

Submitting Documents to the State Controller's Office During the COVID-19 Outbreak

Many government documents submitted to the State Controller's Office (SCO) require an original ("wet") signature in order to be processed. During the COVID-19 outbreak, SCO has adjusted workplace procedures to more efficiently serve local, state, and federal government departments. For claim schedules and contracts and invoices entered into by departments, SCO will accept all forms of electronic approval from department employees authorized to sign those documents. Departments must retain their original documents for audit purposes.

Electronic Claims for Payment (Division of Audits)

Submit either scanned copies of a signed 218ET or 218DD, or digitally signed/DocuSign STD 218ET or 218DD, via email to disbstd218covid19@sco.ca.gov with the subject line "Scanned STD 218 due to COVID-19." Contact David Chehak at (916) 322-2460 or dchehak@sco.ca.gov for questions about electronic claims.

Paper Claims for Payment (Division of Audits)

Submit copies of the signed STD 218 face sheet with the paper claim schedule packet and note "Copy of STD 218 due to COVID-19." Contact Jutta Wiechec at (916) 445-3471 or jwiechec@sco.ca.gov for questions about paper claims.

Court Costs and Other Related Charges (PC 4750 Program) – Reimbursement Claims (Division of Local Government Programs and Services, Bureau of Payments)

Submit Penal Code (PC) section 4750 reimbursement claims with the Form FAM 27 signed by the authorized signatory and supporting documentation via email to lgpsdlrspc4750@sco.ca.gov. Retain the original signed Form FAM 27 for audit purposes. Compress large attachments or files and send as a zip file. Include the documents in the following order to expedite processing:

1. Form FAM 27
2. Form 1B
3. Form 1A
4. Support documentation

Contact Daryl Mar at (916) 324-0256 or dmar@sco.ca.gov for questions about PC 4750 reimbursement claims.

Mandate Programs for Local Government – Reimbursement Claims (Division of Local Government Programs and Services, Bureau of Payments)

Submit mandate reimbursement claims with the Form FAM 27 signed by the authorized signatory, Form 1, Form 2, and supporting documentation for new program initial filings, annual filings, and late and amended claims via email to lrsllgpsd@sco.ca.gov. Compress large attachments or files and send as a zip file. Retain the original signed Form FAM 27 for audit purposes. Contact Daryl Mar at (916) 324-0256 or dmar@sco.ca.gov for questions about mandate reimbursement claims.

Gas Tax Refund Claims

(Division of Local Government Programs and Services, Bureau of Tax, Administration, and Government Compensation)

Scan or photograph gas tax refund claims with wet or digital signatures (e.g., DocuSign) and supporting documentation and submit via email to gtr@sco.ca.gov. Compress large attachments or files and send as a zip file. Retain the original claim forms with wet or electronic signatures for audit purposes. Contact Jennifer Montecinos at jemontecinos@sco.ca.gov or (916) 324-5961 for questions about gas tax refunds.

Report to State Controller of Remittance to State Treasurer – TC-31

(Division of Local Government Programs and Services, Bureau of Tax, Administration, and Government Compensation)

Scan or photograph TC-31 forms with wet or digital signatures (e.g., DocuSign) and supporting documentation. If payment to the State Treasurer's Office is via physical check, print two copies of the signed TC-31 forms with documentation and mail with the check. If via electronic payment, email signed TC-31 forms to Soua Kurk, Soua.Kurk@treasurer.ca.gov and copy CTSMD_at_wires@treasurer.ca.gov. Information needed in the email: collection month/year, date, amount, and method of payment. Retain the original TC-31 forms with wet or electronic signatures for audit purposes. Contact Jennifer Montecinos at jemontecinos@sco.ca.gov or (916) 324-5961 for questions about TC-31 forms.

State Accounting and Reporting Forms and Documents

(State Accounting and Reporting Division (SARD))

SARD will accept the following forms and documents, signed with an original wet signature or digital signature (e.g., DocuSign and Adobe) which may be scanned and submitted via email to your assigned **SCO**, SARD analyst. Departments must retain the original wet signature or digitally signed documents for **SCO** audit purposes.

Forms:

- Architecture Revolving Fund (Public Works Project Authorization and Transfer Request) (ARF 22/220)
- Special Deposit Funds (AUD 10)
- Federal Trust Funds (AUD 10A)
- SCO Paper Transaction Request Form (CA 504 – PC Version)

Documents:

- Budget Revisions (STD 26)
- Certification Letters
- DGS Return of Advance (AFS 59)
- Executive Orders
- Plan of Financial Adjustments Letters

For any questions, email FI\$Cal Accounting Section at fiscalaccounting@sco.ca.gov.

**State Personnel and Payroll
(Personnel and Payroll Services Division)**

Human Resources offices may continue to email documents to a centralized temporary intake box.

To email a completed document, follow your encrypted email protocol. Contact your supervisor for questions about the protocol. In the subject line, type the name of the SCO Personnel and Payroll Services Division Program (PPSD) to which the document should be routed for processing (see list below) and send the document to PPSDTempOps@sco.ca.gov.

Civil Service Audits (Personnel Action Requests)
Civil Service Benefits
Civil Service Payroll
Civil Service Retirement
Direct Deposit
Disability
Form W-2/Miscellaneous Deductions
Garnishments
Military
Position Control
Premium Pay
Reciprocity
Stipulations

SCO will accept all forms of digital/electronic approval from department HR office employees authorized to sign personnel and payroll documents. Departments must retain their original, signed documents (wet signature or electronic signature, if used) for audit purposes.

Electronic Transaction Process

In an ongoing effort to streamline business processes, and create efficiencies for our customers, SCO encourages departments with their own internal HR systems to consider submitting common transactions electronically for processing. Using the record layouts and instructions found in the links below, agencies can create and submit data files securely to SCO through File Transfer Protocol (FTP) and reduce Payroll Input Process (PIP) entry by generating and submitting data files from their internal systems. This may also reduce the need to mail hardcopy documents or scan and email softcopy documents. This process does not replace PIP, if your department uses PIP regularly, absent an internal HR system, please continue to do so.

[603 Non-Compensable Absence \(DOCK\) FTP Information](#)

[650 FTP Information for Miscellaneous Deductions](#)

[672 Positive Attendance FTP Information](#)

[673 Overtime FTP Package](#)

[676 Premium Pay FTP Information Packet](#)

[676S Shift Pay FTP Information Package](#)

Cal Employee Connect (CEC) and ConnectHR

CEC, the secure self-service portal that allows state employees to view, print, and electronically save their own W-2, leave balances, direct deposit earnings statements, and more has completed statewide implementation. ConnectHR is an administrative portal that allows HR staff to access pay and leave balance information on behalf of employees and to upload a range of personnel transactions documents electronically. Contact Connecthelp@sco.ca.gov for CEC questions and ConnectHRhelp@sco.ca.gov for State HR Administrator questions.