

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

Date: April 18, 2011

To: All Civil Service/Exempt Departments

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

Re: PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES

This recaps the March 10, 2011 Personnel/Payroll Review Committee (PPRC) meeting and provides information for the **May 12, 2011** meeting.

LOCATION CHANGE FOR MAY 12TH MEETING:

State Controller's Office
300 Capitol Mall, 2ND Floor, San Diego Room
Sacramento, CA 95814

We would like to thank those department representatives that participated in the November meeting for their time and effort. There were 23 representatives from 17 departments that participated in this meeting.

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

Departments Represented:

Alcohol and Drug Programs, CalPERS, Child Support Services, Developmental Services, Corrections, Environmental Health Hazard Assessment, Food and Agriculture, Franchise Tax Board, Forestry and Fire Protection, Housing and Community Development, Mental Health, Office of Systems Integration, Secretary of State, State Controller's Office, Transportation, 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:

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Allan Fong, DPA:

SPP's twenty-five dollar enrollment is ending on March 31st. Employees can enroll in the Savings Plus 401k or 457 Programs for twenty-five dollars. If they do not change their contribution amount it will remain at twenty-five dollars until they go online and change it, or call our call center. After that, the enrollment will go up to fifty dollars minimum starting on April 1st.

Savings Plus is still offering the lump sum training for employees. We are getting ready to push it out live online, so the employees can actually go online and watch a video and the slides. They can also download the documents for the PowerPoint presentation. We are still offering the ARP training. If you need to schedule ARP training for your HR staff you can contact Kelly Richmond at kelly.richmond@dpa.ca.gov. She is available to come over to your agency. She is also offering the new employee orientation, so if you have new employees she can come out and talk about the Savings Plus Program to your new employees as well.

Question:

If you have enrolled in the Savings Plus Program years ago, but are not currently contributing do you still have an account?

Answer:

You still have an account. The minimum you can contribute per pay check is \$20 a month. If an employee sets their contribution limit to 0, they need to contact the call center to restart the contributions. Nationwide Retirement Solutions has to change something in their system. The call center's number is (866)566-4777 and when the recording comes on hit *0 and they will be transferred to a live rep.

As HR staff you can use that number before transferring lump sum. You can contact the call center to see if that employee has an open 401k or 457 plan. They do not need to be currently contributing into those plans in order to transfer lump sum.

Question:

We called somewhere and they said they couldn't release that information.

Answer:

You need to identify yourself as an HR office [Yes], let them know you are getting ready to transfer lump sum [Yes], and they should be able to say yes or no. If Nationwide is telling you no, I'll send an email over to the manager to let her know that they need to release that information to HR offices. If not, you can contact me at (916)324-3444 and I can look it up for you as well.

Question:

For Catch-up, how long does that take to get approved for lump sum?

Answer:

If the employee mails in the form, it's 45 days prior to their retirement or separation. If the employee walks it over or faxes it in, it's 14 days prior to their retirement or

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separation. The worksheet will then go to the employee; they sign and date it, then send it back to Savings Plus and we give them a copy of it. If they are transferring lump sum into the SPP, they must provide a copy to their HR office.

Tim Ramsden, Statewide Training:

Question:

At the last meeting you said we could still send in training requests however, our training person continues to do it, and we keep getting denied training. So I want to know why we keep getting denied when the last class I was at was only half full.

Answer:

What was the training you went to last? [Fundamentals of Personnel]. That's strange because that's not what my records show; she must have had a lot of no shows.

Anyway, Esli is now gone. So we have no instructor for Fundamentals of Personnel. She was also teaching Employment History Overview. She is pursuing her dream across the ocean.

That's just how things are in Statewide Training right now. We collected needs assessments for spring from everyone that sent them in so we would be ready at this point to schedule classes so you could start requesting classes. However, as you can probably guess MyCalPAYS is looking like it needs all the resources we can give them. We are looking at options as far as what we can do so that we can keep rolling out training which may mean we are going toward more technology—recorded training on the web that people can look up. We just don't have the bodies, so that's what we are looking at right now.

