

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

Date: July 14, 2011

To: All Civil Service/Exempt Departments

From: State Controller's Office
Cindy Rounds, Manager
Lina Ayala, Manager
Personnel/Payroll Operations
(916)445-6983/323-2539

Re: PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES

This recaps the July 14, 2011 Personnel/Payroll Review Committee (PPRC) meeting and provides information for the **September 8, 2011** meeting.

We would like to thank those department representatives that participated in the July meeting for their time and effort. There were 20 representatives from 14 departments that participated in this meeting.

Debra Spellman called the meeting to order at 1:30.

Departments Represented:

Alcohol and Drug Programs, Board of Equalization, Developmental Services, Environmental Health Hazard Assessment, Food and Agriculture, Housing and Community Development, Justice, 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:

Bryan Bruno (DPA)

Regarding the dental program – the only plan with a rate that will change is Delta. The rates will go up 1 ½ %. This rate will be locked in for two years. You shouldn't see any more changes until the end of 2013. This information will be posted on DPA's website.

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

SCO will be getting a copy of the notice along with the retirement systems and we'll have all our charts updated as we get closer to open enrollment for the new year. In the benefit sections there won't be a lot of changes except for rate information. There really weren't a lot of changes due to bargaining or anything else this year which is good for everyone.

Open enrollment for the dental and retiree vision programs are going to run concurrently with the health program open enrollment which has been moved to October 10 through November 4, 2011.

Regarding the vision plan: there are no changes and there won't be for the next five years. The retiree vision plan will stay the same as people retire.

I don't know what the rate of state employee retirement is right now. I'm hoping SCO can tell us what the rate of retirement currently is, but I'm assuming it is still fairly high based on what I have heard from CalPERS. As the documentation goes out for someone transitioning to retirement, hopefully, you're making your offers for COBRA.

Question:

Who are the contacts for Delta Dental or any of the dental providers? Do you have a listing of the contact people? I don't know who to contact. We've sent emails to you and haven't gotten any response.

Answer:

We have representatives for the plans but that information is restricted to persons on our delegation list who can contact the plans directly. As far as sending emails; you could have sent emails to me and I never got it so feel free to call me and I'll be happy to ship it to you. I apologize and I absolutely believe you sent it.

Question:

How can I contact Delta Care for an employee? I tried to contact Delta Care for an employee regarding her coverage. It showed she increased it by adding her daughter. The Delta Care representative said she has to have the address before she could talk to me.

Answer:

There is no requirement to request an address but I will check that out. I think it's some kind of training issue and I will bring that up with them. At Delta Care, they handle questions out of two call centers. The call goes to a representative in either Southern California or to Georgia. You don't know where the call goes but it is linked to their database. Some employers may require this address, whatever it is, I don't know. I will bring it up with them again but I can't guarantee that there won't be a repeat performance. If you run into any problems just let us know.

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

Sheila Frampton (SCO Benefits Unit)

We'll go over what's needed on benefit 674's because we seem to be rejecting a lot of them. On everyone's 674's there is a unit destination in section one. You need to be sure you are marking the correct box especially on "Changing Method of Collection". We seem to be getting everyone that is doing payment type K's. We're not the only unit that does payment type K's. If you look the A/R up and see what the deduction is for, this will determine the right unit to send it to. That would really help move the process along. It would perhaps avoid deductions starting up too late.

On 674's for FMLA and SDI, in the remarks section, we need to have the deduction code and the party code. We get a lot of them that just say health, dental or vision written in there or just the deduction code and not the party code. We need to have specifics.

Because we allow you to submit these months in advance, please be sure if there is a plan change or a party code change that you send us a correction for the future pay periods.

On the "Change Method of Collection" (section 6C) where it says the number of months to be covered and when you want it started up; we're getting a lot of issue dates i.e. 6/1/11 instead of a pay period. We need a pay period in that field.

Question:

Isn't that on the automated system?

Answer:

I thought that was changed by General Services. You may be using an older version of the form.

In section 5, the amount to be collected is often left blank. We need to know how much you want us to collect.

We're getting some that are being submitted with multiple A/R numbers on the same 674 and a combined total to be collected. We need a 674 for each A/R so we know the right net that is to be collected and so we don't over collect.

We need original signatures. We don't accept faxes in the Benefits Unit.

Question:

How far behind are you on 674's or A/R transfers?

Answer:

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

Transfers are Payroll. The Benefits unit is current; however, we are not current on the miscellaneous ARs (miscellaneous is if we need to reverse an A/R or a separation has been voided). Miscellaneous is about a month behind.

What happens if it's not marked with a specific unit? They may all go down to Payroll and it could be in their unit for a few weeks. We may miss taking the deduction for the master. That's why it's important to mark what unit the A/R is for.

