

State of California

Government Compensation in California Program

Data Exchange Portal (DEP) Report Submission Instructions

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Data Exchange Portal (DEP) Submission Instructions

To submit a Government Compensation California (GCC) report(s) to the State Controller's Office (SCO), use DEP and a compatible Internet browser:

- DEP is an internet-based program, used for submitting files to SCO.
- Compatible internet browsers include Microsoft Edge, Google Chrome, Firefox, or Safari. (NOTE: DEP is not compatible with Internet Explorer.)
- DEP can be accessed on the SCO website at <https://dep.sco.ca.gov>.

Prior to submitting a GCC report, you will need to create an account in DEP using the account passcode provided in the annual alert letter that is mailed to all reporting local governments near the beginning of each calendar year.

NOTE: If you have not yet created an account in the DEP system, please do so using the DEP Registration Instructions available on the GCC website at <https://publicpay.ca.gov/reporting>.

If you are submitting for more than one entity, instructions on how to associate more than one entity with your DEP account are located in Appendix A of this document.

To access DEP, complete the following steps:

Step 1: Open a compatible internet browser. DEP is compatible with the following browsers:



Google Chrome (recommended)



Microsoft Edge



Firefox



Safari

NOTE: The Internet Explorer browser is not compatible with DEP.

Step 2: Enter the following DEP web address into the internet browser address bar:
<https://dep.sco.ca.gov>

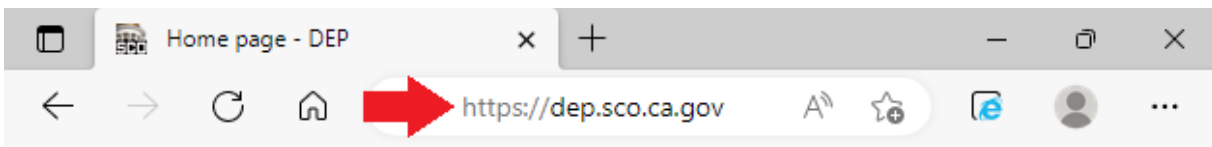



Figure 1


Step 3: Click "Sign in Or Register":

Sign in Or Register

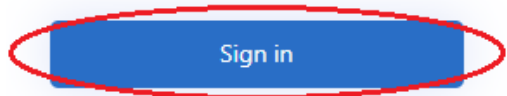
Step 4: On the sign-in screen, enter the email address and password you used during the DEP registration process and click “Sign in”.

Sign in with your existing account

Email Address 

Password 

[Forgot your password?](#)

 Sign in

[Don't have an account?](#) [Sign up now](#)

Figure 2

Step 5: On the Submission Dashboard under “New File Submission,” click the “Click Here to Submit File” button.

Submission Dashboard

New File Submission



 Click Here to Submit File


Figure 3

Step 6: Click the down arrow in the “Program” field and select “GCC – Government Compensation in California” from the dropdown list.

New File Submission

* = Mandatory Field

Program * 

--Select-- 

--Select--

LEA

SFP


GCC – Government Compensation in California 

Figure 4

Step 7: New data fields will appear after the “GCC – Government Compensation in California” selection is made in the “Program” field. Make all applicable selections in the drop down lists. Selections are required in fields marked with an asterisk (*). Fields without an asterisk are optional.

New File Submission

* = Mandatory Field

Program * ?

GCC - Government Compensation in California

Entity

Use the optional filters below if you submit for more than one entity.

Entity Type — Optional

--Select--

County — Optional

--Select--

Entity * ? Required

--Select--

Select the reporting year of the report * ? Required

--Select--

Document Type *

GCC Report

File(s) *

Choose File(s)

Submit

Cancel


Figure 5

Step 8: Once you have made your selections in the drop down lists, click the “Choose File(s)” button. Select and upload the GCC report you wish to submit from your computer.

NOTE: Prior to uploading your report file, ensure the file name is saved in the format of “20XX-XXXXXXXXXX” and matches the entity-specific “Save As Filename” located within the report header.

New File Submission

* = Mandatory Field

Program * 

GCC - Government Compensation in California

Entity

Use the optional filters below if you submit for more than one entity.

