

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

DATE: April 7, 2022

FISCAL YEAR-END LETTER #22-003
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: CHANGE IN ESTABLISHED POSITIONS FORM STD. 607

Please share this information with those individuals who prepare and submit Change in Established Positions, Form STD. 607.

The State Controller's Office requests timely submission of the STD. 607, to ensure positions are accurately reflected on the Schedule 8/7A for the upcoming year. Please reference the Payroll Procedure Manual (PPM) Section C 300 for additional information on the business process and for form completion instructions.

Please adhere to the following timelines:

- All individual STD. 607's as well as all STD. 607 packages (two or more documents) including corrected documents with multiple changes, must be received by **June 3, 2022**.
- The Annual Reorganization Letter with completion instructions will be released in May. All STD. 607 listings for reorganizations effective July 1, 2022 must be received by **June 10, 2022**.

STD. 607's not received by the above dates may result in inaccuracies on the Schedule 8/7A which may require extensive manual reconciliation during subsequent phases of the budgetary process. Please allow ample time for the Department of Finance approval, if required.

- Note: Do not submit any STD. 607 that should not be reflected on the Schedule 8/7A before July 1, 2022.

If you have any questions regarding this information, please contact the Statewide Position Control Program at (916) 372-7200.

Additional Contact Information:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email connecthrhelp@sco.ca.gov
- ConnectHR Feedback Email (All HR Staff) connecthrhelp@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov

- Management Information Retrieval System (MIRS) Email PPSDmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

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

JEB:VE:JS:KJA:LD:SPCP:PPOB