

Transaction Supervisor's Forum 10/22/2015

PPSD provided the following updates at the forum:

Personnel and Payroll Operations Bureau (PPOB) management team

The PPOB management team has had recent changes. Below are the current members of the management team and their areas of responsibility:

Debra Spellman – Bureau Chief

Veronica Gutierrez – Manager – Retirement Reconciliation Team

Lina Ayala – Operations Manager – Payroll Office I and IV

Melody Lyles – Manager – Payroll Office I (Civil Service Audits, CSU Audits and Payroll, Position Control)

Pliny Reynolds – Manager – Payroll Office IV (Disability: IDL, NDI, SDI, TD)

Jennifer Rocco – Operations Manager – Payroll Office II and III

Samantha Vance – Manager – Payroll Office II (Civil Service Payroll, Stipulations, Garnishments, Premium Pay, Direct Deposit)

Rhonda Townsend – Manager – Payroll Office III (Civil Service and CSU Benefits, W-2, and Miscellaneous Deductions)

Benefits Reminders

Recently a few specialists have informed us that they do not have time to read the BAM or reference their permitting event charts when processing the dental and flex forms. A big portion of our returns is for incorrect event codes and effective dates. These charts are a good training tool and provide accurate processing information. If department HR office staff references them more frequently, the volume of documents returned would decrease dramatically.

PPSD is still receiving the old versions of the Flex Cash and Coben Cash forms. We can only accept STD 701C/702 forms with a revision date of 6/2015. We have also heard from some specialists that they are unaware of the new form or the PML that went out regarding the recent certification process for the cash programs. For those who have not read the PML, we ask that you please do so (PML 2015-018).

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Year-end Lump Sum Processing

SCO will issue the payroll letter, Separation with Lump Sum Deferral, in the first week of November.

Key dates to remember:

- For employee's deferring in the 2015 tax year, SCO must receive PAR/PPT and supporting documentation no later than December 16, 2015.
- For deferrals in the 2016 tax year, documentation must be submitted by January 16, 2016.
- Tax exemptions expire on January 31, 2015, therefore process "permanent" EAR tax exemption transaction when submitting documents.

Disability Reminders

Important cutoff dates for 2015 year end processing:

December 2, 2015 – Submit Form STD 674D for transfer request from Regular pay to IDL with issue year 2012.

December 15, 2015 – Submit Form STD 674 for LC4800 payment request or transfers.

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Questions:

1. What date is PPSD currently working on?

As of 10/26/2015:

Unit	Workload Type	Oldest Date
Position Control	607	10/21/15
Audits	PARs	10/16/15
Disability	IDL Special/Complex	6/8/15
	IDL Regular	6/15/15
	SDI Special/Complex	10/13/15
	SDI Regular	10/19/15
	NDI Special/Complex	10/19/15
	NDI Regular	10/20/15
	TD Special/Complex	10/8/15
	4400	10/22/15
	4800	10/16/15
Payroll	EH Messages	2/25/15
	674	10/09/15
	674 A/R	10/08/15
Benefits	Health	10/1/15
	FLEX	10/9/15
	Dental Appeals/Changes	7/1/15
	Dental Cancels	7/2/15
	Dental New	10/14/15
	Open Enrollment	10/8/15
Misc. Deduction/W-2	674	10/19/15
	676	10/16/15
	Group Legal	10/13/15
	LTD	10/2/15
Retirement	EH Messages	7/27/15

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2. For lump sum separations, SCO will not accept documentation until the master personnel cutoff of the month prior to separation. The Savings Plus Lump Sum Separation Pay Transfer form states that the employee should submit the form *to their personnel office* at least 30 days prior to separation. Why won't SCO accept forms 30 days prior to separation?

The Savings Plus Lump Sum Separation Pay Transfer form recommends the employee to submit paperwork at least 30 days prior to separation to their Personnel Office to allow time for the Personnel Office to prepare the necessary documents. However, if SCO processes the Lump Sum Deferral prior to master personnel cutoff date the month prior to the employee's retirement, all subsequent pay will be issued as a warrant, including master pay. The employee would no longer have direct deposit. SCO will issue the payroll letter, Separation with Lump Sum Deferral, in the first week of November.

3. Can the department key an S70 when an employee is separating in order to get their final regular pay to issue, and then follow up with lump sum separation documents?

Departments/Campuses can key an S70 separation transaction completing Item 606 only. The department/campuses then needs to submit corrected PARS/PPTs with supporting documentation to SCO for Lump Sum Deferral processing. SCO will issue the payroll letter, Separation with Lump Sum Deferral, in the first week of November.