We are looking at having a very minimal schedule probably in April and hardly anything in May or June. I know we usually go on break June, July, August because so many people are on vacation, and that's when we try to get our instructors to have vacations as well, so it may be awhile. What you probably ought to do if you have extreme needs is send an email to me or Alice Contreras. I am aware that some departments, many of whom are probably here, are not rolling out until Wave 4 or 5 of MyCalPAYS. So that means for anybody who came on and is waiting for training there will be a gap, but we are trying to get some training to help as people come on or take on new responsibilities.

Question:

My specialists have taken the garnishment training online, they said it's really slow and they wanted to know if they can go back in anytime they want once they have completed it.

Answer:

I have been getting a lot of questions about garnishments. One is how long should people allow to take the class if they haven't even started yet. The answer to that is about two to two and a half hours. There will be some that finish faster than that, but it's set up so you can just click straight through. There is a timer set on each screen to give you time to look at it before it will even give you the "continue" button. Now we have

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added a new feature that allows you to go in anytime and it allows you to move forward or backward.

What are you hearing about the online training experience? Are people positive about it? I don't mind hearing the positives or the negatives.

[Guest] I thought it was an okay training, but it said it required headphones and I don't have headphones at work. It took awhile for me because I had to keep pausing it and doing other things and coming back to it.

I'm asking that question because we are trying other options and looking at what else we can use to deliver training. You all know about the budget issues; that affects travel to Sacramento or trainers going down south or anywhere else. So if you have ideas go ahead and send them to me.

I want to talk a little bit about CLAS. We usually send our cost letters out in March, but if they don't make it out, they will be sent in early April. If you are in MyCalPAYS Pilots 1 and 2 then you will be prorated for July and August only. If you are in Wave 3 then you will be prorated July through November only. You shouldn't be charged as much. The same applies to MIRS as well.

Question:

I know there is a new trainer doing the Advanced Salary Determination and was wondering how that was going.

Answer:

It's going well and it's a very popular class which fills up very fast. Our concern is that she needs to learn the new system as well so we are torn between continuing to train people on Advanced Salary or Intro to Salary Determination. There may be a few classes offered in April, but we may be able to develop an online experience where people can at least go through the exercises with her and see what happens.

Cindy Rounds, Personnel/Payroll Office I:

Disability

Please certify all time in #10, even the regular pay that has already been issued. We return so many 674Ds for that.

For agencies on furlough since there are no more scheduled furlough days, regular pay is calculated with all days possible at the **reduced rate** effective with the November 2010 pay period. We no longer have scheduled furlough days, so for disability it's calculated on all days possible for the pay period at the reduced rate.

SDI supplementation should be requested in whole days/hours only. We do not pay partial hours for full time employees.

Question:

You can't tell the difference when you look at the check; it's no different than regular pay, so I wonder why?

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Answer:

I can't say. It's one of those rules that were originally set up. For a long time we didn't get them that way then all of a sudden we are starting to get them in partial hours again.

CS audits

When sending in PARs please include your full phone number and extension. The staff is spending an awful lot of time trying to track people down when they have a question on a PAR. Remember we do not accept faxed PARs except for separations. Any other faxed PAR will be cancelled.

Position Control

It's that time of year again. We are gearing up for fiscal year end (FYE). April 1st the Probable Vacant Report will be online on ViewDirect. The paper copy will be mailed out the following Monday. Please make sure and work those Periodic Reports and research your positions for probable vacancies. That is any position that either already has 6 consecutive months of vacancy between the current fiscal year and one prior fiscal year, or has 3 months consecutive vacancy and we are projecting that April, May, and June will be vacant as well so the probability is that they will also be lost to Government Code sec. 12439 on June 30th. Even if you are paying someone now out of a position that has had 6 months consecutive vacancy during the current and one prior fiscal year, come June 30th, that position will be lost. If you have positions that have lump sum they shouldn't be on the Probable Report; we have to save those for you and take them off. You can contact Linda Rasmussen, supervisor of the Position Control Unit at (916) 324-3925 or lrasmussen@sco.ca.gov with any issues.

