STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES
January 2011

Date: January 20, 2011

To: All Civil Service/Exempt Departments

From: State Controller's Office
Cindy Rounds, Manager
Debra Spellman, Manager
Personnel/Payroll Operations
(916)445-6983/323-2579

Re: PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES

This recaps the January 13, 2011 Personnel/Payroll Review Committee (PPRC) meeting and provides information for the **March 10, 2011** meeting.

We would like to thank those department representatives that participated in the November meeting for their time and effort. There were 21 representatives from 13 departments that participated in this meeting.

Cindy Rounds called the meeting to order at 1:30.

Departments Represented:

Alcohol and Drug Programs, Board of Equalization, Child Support Services, Developmental Services, Department of Personnel Administration, Environmental Health Hazard Assessment, Fair Employment & Housing, Food and Agriculture, Franchise Tax Board, Office of Systems Integration, State Controller's Office, Water Resources, and Water Resources Control Board.

Old Business:

None.

New Business:

Agenda Items
Distribute Handout Materials
Guest Speakers
SCO Update
Department Issues/Concerns
Confirm Next Meeting Agenda, Time and Place

Guest Speakers:

Allan Fong, DPA:

Allan demonstrated the lump sum calculator that DPA created. They are getting ready to post it live but are waiting for approval of a disclosure statement from their legal office. Some of the agencies have been testing the calculator and they all seem pretty happy with it. This calculator won't be locked down on PIE, so there won't be a password needed to use it. The calculator will be on the DPA website where the lump sum worksheet is now. Once it does go live on the website Allan will send an email notification to all agencies.

Please make sure everything is signed on PAR's that are being sent over to SCO. It is helpful if you are able to drop these PAR's (hard copied) to SCO's reception area on the 10th floor at 300 Capitol Mall. There is no reason why agencies should be faxing unless they are not in Sacramento. The PAR is more legible for SCO to key it, to make sure they receive it, and to make sure nothing happens to it along the way because of the fax. If you have questions regarding the keying of PAR's you are more than welcome to contact me. (SCO note: Although it is helpful to have a hard copy PAR rather than a fax, SCO will continue processing faxes.)

Savings Plus is still offering new employee orientation. Kelly Richmand is able to come to your agency to give the new employee orientation for the Savings Plus Program at no cost to the agency. Also DPA has implemented new lump sum training for employees. We started this class in December and the enrollment has shown high interest. Within the first two days, four classes were filled at twenty people per class. We will continue to offer this as a free workshop. Classes are now available online on DPA's website under the Savings Plus tab.

Question:
Are those classes attended in person or only online?

Answer:
I am trying to put material together to have that class available online for employees to download and listen to it and watch the slides themselves.

Some of the questions we have received in the class are that HR offices are unwilling to tell employees how much their leave balances are worth. For example, if they have 1,000 hours of annual leave, how much is that worth money wise? We have explained to them it is the responsibility of the HR office to give an estimate on how much it is worth. Also, employees have been saying that they didn't realize when they retire/separate they will continue to receive their accrual rate of vacation/annual leave for every qualifying month that their lump sum carries them through. Keep the communication open with your employees and make sure they know to let their HR office know as far in advance as possible that they are getting ready to retire, and that they should contact CalPERS first before doing anything.

SPP enrollment is on sale for $25 to enroll for either 401k or 457. That campaign will end March 31st when enrollment will go back up to $50.

<u>Mari Riddle, 21st Century:</u>

I'm here today to give you some information on what's happening with the 21st Century Project. First I want to give you our go live dates; pilots one and two go live October 2011, eight months from now. Wave three departments go live January 2012, wave four July 2012, and wave five October 2012. If you are not aware of what wave your department is in, that information is available on the DST (Department Support Team) SharePoint site. If you are not aware of what your DST SharePoint site is you should contact your agency designated DST coordinator. They attend monthly meetings with the MyCalPAYS project. I strongly recommend you find out who your coordinator is so you can easily find out the status of the project.

Some information on past events: We were very busy in December. We finished the data collection for stage two, we did the integration cycle, and we did data conversion testing. In November we did a change impact presentation with coordinators and sponsors, and presented to them what changes will happen to their department based on each module of the MCP system. This presentation generated a lot of questions, so we asked the departments to come back in December for a change impact workshop. We presented technical workshops for pilots one and two and provided to some departments the SAP (GUI) which is a disk that gives you access to the MyCalPAYS system.

