

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

Date: May 12, 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 May 12, 2011 Personnel/Payroll Review Committee (PPRC) meeting and provides information for the **July 14, 2011** meeting.

We would like to thank those department representatives that participated in the May meeting for their time and effort. There were 25 representatives from 20 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, CalPERS, Child Support Services, Corrections, Developmental Services, Finance, Food and Agriculture, Forestry and Fire Protection, Franchise Tax Board, General Services, Housing and Community Development, Justice, Mental Health, Office of Systems Integration, Secretary of State, State Controller's Office, Toxic Substances Control, Water Resources, and Water Resources Control Board.

Old Business:

We had a question from the last meeting about 672's that were coming later and later. We've contacted Disbursements and they will be moving them in priority to be delivered so you get them in a timelier manner.

New Business:

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

Debra Spellman introduced Allan Fong, formally of DPA, now with SCO Payroll Operations. He will be helping Payroll Operations with transition issues to the new payroll system. Right now, he is focusing on the year end separation process to make improvements so that we can avoid some of the problems we've had in this last year.

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Guest Speakers:

**Allan Fong**

Mid-year separations: If an agency is in Sacramento, please drop the PARs off to us instead of faxing them. There is now a window on the 9<sup>th</sup> floor with a sign "Separation PARs Only". You can slide your envelope through the window. They are picked up every couple of hours. The reason we are asking you to do this is because we have trouble reading PARs when they are faxed because they are reduced and not clear. Often we cannot read line number 10 remarks. This causes delays in processing because we have to make phone calls to clarify information and wait for a response.

If you need to change item 620, 625, 215 or even the remarks line in item 10, you can call us and we can change those for you on that PAR as long as it has not been keyed yet.

We have provided a checklist to assist you in making sure your PARs are complete and accurate. On this checklist the first item states that employees should be taken off direct deposit when they separate. See PPM J010. If the HR offices are not taking the employee off direct deposit, SCO will do an administrative cancellation on the direct deposit.

We are working really hard on getting processes worked out on re-deposits so that errors are avoided.

Question:

Should we address the envelope with our PARS to one specific unit?

Answer:

The only thing you should be delivering to the 9<sup>th</sup> floor is separation PARs that need to be keyed by SCO. Everything else you send over should be sent as you normally would send it. For example, benefit items should still go to Benefits and disability should still go to Disability, etc. For documents you are delivering, the clearer and easier you make it for staff on the 10<sup>th</sup> floor the quicker the documents will get delivered and processed.

Do not hold documents! If you know someone is separating send in their documents. Also, don't call right after you fax the PAR. Please give us a chance to key the PAR.

**Tim Ramsden, Statewide Training:**

We were working with HR Modernization which I talked about at our last PPRC meeting. They had a contract with DGS's camera crew and they came and setup cameras here to film the training courses that we have for statewide training.

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The following classes have been filmed and captured on video; however, they are not quite ready to be put on the web.

PAR Documentation  
Corrective Actions  
Workers Comp – Beginning Setups  
NDI

Both of the salary determination classes: beginning and advanced.

All of these have been filmed. They had one camera on the presenter and another camera was in the back filming. They ripped the books apart and as they would talk about a certain page they would put that page in front of the camera.

We are trying to find a way for them to scan all the books as well but it's getting kind of complicated. I don't know how long it's going to take for them to have a finished product posted on the web.

They are working with the Department of Transportation to film the Fundamentals of Payroll and the Fundamentals of Personnel.

The ultimate goal for us is to capture the rule-based training which is necessary for anybody regardless of whether they are on a legacy system or whether they're ready for MyCalPAYS. We want to make sure everybody knows what they need to know so they can jump onto MyCalPAYS when they roll out.

We will want your feedback when the classes come out. We will not be doing our training during the summer. We will come back in the fall. If you have feedback, send it to Alice, who is still the coordinator, at [PPSDtraining@sco.ca.gov](mailto:PPSDtraining@sco.ca.gov).

