STATE OF CALIFORNIA

BETTY T. YEE
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: March 4, 2022

PERSONNEL LETTER #22-006
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
          Personnel and Payroll Services Division

RE: **REVISED - ETHNIC ORIGIN – MOVING FROM EMPLOYMENT HISTORY PIMS TO THE AFFORDABLE CARE ACT SYSTEM**

BACKGROUND

Assembly Bill (AB) 532 (2015/2016) and Government Code Section 8310.9, mandate that employees have the opportunity to designate multiple Race/Ethnic Origins. To accommodate this change, the California Department of Human Resources (CalHR) has modified their Form 1070, State Employee Race/Ethnicity Questionnaire, to reflect seventeen (17) valid designation options and the State Controller's Office (SCO) has modified their systems to accommodate one or more selections per employee. The new Form 1070 can be found at https://www.calhr.ca.gov/Documents/calhr-1070.pdf.

SYSTEM & OTHER MODIFICATIONS FOR EXPANDED ETHNIC CODE DESIGNATIONS

Because Ethnic Origin is limited to only one value on the Employment History (EH) PIMS system, the SCO created a unique area within the Affordable Care Act System (ACAS) for the key entry and storage of multiple Ethnic Code values. Effective March 7, 2022, Ethnic Code values must be key entered in the new Ethnicity screen of the ACAS. Please see the RESOURCES section below for links to documentation related to this change, including detailed instructions for key entry of Ethnicity in ACAS, as well as an FAQ document designed to answer potential questions.

Effective March 7, 2022, a summary of the SCO modifications include:

- Key entry of Ethnic Codes is no longer allowed on EH PIMS.
- Ethnic Code values must be viewed/entered in ACAS for employees whose records reside on EH PIMS.
    - Note: For new hire appointments, Ethnic Code information cannot be viewed/entered in ACAS until the business day following entry of the new hire on EH PIMS.
- Notice of Personnel Action (NOPA) documents will no longer contain ethnic information.
- Personnel Action Request (PAR) forms – both Padded and Turnaround versions - will no longer show Ethnic Origin in Item 445 and the item will be shaded.
- The Management Information Retrieval System (MIRS) will be modified to include the possibility of multiple Ethnic Code values for an employee.
    - MIRS modifications will be available for use on March 14, 2022.

ETHNIC CODE INFORMATION ON ACAS

For employees who are active and/or temporarily separated on EH PIMS as of March 4, 2022, their existing Ethnic Code values will be converted to ACAS. Departments can view and/or update ethnic information on ACAS beginning on March 7, 2022.

The SCO worked in partnership with CalHR to determine the appropriate conversion of existing Ethnic Code values to ACAS. Those conversion decisions include the following, which led to the design of the new three-part ACAS Ethnicity screen:

1. **Employee Designated Ethnic Codes** – Codes that can be found on the CalHR Form 1070 (Rev 03/2022):

   - Black or African American (F)
   - American Indian or Alaska Native (H)
   - Hispanic or Latino (D)
   - White (E)

   ASIAN
   - Cambodian (U)
   - Chinese (J)
   - Filipino (G)
   - Indian (M)
   - Japanese (I)
   - Korean (K)
   - Laotian (V)
   - Vietnamese (L)
   - Other Asian (S)

   PACIFIC ISLANDER
   - Guamanian (R)
   - Native Hawaiian (P)
   - Samoan (Q)
   - Other Pacific Islander (T)

2. **Ethnic Codes If Employee Does Not Identify –** (designated by the employee's HR Office):

   - Black or African American (1)
   - American Indian (7)
   - Hispanic (4)
   - White (5)
   - Asian (2)
   - Pacific Islander (6)

3. **Outdated EH Ethnicity Codes** – There are older codes in the EH PIMS system that no longer exist on the CalHR Form 1070 (Rev 03/2022). Many of these codes have existed in an employee's record for years, but have not been included on the Form 1070 or in the SCO Personnel Action Manual (PAM) for quite some time.