Question:

On the economic dependent, the new affidavit, when they no longer meet the criteria, has that issue been resolved where we send in the documents to delete them administratively?

Answer:

What code is that?

(Guest) We were getting them back because the employee was not signing them. We were doing it administratively.

What permitting event code? That would determine if the document is for a standard or a mandatory and whether it can be done administratively or not. I don't know anything about that. I would need to know the code.

Debra Spellman

While we're talking about A/R's, the Disability Unit is still getting a lot of requests for refunding A/R's to change the method of collection. We don't refund ARs to change the method of collection. You need to be careful when you set up an AR that you're setting them up correctly as the employee requests. We'll change the method going forward; however, we are not going to refund what's already been collected.

The Disability Unit is also getting a lot of faxed documents. The only thing they will accept faxed is currents. Everything else must be mailed with the original signatures.

The total time due in item 10 of the 674D needs to be certified even if the time has already been issued. Please be sure to specify in Item 11 the PLP and IDL salary rates so they can be verified.

Payroll is still returning a lot of A/R's because the calculations are wrong. Please be careful that your calculations are correct. If you have questions Sophia is really good about working with you before you submit documents to make sure that what you submit is correct. When you satisfy an A/R with leave credit there's almost without fail going to be a small balance of cash that the employee gets. We have seen a lot of those being re-deposited because you or your staff doesn't understand what the payment is for.

Be reminded that the PAR Unit doesn't accept faxed PARS unless they're for separations. All agencies/campuses in the Sacramento area should hand deliver your

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

separation PARs to the 9th floor window. This saves us an incredible amount of workload and helps to get separation PARs processed quickly. If you are outside of the area and you fax PARS, be real careful that the information is clear so that it can be read. Do not reduce the size of the PAR.

Question:

They were allowing us to fax in emergencies. Is that still O.K.?

Answer.

We used to allow emergency appointments (tenure E) to be faxed but we no longer do. The exception to only faxing separation PARs is if you call and one of the Specialists agrees to accept a fax. In that case you should write on the cover sheet "ok to fax per xxx".

We are getting about the same number of separation PARs as we had last year. Maybe a tiny bit lower so we're hopeful that we'll be in better shape than what we experienced at the end of last year.

The PAR unit asks that you allow 24 hours to respond to phone messages before you call again. They are getting a lot of duplicate calls.

Question:

For the savings bond refunds, is there going to be some kind of letter going out for that because how are we supposed to track down a lot of these employees who have separated 10 years ago?

Answer:

I know there was a letter that went out but I don't know if it specifically addressed that issue. You might be able to find the address through ACE's if they are a retired employee.

Regarding stipulated settlements, when you're submitting a S41V or S41E please make sure you submit a 674 to restore the benefits. That will speed up the process a little bit. If you don't submit the 674 then we have to call and wait for you to send it.

One last thing, we're getting a lot of calls from employees that are frustrated because they are not getting answers from their HR and they're being referred to us. Please do not do that. If someone is calling you with a question you are having difficulty answering, call us and we will help you. Please do not refer your employee to our phone liaison units because in most cases we will refer them right back to you. We will help you figure it out. That will help you explain it to the next person who asks a similar question. We are here as a resource for you but it is your responsibility to answer your employees' questions.

Question:

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

What is the current work date?

Answer:

The Disability Unit is at about 30 days.

We are about 35 days behind in employment history, and 30-35 days in retirement. Most of the other areas are fairly current. We do work pretty current on 674's and documents so if you have something that you haven't seen action taken in a couple weeks feel free to call or send an inquiry.

Question:

Our agency analyst told us that AB2410 is now Labor Code 201 and 202. Is there somewhere in writing that this has been communicated?

Answer:

AB2410 is an Assembly bill that added sections 201 and 202 to the Labor Code so it is sort of different ways of referring to the same thing. AB2410 is the bill and Labor Code 201 and 202 are statutes.

Question:

But we can still refer to it?

Answer:

You can but the reality is there could be multiple AB2410's that were introduced in different sessions and that's why it can get kind of confusing. That's also why it's more proper to refer to it by the actual code section.

Question:

Determining transfer eligibility: Is that something that would fall under the analyst's list of duties or something that transactions would do? They're trying to move all these people from one classification to another classification.

Answer:

That would be a DPA issue.

Question:

Contract changes for R02 and R07. When will adjustments be issued?

Answer:

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

I'm not sure when the adjustments are going to be issued. We're still working with DPA on that.

Meeting was adjourned at 2:15 p.m.

Next Meeting:

The next meeting is Thursday, **Sept. 8, 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 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.

Listed below are the PPRC meeting dates for the 2011 calendar year. All meetings are from 1:30 to 3:00 at the announced 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