Entity Type

Special District

County

Sacramento

Entity * 

Sacramento-Yolo Port District

Select the reporting year of the report *

2023

Document Type *

GCC Report

File(s) *

Choose File(s)

Submit

Cancel

Figure 6

Step 9: When the file is successfully attached, the selected filename will appear below the “Choose File(s)” button. After confirming the file is attached, click the “Submit” button.

Select the reporting year of the report *

2023

Document Type *

GCC Report

File(s) *

Choose File(s)

x 2023-12411102200.xlsx

Submit

Cancel

Figure 7

Step 10: Once the GCC report is submitted, you will receive an “Upload Successful” pop-up message. Click “Close” to return to the Submission Dashboard.

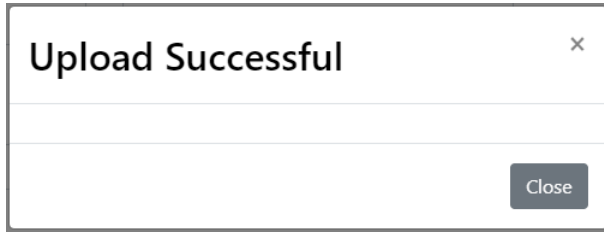


Figure 8

Your GCC report has now been submitted to the State Controller's Office. An automated message will be sent to the account holder's email address confirming receipt of your submission.

This completes the GCC report submission process using DEP.

If you have questions or need assistance with the DEP report submission process, please contact the GCC unit by telephone at (916) 445-5153, or by email at GCCSupport@sco.ca.gov. Additional information regarding the GCC program is available on the GCC website at <https://publicpay.ca.gov>.

Appendix A

Submitting Reports for More Than One Local Government

If you are submitting for more than one local government, additional Account Passcodes will need to be entered on the “My Entities” page in order to associate these additional local governments with your account. A local government must be associated with your account in order for it to be selected in Step 7, found on page 2.

Step 1: From the Submission Dashboard, click “My Entities” in the header menu at the top of the page.



Figure 1

Step 2: Enter the Account Passcode for the entity you wish to add and click the “Submit” button.

My Entities

You are associated with the following entities and may submit on their behalf.

Entity Name	Entity Type	County	Status	
ABC Unified	School District	Los Angeles	Active	Remove
4-E Water District	Special District	Glenn	Active	Remove

* = Mandatory Field

Enter the Account Passcode for an entity to establish a new association. *

12345678ABCDEFGH



Submit

Figure 2

The new entity should now appear on the “My Entities” list.

My Entities

You are associated with the following entities and may submit on their behalf.

Entity Name	Entity Type	County	Status	
ABC Unified	School District	Los Angeles	Active	Remove
4-E Water District	Special District	Glenn	Active	Remove
➡ Los Angeles	County	Los Angeles	Active	Remove

* = Mandatory Field

Enter the Account Passcode for an entity to establish a new association. *

Submit

Figure 3

To remove an entity from the “My Entities” page, click the “Remove” link on the line of the applicable “Entity Name.”

Appendix B

Submission History

DEP maintains a record of each file submitted to SCO and catalogs them on the Submission History page based on the user and entities associated with the user's account. The Submission History feature is located in the Submission Dashboard and provides multiple filter selections that allow the user to search the submission records based on specific criteria.

To search the Submission History, click "Show Search Filters" or the "+" sign below the Submission History heading to expand the filter options, select the desired criteria from the dropdown fields (Submitter, Entity, Program, etc.) and click the "Search" button. The search results will appear in the data table below the filters. The data table order can be changed by clicking the heading title of each column.

Submission History

[Hide Search Filters](#)

Clear or adjust the filters below and click Search to refine the displayed Submission History.

Submitter
--Select--

Entity
--Select--

Program
--Select--

Submission Type
--Select--

Reporting Year End
--Select--

Submission Date:
Date Range From
mm/dd/yyyy

Date Range To
mm/dd/yyyy

Search
Reset

Details	Submitter ↕	Entity ↕	Program ↕
View Details	Smith, John	Sacramento-Yolo Port District	GCC - Government Compensation
View Details	Smith, John	Westport Fire Protection District	GCC - Government Compensation
View Details	Jones, Jane	Sierra-Sacramento Valley Emergency Medical	GCC - Government Compensation
View Details	Jones, Jane	Agoura Hills	TDA

These DEP Report Submission Instructions are located on the GCC website at
<https://publicpay.ca.gov/Reporting/>

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Government Compensation Unit
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