**Debra Spellman**

**Position Control**

Fiscal Year End is here. April 1<sup>st</sup> the Probable Vacant Report was put on ViewDirect. The paper copy was mailed the following Monday. Please make sure and work those Periodic Reports and research 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 year or 3 months consecutive vacancy and you're projecting April, May, and June will be vacant. Those will also be lost on June 30<sup>th</sup>. Even if you are paying someone now out of positions that have had 6 months consecutive vacancy during the current and one prior year, those positions 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 the Vacant Report. If you have any questions you can contact Linda Rasmussen, supervisor of the Position Control Unit at (916) 322-7972 or [lrasmussen@sco.ca.gov](mailto:lrasmussen@sco.ca.gov).

The Annual Headers were due back last Friday. If you have not sent them please get them to us by tomorrow. If you can't get them to us by tomorrow please contact Linda Rasmussen.

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Finance conversion codes are due back Friday, May 20<sup>th</sup>. If you can't meet this date, again, please contact Linda.

Reorganizations were due May 3<sup>rd</sup> and will be mailed out tomorrow.

If you have 607's that you want to make sure we get processed by June 30<sup>th</sup> so that the changes appear on your Schedule 8, you must get them to us by June 10<sup>th</sup>. If you have packages of 607 corrects or changes that will require several cycles, they must be in our office by June 3<sup>rd</sup>. If you have any questions, please contact Linda.

Personnel Letter 11-013, published recently, had to do with the data cleansing that some of you have been doing in preparation for the new system. There are some incorrect items on the table in the letter. At the bottom, E06 is not being used so address changes and address withholds are both E04. E05, withholding allowance, should be E03. Also, we've been getting a lot of calls that the report is supposed to be done monthly and the date is supposed to be on the Decentralized Calendar. I'm trying to get a little more information about this so we can be sure that it's on the calendar next month.

In the Personnel Liaison area we're getting a lot of separation PARs for intermittent employees with no item 710 completed or it's completed incorrectly. We're having trouble getting responses when we call about these so we are implementing a policy of one call and then the PAR will be cancelled if we don't receive a call back. We don't like to cancel PARs so return our calls as promptly as you can. When we call you it is because we're just trying to get information so we can fix the PAR without having to cancel it.

We have another new employee that I am very pleased to introduce. She also came to us from DPA Savings Plus and is now the manager of Payroll Office II and III. Please welcome Lina Ayala.

**Lina Ayala**

Hello let me give you my telephone number, 323-2539. My email is [layala@sco.ca.gov](mailto:layala@sco.ca.gov). I have a couple issues to talk to you about. One is 674s for transfer of funds or setting up ARs because of overpayments. Agencies are submitting paperwork and we're going to get an error message through Employment History so it's double work. We're asking you not to send 674s for transfer of funds or setting up ARs because of overpayments.

Question:

We have a situation where we have a bunch of AR's for a certain group of employees. The specialist who took a call about this yesterday (and I'm not sure who she spoke with) told her that if the AR's are not setup yet it's because the Employment History error message have not been worked and if we have already noticed the employee's, 30 days have gone by, and they have chosen to pay by payroll deduction we should send 674's. Is that correct?

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Answer:

Yes. You can send an Inquiry. If you haven't seen anything in 45 days or more, yes, please submit an inquiry.

Question:

When are you saying not to submit them?

Answer:

When you're setting up A/R's or transfer of funds or a pay differential, we're going to get error messages for those.

Another issue on A/R's is when the employee repays an AR through payroll deduction then changes their mind and wants to use leave credit to satisfy the A/R. We are not going to reverse an AR that has been satisfied. It has already been collected. We have a bunch of those. Once it's been satisfied, that's it.

The "Do Not Key List". I know everyone is familiar with "Do Not Key" with PARs. We are getting agencies that are keying punitive actions. It's causing a problem because they will send in 674's and we've already keyed this punitive and they want the payment expedited. Well, they should not have keyed the punitive in the first place. It's causing us a workload. Pay attention to your "Do Not Key List".

Question:

Do you know if they have resolved the Footnote 48 issue?

Answer:

(Linda Danko responded) I thought it was resolved. We basically had to fake the ending date to key a separation because we had to give that person timely payment of wages and because that Footnote 48 wouldn't let us key we gave a fake ending date. We had to do this to get timely payment of wages.