We are not doing hardship tax refunds this year as announced at the January PPRC and Sup Trans forum meetings in January and February. This is if the exempt tax status was not keyed in time. They had to be keyed between January 2nd and February 14th. We are getting stacks of requests and they are all being returned.

Question:

Our Office Technician has mentioned lately that the 672's have been coming in later and later in the month. Do you know anything about that?

Answer:

The delay had been at disbursements in mailing the 672's out to departments. They are on top of this issue and should have them in the mail much quicker now.

Debra Spellman, Payroll Offices II & III:

Regarding the Garnishment training, we became aware that many of the forms in the PPM that the training refers to have not been updated so we are in the process of doing that. Please be aware that the PPM will be updated in its next revision to match the forms the training refers to.

Again, something I mention over and over again; please submit your documents completed and accurate. We are returning lots of documents in the Benefits Unit

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because they are wrong. It will speed things up for everyone if we can avoid having to send them back.

There seems to be a lot of confusion and questions about furlough and dock. There was a Personnel Letter 10-026, that went out at the end of last year that refers to prior letters regarding furlough and various types of pay. Personnel Letter 09-020 has very detailed instructions and examples on various types of pay including dock and how to report it. So please refer to that in cases of dock where the furlough earnings ID has to come off.

Question:

I spoke with Carly recently about that and was told the furlough earnings ID stays on.

Answer:

Well there has been a lot of confusion even amongst us but I believe we have clarified this now and are all on the same page. Refer to those letters I just mentioned; going forward I believe your questions will be answered consistently by all parties.

The other thing I want to remind you about is please don't send 674s for salary adjustments pursuant to a PAR/PPT. We will work them according to Employment History; we're not going to work the documents. That just contributes to our backlog because we are getting Employment History messages and then we are getting documents too. If you do not see the adjustment made within 30 days you can send an inquiry document. We are working Employment History messages for January 20th and 21st. There has been mandatory overtime in that area and we made a big jump ahead last weekend.

When calling the liaison numbers please speak clearly and slowly. Especially with the numbers, you need to speak slowly to be understood.

Regarding separation PARs, we are working January 26th which is the day payroll received the PARs. The volume in each day is getting smaller as we go, so the work is starting to go faster. We still have about 150 PARs backlogged, but I believe that we will be working current by the end of March if not sooner. We have thrown every resource we have into trying to get these done, so please be patient with us, we are working them as fast as we can. Also, we still have about fifty 2010 PARs that were late processed and we are waiting for the 422s to clear the salary advances.

I am unaware of any penalty that employees have to pay for a late deferral. If your employees are thinking they are paying penalties, there are no penalties. If your employees believe they are harmed because their deferrals were processed late they can file a government claim.

As we all prepare for 2011 year end I can't emphasize enough the importance of getting your separation PARs in as early as possible. Please inform your employees of the importance of early notification of retirement plans.

Question:

How far out are the duplicate W2s?

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Answer:

Those are issued once a month, but they issue everything for requests received in the prior month.

Question:

How about the dental documents; open enrollment?

Answer:

Open enrollment is done. We have processed everything we have received. However, a lot of documents were rejected because the dependents weren't cancelled that were no longer eligible, or there were other errors on the documents. So we are still working on those that have to be resubmitted. Everything we received in January is done and we are working on February.

Next Meeting:

The next meeting is Thursday, **May 12, 2011** from 1:30 to 3:00 at:

State Controller's Office
300 Capitol Mall, 2ND Floor, San Diego Room
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 Lina Ayala 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 Lina Ayala at (916) 323-2539. They can also be reached via email at crounds@sco.ca.gov and layala@sco.ca.gov, respectively.