Only the letter or number associated with the designation will appear on the Ethnicity screen– not the designation name. The outdated codes and their older definitions include:

- 3 - Multiple Races (Non-Hispanic or Latino)
- 8 - Filipino
- 9 - Not Known
- A - Mexican, Mexican-American, Chicano
- B - Puerto Rican
- C - Cuban
- N - Eskimo
- O - Aleut
- W - Not Known
- X – Multiple Races (Non-Hispanic or Latino)
- Y - Laotian
- Z - Not Known

The New ACAS Ethnicity Update Screen

```
ACAM500              AFFORDABLE CARE ACT SYSTEM (ACAS)            02/22/2022
                      KEY EMPLOYEE RACE OR ETHNICITY                15:17:34

NAME:                                        SSN:

PLS TYPE AN "X" TO ONE OR MORE OPTIONS BELOW TO DESCRIBE RACE OR ETHNICITY:
--------------------------------------------------------------------------
_ BLACK OR AFRICAN AMERICAN(F)  _ AMERICAN INDIAN OR ALASKA NATIVE(H)
_ HISPANIC OR LATINO(D)         _ WHITE(E)
--- ASIAN ----------------------------------------------------------------
_ CAMBODIAN(U)  _ CHINESE(J)  _ FILIPINO(G)   _ INDIAN(M)     _ JAPANESE(I)
_ KOREAN(K)     _ LAOTIAN(V)  _ VIETNAMESE(L) _ OTHER ASIAN(S)
--- PACIFIC ISLANDER -----------------------------------------------------
_ GUAMANIAN(R)  _ NATIVE HAWAIIAN(P)  _ SAMOAN(Q)  _ OTHER PACIFIC ISLANDER(T)

IF EMPLOYEE DOES NOT IDENTIFY, TYPE AN "X" TO ONLY ONE OPTION BELOW:
--------------------------------------------------------------------------
_ BLACK OR AFRICAN AMERICAN(1)  _ ASIAN(2)            _ HISPANIC(4)
_ WHITE(5)                      _ PACIFIC ISLANDER(6)  _ AMERICAN INDIAN(7)

OUTDATED EH ETHNICITY CODE:


F2=EXIT ACAS   F3/PB=PREV SCREEN   F4=REFRESH
_____
TI■                        »                      O   2,19   A
```

REVISED SCO SECURITY AUTHORIZATION FORM (PSD125A)

The SCO Security Authorization form (PSD125A) has been revised to include authorization for access to the new ACAS Ethnicity screen. That access is identified as ETH ACAS. The SCO Decentralized Security Administration (DSA) Unit will send revised PSD125A forms to each department beginning March 7, 2022. The revised PSD125A forms will be pre-filled with ETH ACAS access based on each employee's current EH PIMS access. When new employees are added to the form, the department must complete their appropriate access. Instructions will be included with the revised PSD125A forms for future processing.

PAR FORMS

Effective March 7, 2022, the revised Padded PAR forms (STD. 680A) will be available at the Department of General Services and revised Turnaround PARs will be printed by the SCO.

PERSONNEL ACTION MANUAL (PAM)

Instructions in the PAM, Section 2.59: Item 445 – Ethnic Origin will no longer be applicable as of March 7, 2022. The PAM will be updated to omit the keying of Ethnic Origin in EH PIMS. Please refer to the User Guide for Keying Ethnicity into ACAS (see link below).

RESOURCES

The following resources may be helpful in regard to this change.

- User Guide for Keying Ethnicity into ACAS at https://www.sco.ca.gov/Files-PPSD/user_guide_for_keying_ethnicity_ACAS.pdf
- Employee Race or Ethnicity FAQ at https://sco.ca.gov/ppsd_hr_emp_race_or_ethnicity_faq.html
- Government Code Section 8310.9 at https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=8310.9
- AB532 at https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB532
- CalHR Form 1070 (Rev. 03/22) at https://www.calhr.ca.gov/Documents/calhr-1070.pdf
- MIRS Handbook at https://sco.ca.gov/ppsd_mirs_ref.html
- PPSD DSA Manual at https://sco.ca.gov/Files-PPSD/2022_revised_decentralized_security_manual.pdf

For questions related to this change, please contact: Statewide Customer Contact Center (916) 372-7200.

For additional questions regarding other SCO services, please use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email connecthrhelp@sco.ca.gov
- ConnectHR Feedback Email (All HR Staff) connecthrhelp@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov

- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDmirs@sco.ca.gov
- Statewide Customer Contact Center (916) 372-7200

SCO Key Initiatives:
- Cal Employee Connect Project
- California State Payroll System Project

JEB:PB:PR