



ECOMS User Guide for Departments

June to July (J2J) Payroll Deferral Drill

Overview

This guide provides step-by-step instructions for departments to complete the June-to-July (J2J) Payroll Deferral drill in the Employee Compensation Online Management System (ECOMS).

For detailed accounting guidance on what information to include and how to calculate the payroll amounts scheduled for allocation, refer to the Payroll Deferral Accounting Instructions attachment (Attachment 2) provided by your Finance Budget Analyst (FBA).

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Navigate to the Payroll Deferral Module

1. Navigate to ECOMS at ecom.s.dof.ca.gov and log in using the [ECOMS Access Guide for Department Users](#).

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Employee Compensation Online Management System (ECOMS)

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Employee Compensation Online Management System
[DEPARTMENT OF FINANCE](#)

Email Address*

Check In

2. From the **Entity Administration Dashboard**, under **Management Tools**, click the **Open** button on the **Payroll Deferral** tile to enter the **Payroll Deferral Submission** page.

Entity Administration Dashboard

Welcome to the Entity Administration Portal

Management Tools

Payroll Deferral
Manage payroll deferral records and submissions

Open

Entity Contact
Update entity contact information

Open

The ECOMS Payroll Deferral entry form mirrors the structure of the previous year's Excel workbook. The sections below walk through each part of the form.



Complete the Entry Form

Navigate Through the Payroll Deferral Submission Page

Payroll Deferral Submission 1 Status: DRAFT

Available actions - quick guide

- Use Add Payroll Detail to add fund lines, then edit or delete as needed.
- Review June Personal Services, Ratio by Fund, and Allocated Amount totals before submit.
- Use Communication Log (chat) for questions and then submit to DOF when complete.
- If total CLO10906 is not correct, please contact DOF Budget Analyst(s) to correct.

Business Unit: 8960 Department Name: Department of Finance Fiscal Year: 2025-2026

Total CLO10906 (\$)
Up to 2 decimal places

Fund Details + Add Payroll Detail

Fund Number	Fund Class	Fund Title	June Personal Services	Ratio by Fund	Allocated Amount	Actions
Total			\$0.00	100.00%	\$0.00	

2 Business Unit: 9802 Department Name: June to July Payroll Deferral Fiscal Year: 2025-2026

3 Total CLO10906 (\$)
1000
Up to 2 decimal places

Fund Details 4 + Add Payroll Detail

Fund Number	Fund Class	Fund Title	June Personal Services	Ratio by Fund	Allocated Amount	5 Actions
0660	N	Public Buildings Construction Fund	\$500.00	50.00%	\$500.00	5
0001	G	General Fund	\$500.00	50.00%	\$500.00	5
Total			\$1,000.00	100.00%	\$1,000.00	6

1. The **Status** field on the upper right corner of the page shows the status of the drill. The **DRAFT** status shown in the image above indicates the drill is being worked on and has not been submitted to the Department of Finance. See [Status Definitions](#) later in this guide for the definition of each status.
2. Confirm your Business Unit number, Department Name, and the Fiscal Year are displayed correctly in the header before proceeding. If it is incorrect, contact your FBA and do not proceed with data entry.
3. The **Total CLO10906 (\$)** box represents total payroll costs to be allocated for the department, based on the State Controller's Office's records. This amount is auto-populated and does not require input. Please contact your FBA if this amount needs to be updated.



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4. Follow the directions in [Attachment 2 – FY 2025-26 June to July Payroll Deferral Accounting Instructions](#) to complete *Attachment 1 – FY 2025-26 Payroll Deferral Workbook*, using June's Program Distribution Activity (PDA) report or other applicable information. Both attachments are provided by your FBAs via email. Use the same PDA report and accounting instructions (Attachment 2) to **Add Payroll Detail** in ECOMS.
 - a. This year, departments are required to complete both the Excel workbook (Attachment 1) and ECOMS for the June-to-July Payroll Deferral drill. Starting next year, the Excel workbook will be retired and all drill submissions must be completed in ECOMS.
 - b. Compare the completed Attachment 1 and the ECOMS entries to verify they produce the same allocation amounts for each fund.
5. To **Edit** an entry, use the blue pencil icon. You will be able to edit the fund information or update the June Personal Services amount.
6. To **Delete** an entry, use the red trash icon. This will permanently remove the line item.