Upcoming events are: next week will be our inbound time interface meeting for departments that will be interfacing their time keeping system with MyCalPAYS. We have identified fifteen departments that will interface time keeping with MyCalPAYS. That meeting is scheduled to be January 18th from 9-11am, and is located at the project site which is 710 Riverpoint Circle in West Sacramento. On January 26th we will have role mapping workshops for pilots one and two. On February 3rd there will be a combined meeting with sponsors and coordinators from 1:30-3:00pm. Our wave three readiness launch meeting will be in the near future to start getting those departments ready for their launch.

At the last DST meeting we announced that the project will host a MyCalPAYS roadshow. This is a sixty to ninety minute presentation. A MyCalPAYS team will go to your department to provide an overview presentation for HR staff. The target audience is the core users. We want to make sure you know what's coming to you and that you are prepared for the change. An email will go to the DST coordinators this afternoon to let them know MyCalPAYS is offering these roadshows. The project is willing to travel to the satellite offices that are outside of Sacramento; they just have to let us know so we can contact them and get their presentations scheduled.

Question:
Those are only for HR staff?

Answer:
HR staff or high level managers, CEA's, Chiefs…

Question:
So these are not necessarily for a department as a whole?

Answer:
Not yet. When we roll out the Employee Self Service and Manager Self Service we will do another set of roadshows for employees so they can learn MyCalPAYS.

Question:

On January 26th, what is the role mapping workshop about?

Answer:
MyCalPAYS is a security based system. This role mapping workshop is used to identify which area an employee needs to have access to based on job function. For example, Joe Smith will work timekeeping and payroll, while Mary Smith is working on benefits. So these individuals will have access to the system based on their roles.

Tim Ramsden, Statewide Training:

The biggest news we have is that this month we will be launching a garnishment class that will be totally online; web based. While they were developing training at the 21st Century Project they were experimenting with one of the training tools and developed this garnishment class which is an Adobe product. It allows you to listen through headphones or speakers on your PC; you can hear the voice, see the words, and you can click through screens so it's very interactive. There are exercises you have to try out while you're going through it and you have to fill in the blanks on the forms. The warning I should give you is that it's a very fancy product so don't assume that everything we roll out online in the future is going to be this fancy. Eventually MyCalPAYS training and Statewide training are going to be molded into one unit.

Question:
When will this be available?

Answer:
It will be out this month. It's almost ready.

The course is basically an introduction to garnishments; it reviews the different types, talks about the earnings withholding order, how to establish, how to modify and how to cancel an existing garnishment. So it's not terribly advanced but it does give a good overall background. Prerequisites that we are asking, but which we cannot enforce online, are five months of Personnel/Payroll experience and three months experience in processing garnishments. Training coordinators are going to want to monitor this so people aren't just doing it for fun. On the other hand, if you are asking someone to get the training, what you are telling them is, "do not do anything else" so they will not be interrupted in order to get through it.

Question:
How long is the training?

Answer:
I did it in about two or three hours but was interrupted a few times.

Question:
Where will it be located?

Answer:

It will be on the Controller's website in the Statewide Training area, but we haven't built the link yet. You will see it under the News and Updates and there will be a highlighted link to get to it.

As many of you are aware we have already done our needs assessment for April through June; the deadline was Tuesday. If you or your training coordinator has not sent in the needs assessment for training for April through June, go ahead and send it. We would still like to hear from you. I warned you that with the MyCalPAYS rollout, our resources are being pulled in different directions so we don't know how much we will be able to offer. We have a couple of conflicts and may be lending some of our trainers to the MyCalPAYS rollout. We are definitely going to have rooms used by MyCalPAYS for training, so it's possible that we will still be able to send our statewide trainers to do training elsewhere but it's also possible that they won't be available at all.

Debra Spellman addressed the following information:

Deferred Compensation

It is my unit that is processing the separations with Deferred Compensation. Although we had a lot of system issues with the social security rate change we've got them worked out and are really getting rolling on processing so please be patient with us. We have probably processed as many today as we have all month. I expect that we will be done with all the December separations that we have before cutoff this month.

Question: We have a few people separating at the end of January and I was wondering when that deferred compensation would be issued.

Answer: We have dedicated a person to processing current month separations so those should not be a problem.

2010 Deferral Contributions

We are making calls to the person who signed the PAR when we are doing the 2010 late processing to verify and give information on the process. The real important thing we are trying to get across is that this processing will generate W2Cs.

W-2 Information

W-2's were printed last night and will be in the mail the week of the 17th. Historically there has been a payroll letter that has gone out with information about what's on the W-2's but in the interest of saving paper we are not going to issue that payroll letter anymore. There is now a FAQ on the SCO website that has W-2 information. We are sending a payroll letter out soon that will include that information with a link to the specific site of the FAQs.

