective July 1, 2023, must be received at SCO by June 2.

1. All other individual STD. 607 forms, as well as all STD. 607 packages (two or more documents), including corrected documents with multiple changes, must be received at SCO by June 2.

2. Before submitting a STD. 607, ensure item 12 is completed with a signature and item 13 is stamped. (Refer to PPM [Section C 207](#) Annual Process – Completion of Form PR421 and [Section C 310](#) Completion of Form STD. 607 for Established Positions).

To receive alerts when Personnel, Payroll, and Fiscal Year-End Letters become available, please subscribe to the PPSD Email Subscription Service. For Fiscal Year-End Letters, subscribe to the Civil Service Schedule 8/7a list.


## CSPS Monthly Snapshot

**January:** Building  
DARTs

**February:** Project  
Update

**March:** DART Update

**April:** Project Update



Despite the lingering cold, March remains a month of promise. Those first shoots of growth popping through the soil remind us that renewal is at hand. In a similar spring spirit, the CSPS Team is assisting departments in growing their Department Agency Readiness Teams (DARTs). It is a truly an exciting time for both the project team and departments.

Assigning DARTs to support each department is important. These teams ensure change *with* departments, rather than *to* them. The project's Organizational Change Management (OCM) team actively supports all departments in building their DARTs, which will serve as a bridge linking departments to their Agency Change Expert (ACE) and the CSPS Project. Liaisons support, help prepare for implementation, and advocate for change at the department level. DARTs will be responsible for executing project readiness activities within their organization in partnership with their ACE. There are four objectives for DARTs:

1. **Voice**

➤ DARTs serve as voices for their departments.

2. **Partnership**

➤ DARTs work closely with the project team each step of the way.

3. **Collaboration**

➤ The project team and DARTs will work side-by-side toward a common goal.

4. **Communication**

➤ DARTs maintain open lines of communication with the project team.

The Sponsor and Liaison roles have been established for DARTs at each department and we have moved on to identifying Coordinators and Subject Matter Experts (SMEs). The three Coordinator roles to be designated for each department are listed below.

The **Reporting Coordinator** role will be responsible for:

- Managing department reporting needs;
- Ensuring requirements are met;
- Ensuring access to reporting tools;
- Coordinating the re-write and replacement of as-is reports; and
- Helping to resolve reporting issues.

The **Technical Coordinator** role will be responsible for:

- Managing activities related to technology requirements and issues;
- Coordinating hardware needs;
- Coordinating network or other tech issues;
- Coordinating interface changes;
- Supporting data conversion and testing; and
- Helping to resolve technology issues.

The **Training Coordinator** role will be responsible for:

- Training logistics, scheduling, and material distribution; and
- Managing end user training, communication, enrollments, participation, and feedback.

Along with the Coordinator roles, the **Functional Subject Matter Expert (SME)** and **Super User** roles will be identified. These individuals should have significant knowledge of:

- Position Control;
- Personnel;
- Benefits;
- Time and attendance;
- Travel and business expense;
- Payroll; and
- Accounting.

SME responsibilities include:

- Participating in working sessions;
- Validating “as is” and “to be” processes;
- Validating design documentation;
- Analyzing the integration of CSPA business processes into department;
- Testing activities;
- Consulting with department management on staff readiness; and
- Providing go-live and post go-live support.

CSPA hosted informational sessions to assist Sponsors and Liaisons in understanding the importance of these roles in February and March. We will work closely with Sponsors and Liaisons in confirming the role assignments before moving to next steps.

This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.

The project team is dedicated to keeping you updated on progress and milestones. If any questions or inquiries arise, please feel free to reach out to us at [CSPShelp@sco.ca.gov](mailto:CSPShelp@sco.ca.gov). We also invite you to explore the [California State Payroll System \(CSPS\) Project website](#).

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