Enter Fund-Level Personal Services Data

Click the **Add Payroll Detail** button and enter the June personal services costs by fund, using your PDA report or other applicable information. Please refer to Attachment 2 for additional instructions on the PDA report.

Repeat the steps below for each fund that had June personal services expenditure data:

1. Click **Add Payroll Detail**.

Payroll Deferral Submission

Status: DRAFT

Available actions - quick guide

- Use Add Payroll Detail to add fund lines, then edit or delete as needed.
- Review June Personal Services, Ratio by Fund, and Allocated Amount totals before submit.
- Use Communication Log (chat) for questions and then submit to DOF when complete.
- If total CLO10906 is not correct, please contact DOF Budget Analyst(s) to correct.

Business Unit: **9802** Department Name: **June to July Payroll Deferral** Fiscal Year: **2025-2026**

Total CLO10906 (\$)
Up to 2 decimal places

Fund Details

+ Add Payroll Detail

Fund Number	Fund Class	Fund Title	June Personal Services	Ratio by Fund	Allocated Amount	Actions
Total			\$0.00	100.00%	\$0.00	

Select Prior Submission Current Submission

2. A window pops up for you to enter the payroll detail by fund. The **Org Code** field is pre-filled based on the department you are working on. Click the **Enter Fund Code** field and select the four-digit fund number from the drop-down list or start typing the fund code in the box to quickly locate the fund.

Add Payroll Detail

Org Code

Enter Fund Code

June Personal Services (\$)

Cancel Save

Add Payroll Detail

Org Code

Enter Fund Code
0001 - General Fund

June Personal Services (\$)

Cancel Save



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3. Enter the June personal services expenditure amount for that fund in the **June Personal Services (\$)** field, using the PDA report ("Current Month" column) or other applicable information that supports the personal services expenditure amount.
 - a. Any personal services costs that will be billed as a reimbursement must be deducted from the fund charged and reported as a separate fund source. Use Fund 0995 (Reimbursement) for this purpose. See *Attachment 2 – FY 2025-26 June to July Payroll Deferral Accounting Instructions* for examples on how to treat reimbursements.
 - b. Do not include funds that did not have expenditure or normally reflect a zero fund balance.
 - c. Do not include unallocated funds (e.g., 0494, 0797, 0988, etc.).
4. Click **Save** to return to the **Payroll Deferral Submission** page.
5. The **Fund Class** and **Fund Title** information is auto-populated based on the fund number entered. Verify this information is correct. Contact your FBA if the information is incorrect.
6. ECOMS will automatically calculate the **Ratio by Fund** and **Allocated Amount** for each fund based on the personal services cost data entered and the CLO10906 amount. You do not need to calculate these manually.

Business Unit:
9802

Department Name:
June to July Payroll Deferral

Fiscal Year:
2025-2026

Total CLO10906 (\$)

1000

Up to 2 decimal places

Fund Details

+ Add Payroll Detail

Fund Number	Fund Class	Fund Title	June Personal Services	Ratio by Fund	Allocated Amount	Actions
0660	N	Public Buildings Construction Fund	\$500.00	50.00%	\$500.00	
0001	G	General Fund	\$500.00	50.00%	\$500.00	
Total			\$1,000.00	100.00%	\$1,000.00	

7. Repeat these steps for each additional fund with June personal services activity. **Please verify that the number of funds entered into ECOMS agrees with the number of funds on the Program Disbursement Activity report.**



Supporting Documents and Communication Log

Drag and drop or upload from device supporting documents (Attachment 1, Program Disbursement Activity report, etc.) to your submission, under **Supporting Documents**.

REMINDER: PLEASE SUBMIT THE EXCEL SPREADSHEET REFLECTING THE SAME INFORMATION THAT WAS SUBMITTED IN ECOMS FOR THE 2025-26 J2J PAYROLL DEFERRAL DRILL.