Payroll Letter 11-002 has information on how to access the ViewDirect report to verify W-2 addresses. Refer to that payroll letter to verify addresses for employees who do not receive their W2 by the end of January.

Benefits - Open Enrollment

Unfortunately, we weren't able to get all the Open Enrollment documents processed in December. This week we did finish all the original Open Enrollment Dental documents received, so if you don't see the deduction on January's Master Warrant send us a copy of the documents with "Inquiry" written across the top in red and with an original signature. Don't change the dates—that's how we'll know it was an original Open Enrollment document, and we'll research and see what the problem is.

Don't call the benefits unit if an enrollment has been processed and the deduction has been taken from the warrant but the employee's carrier is saying they don't have coverage. That's not an SCO issue, you will need to call DPA.

We are still behind on the Open Enrollment Health documents—we weren't able to get them all processed, but the transactions are in ACES so employees do have coverage. I think we'll be caught up with all the Open Enrollment documents by the end of this month, but also be aware that because we have been putting a priority on Open Enrollment in Benefits that the retroactivity is backed up.

Question: Does this also include cash such as CoBen Cash and the other cash options as well?

Answer: Yes, especially if they are new/open enrollments.

Cindy Rounds addressed the following information:

Tax Exempt Withholding Letters

December 27th we sent out the Tax Exempt letters to departments reminding you that your tax exempt employees need to file new EARs to continue their tax exemption. Those EARs have to be keyed between January 4th and February 14th. On February 15th our system automatically updates and anyone who doesn't have a new EAR will go to Single and 0. We will not process tax refunds this year if you did not update the EAR. The EAR tells you, in the signature box, that this needs to be done prior to February 15th, and as stated before we are backlogged and do not have time to process tax refunds for those individuals who do not do a new EAR.

Disability

Backlog is 35 days – the only documents we allow you to fax are currents. You're welcome to fax currents beginning the 24th, right after Master Payroll cutoff. Do not fax regular disability documents; the 674, 674D's that are for prior pay periods or anything that is not current—this ties up our machines and our staff don't work them; they go back into that day's work.

Do not send anymore requests for 2009 4800 time. That year is closed and you cannot request anymore 2009 4800 pay.

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When you are submitting requests for either adjustment's to overtime or original overtime pay, adjustment's to overtime should be on the form 674 and they do not come to the Disability Unit, they go to Civil Service Employment History Unit. The original overtime request (the 671 with the transmittal form) also goes to the Civil Service Employment History Unit.

Fiscal Year End

We are gearing up for fiscal year end - the contact letter to give us information about your main contact goes out next Tuesday. It is due back to us by February 7th. If you don't work your periodic position control reports all year, make sure that you start working them now. They really identify a lot of errors for things that will show up on your probable vacant report at the end of March.

If you have positions that are over the salary cap of $6808 they must have Department of Finance signature. Even if you have the exception from Department of Finance for most of your 607 processing, all documents with a salary of over $6808 must have a Department of Finance signature.

Personnel Letters

There are two personnel letters coming out next week. Both of them are regarding the new retirement account codes for rank and file employees and Bargaining Units 2, 6, 7, 9, 10, and 13; and the new retirement account codes for excluded and exempt and rank and file employees for Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21. Both of these are going to refer you to a CalPERS Circular Letter where all the new account codes and rates are listed. Again, it is important to know this for new hires January 15th and after.

Next Meeting:

The next meeting is Thursday, **March 10, 2011** from 1:30 to 3:00 at:

State Controller's Office
300 Capitol Mall, 6th Floor, Room 635
Sacramento, CA 95814

The PPRC encourages attendance by department representatives interested in improving the efficiency of personnel/payroll administration. However, if you are unable to attend these meetings and you have an issue or question you would like the committee to address; please contact Cynthia Rounds or Debra Spellman with pertinent information.

Listed below are the PPRC meeting dates for the 2011 calendar year. All meetings are from 1:30 to 3:00 at the above location. **Please note, all meetings for 2011 will be the second Thursday of the month.**

January 13, 2011
March 10, 2011
May 12, 2011

July 14, 2011
September 8, 2011
November 10, 2011

Should you have any questions regarding the PPRC meeting or have additional information to provide, please contact either Cynthia Rounds at (916) 445-6983 or Debra Spellman at (916) 323-2539. They can also be reached via email at crounds@sco.ca.gov and dspellman@sco.ca.gov, respectively.