

Transaction Supervisor's Forum 9/15/2016

PPSD provided the following updates at the forum:

PPSD Re-Org Move

PPSD phone lines will shut down at 3:00 PM on Friday, September 23rd for department moves. All ACD lines will open at their normal time on Monday, September 26, 2016.

CS PAYROLL – Samantha Stevens

SCO will be releasing the annual Separation Process with Lump Sum Deferral at the beginning of October 2016.

Departments are reminded that the Savings Plus Lump Sum Separation Pay Deferral Form must be received by the Department 5 working days prior to the employee's separation date. Working days does not included the actual separation date.

For example if an employee is separating on a Friday, the form must be received the previous Friday. SCO and CalHR recommend departments date stamp the form when received. Departments can reference CalHR PML # 2016-018. PAR packages not meeting this requirement will be cancelled and returned to the department.

CS BENEFITS – Rhonda Townsend/Debbie Rodd

Dental form 692 - Please make sure you are not dating or signing off on these forms before the permitting event date happens.

These forms are being rejected because the HR signed date is the driver of the effective date and cannot be any earlier than the Permitting Event date.

POSITION CONTROL – Melody Lyles

Please note that there is a 2 day turn around on processing 407's. Position Control verifies the information and marks the document for processing. It is batched and sent to DAR for coding and then to key entry.

TAX SUPPORT – Jaime Delgadillo

Tax Support is releasing their annual W2 Personnel Letter this month.

Questions:

1. CS Payroll: Samantha Vance

- Why are ding notices sent out with "No Changes" notes. Why send them back if no changes are required.

Answer: Our Ops Support Unit no longer handles "No Process" documents, so they are being sent back to the departments as information only; explaining their request has already been processed.

- Specialists are not reviewing entire document before sending a ding notice. Ding notice is corrected and same document comes back with a second ding notice.

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Answer: Please contact the Customer Contact Center to inform the supervisor over the unit that this is occurring so it can be addressed with the staff. There may also be instances where a change has occurred to EH or Pay History since the first notice was sent, so the information on the document being returned to SCO is now incomplete/incorrect causing it to be returned again.

- PAM/SAL – Who does the keying? Sec10 states “send to SCO for keying” but Rachel Peck at DOT was told they don’t key.

Answer: A SAL transaction can usually be keyed by the department. Contact the Customer Contact Center for CS Audits and reference the location in the PAM.

- Michele Begarano FTB – What determines the issue date of check for Green Clearance. Is it the next day? Some get issue date of Master Pay. checks won’t pay if same month and it affects W2’s and SDI.

Answer: Green Cycles issue supplemental payments to adjust Semi-Monthly/Master payrolls which have the same issue date as the Master. Daily Cycles are for all other payments such as retroactive changes to pay and positive pay and usually issue the next work day.

- Sep Pay has to be done within 72 hours. Didn’t issue and ask is this an error on SCO part. Didn’t look at item 215 so it didn’t issue by end of month. Ask that this report is worked more timely.

Answer: Payroll Operations receives an AB2410 listing following every payroll cycle which identifies separated employees. The listing is worked the same day it is received however, if there is a discrepancy on the PAR that prevents pay from issuing, it is the department’s responsibility to contact SCO. If the PAR is being keyed by SCO, and additional information is needed, we will contact the department. If a response is not received within 24 hours, the PAR will be cancelled and returned.

What date is PPSD currently working on as of 09/19/2016?

Unit	Workload Type	Oldest Date
Position Control	607	8/7/16
Audits	PARs	08/24/16
Disability	IDL Special/Complex	9/13/16
	IDL Regular	9/20/16
	SDI Special/Complex	9/14/16
	SDI Regular	9/19/16
	NDI Special/Complex	9/13/16
	NDI Regular	9/19/16

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	TD Special/Complex	9/12/16
	4400	9/22/16
	4800	9/15/16
Payroll	EH Messages	12/15/2016
	674	08/22/2016
	674 A/R	08/18/2016
	Lump Sum PARs	
Benefits	Health	07/08/2016
	FLEX News Appeals/Changes	06/28/2016
	Flex Cancels	07/15/2016
	Flex Reimbursements	09/15/2016
	Dental New	09/15/2016
	Dental Cancels	08/29/2016
	Dental Appeals/Changes	09/06/2016
	674 A/R	09/01/2016
	674 Leave Credits	05/02/2016
Misc. Deduction/W-2	674	Payroll
	676	Payroll
	EH Messages	Payroll
	Group Legal	9/13/16
	LTD	9/13/16
Retirement	EH Messages	05/19/16