If you have questions or comments for your FBA, you are encouraged to use the **Communication Log** within ECOMS to communicate with your FBA directly. The Communication Log is an instant form of communication between a department and the FBA. Both parties can add updates and discuss the submission while keeping a history of communication on the **Payroll Deferral Submission** page.

Supporting Documents


Drag & Drop files here
or
[Browse Files](#)

Communication Log

No messages yet.

Enter any issues, questions, or comments here...

[Send](#)



Review Your Submission

Before submitting, review the following:

- Business Unit number and Department Name are correct.
- All funds with June personal services activity are included, and the total June Personal Services amount agrees with the PDA report or other applicable information.
- The reimbursements are deducted from the fund charged and reported as a separate fund source using Fund 0995.
- Do not include funds that did not have expenditures or that normally reflect a zero-fund balance. Also, do not include unallocated funds, such as funds 0494, 0797, 0988, etc.
- Verify that Attachment 1 agrees with ECOMS entries and is uploaded through the Supporting Documents function.
- Verify all other supporting documents, as applicable, are also uploaded through the Supporting Documents function.



Submit the Drill

Once all fields are complete, select **Submit to DOF**. Your submission will be sent to your FBA for review. A pop-up banner will confirm the data has been submitted successfully.

Fund Details

+ Add Payroll Detail

Fund Number	Fund Class	Fund Title	June Personal Services	Ratio by Fund	Allocated Amount	Actions
0660	N	Public Buildings Construction Fund	\$500.00	50.00%	\$500.00	
0001	G	General Fund	\$500.00	50.00%	\$500.00	
Total			\$1,000.00	100.00%	\$1,000.00	

Supporting Documents

Drag & Drop files here
or
[Browse Files](#)

Communication Log

No messages yet.

Enter any issues, questions, or comments here...

Send

Submit to DOF

Successfully submitted to DOF.

Once submitted, your status will be updated to **Submitted**. Departments can no longer make changes to the drill, unless your FBA rejects the submission. If any changes are needed after the submission, please contact your FBA to reject/send back your submission for edits.

Payroll Deferral Submission

Status: SUBMITTED

Available actions - quick guide

- Use Add Payroll Detail to add fund lines, then edit or delete as needed.
- Review June Personal Services, Ratio by Fund, and Allocated Amount totals before submit.
- Use Communication Log (chat) for questions and then submit to DOF when complete.
- If total CLO10906 is not correct, please contact DOF Budget Analyst(s) to correct.

Business Unit: 9802
Department Name: June to July Payroll Deferral
Fiscal Year: 2025-2026



Finance Review

Your FBA will review your submission and either approve or reject your submission. You will receive email notifications as the submission is processed through Finance, as shown in the images below.

Submission Receipt Confirmation	Submission Rejected
Thank you, 9802-June to July Payroll Deferral. This email confirms that we have successfully received your submission for Payroll Deferral Data. SUBMISSION DETAILS Type: Payroll Deferral Data Received At: 08/04/2026 13:56:22 If you have any questions regarding this submission, please contact the ECOMS support team. Department of Finance Employee Compensation Online Management System (ECOMS)	Thank you, 9802-June to July Payroll Deferral. Your submission for Payroll Deferral Data has been rejected and returned for updates. Please revise the data and resubmit. SUBMISSION DETAILS Type: Payroll Deferral Data Received At: 08/04/2026 17:03:37 If you have any questions regarding this submission, please contact the ECOMS support team. Department of Finance Employee Compensation Online Management System (ECOMS)

Once your FBA approves your submission, Finance will perform a final review and prepare the Executive Order for the State Controller's Office (SCO). Your FBA may contact you for additional information during this process.



Status Definitions:

- **Draft:** Department's working version
- **Submitted:** Departments have submitted the data to be reviewed by FBA
- **Approved:** FBA has reviewed and approved the submission.
- **Accepted:** The submission has been finalized and submitted to SCO.

Finance Contacts

Access requests and approvals: Your Finance Budget Analyst
Technical issues with the ECOMS site: ECOMS@dof.ca.gov