One more thing that I've noticed is that we're receiving documents that the agencies have the authority to key. They're sent without the exception cover and we've been keying them. An example would be some kind of pay differential that can be PIP keyed. We're going to start rejecting these.

Question:

Where do we get the "Do Not Key List"?

Answer:

It's in the PAM section 10.2. (see below - page 8)

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We have a lot of unnecessary workload when we can be working on the things you really need us to do.

Question:

We have some frustration because some things are being kicked back when it's clearly spelled out in the remarks why this has been sent in and what needs to happen. For instance, I had a 674 sent in requesting pay. Everything was spelled out in the explanation. It got kicked back saying, "You need to send this to the Disability Unit". Things are being kicked back so many times when we supply an explanation.

Answer:

Please call me so I can research. If it was clear I don't know what's going on there. We're trying to streamline things.

Question:

Furloughs. The original instruction says do not take the furlough code out anymore. I got two dings that said, "You did not take out the furlough code" so we cannot process this. What do I do?

Answer:

There are a couple of recent Personnel Letters addressing furloughs. Please refer to them for processing instructions. They are Personnel Letter 10-004, Furlough Program – Late Dock Procedures; and Personnel Letter 10-006, Furlough Procedures for Disability Leave of Absence.

Dental Open Enrollment:

Open Enrollment has been pushed back to October 10 through November 4th. We're asking you to submit the documents in the early part of open enrollment rather than the later part.

You shouldn't be using the SZ earning ID any longer. It was created for the furloughs. Furloughs for all the bargaining units ended April 1<sup>st</sup>.

Recently, Trish Bauman, DPA Personnel Services Branch, sent out an email to personnel officers explaining the use of leave credits to satisfy ARs. She gave specific instructions for what to put on the 674. You need to talk with your personnel officers and get this information.

Question:

Where are you guys in the processing of payroll documents?

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Answer:

We're about 30 days backlogged in retirement, employment history and A/R's. Open enrollment is done.

Question:

Bargaining units, are all departments prorating for full time employees for each bargaining unit? We're having some problems with the contract language. It's not as precise as the 279. It's kind of vague. Is anyone else having this issue?

Answer:

DPA can answer this question. Contact Trish Bauman or Becky Bayliss.

**Next Meeting:**

The next meeting is Thursday, **July 14, 2011** from 1:30 to 3:00 at:

State Controller's Office  
300 Capitol Mall, 2<sup>nd</sup> 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 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](mailto:crounds@sco.ca.gov) and [layala@sco.ca.gov](mailto: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 noted 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

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**PAM**

10.2 (Rev. 02/97)



**DO NOT KEY** TRANSACTIONS WHICH MEET ANY OF THE CONDITIONS BELOW; SUBMIT THEM TO PPSD FOR KEYING. IF ANY TRANSACTION IN A PACKAGE MEETS ANY OF THESE CONDITIONS, SUBMIT THE ENTIRE PACKAGE TO PPSD FOR KEYING. TRANSACTIONS WHICH REQUIRE PRIOR DPA/SPB APPROVAL MUST HAVE APPROPRIATE DPA/SPB APPROVAL ATTACHED.

- OUT-OF-SEQUENCE TRANSACTION INVOLVING MULTIPLE DEPARTMENTS
- RO1 CORRECTS/VOIDS
- VOID/CORRECTION TO ADVERSE ACTIONS/REJECTION DURING PROBATIONARY PERIOD DUE TO APPEAL PROCESS
- ADVERSE ACTION "EXCEPTIONS" REFER TO 5.70
- 105 TRANSACTION
- EMERGENCY APPOINTMENT FOR NEGATIVE ATTENDANCE EMPLOYEE AND ITEM 615 IS NOT COMPLETED
- ITEM 105 IS COMPLETED WITH "SS5"
- ITEM 952 IS COMPLETED
- ITEM 999 IS COMPLETED
- S99 TRANSACTION
- VOID OF SEPARATION WITH LUMP SUM AND/OR LUMP SUM EXTRA HOURS AND REPORTING SEPARATION WITH A DIFFERENT EFFECTIVE DATE.