January 2024

Ad Hoc Committee on Human Resources Forum Notes
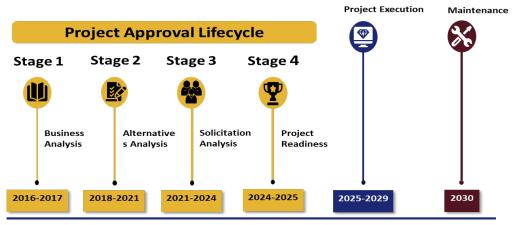
SCO KEY INITIATIVES:

SCO – California State Payroll System (CSPS) Project – Taras Kachmar (CSPSHelp@sco.ca.gov)

− Project Information:
- **Objective:** To modernize and integrate the State's Human Resource and Payroll systems
- **Goals:** Manager and Employee Self-service, Reduction in manual/paper submissions, Improved reporting capabilities, Efficiencies in processes/workflow
- **Scope:** Personnel, Benefits, Position Control, Time & Attendance, Travel & Business Expense and Payroll

− Status Updates / Progress:
- Round 3 Confidential Discussions concluded
- Project Management office to develop master project schedule
- OCM continues to develop the "Modernizing Pay Day" campaign and Social Media Plan
- YouTube channel established

SCOConnect: Cal Employee Connect/ConnectHR – Mason Duarte (ConnectHRhelp@sco.ca.gov)

− **Cal Employee Connect Phase II – features:**
- **eTimesheet Feature:**
  - As of 01/22/2024: 21 agencies have been using this feature
  - Note:
    - This feature is available to agencies who do not have a Time and Attendance system

or wish to decommission their current system.

- Limited work schedules and leave benefits. Please email us for additional information.

- **2023 W-2 Paperless Feature:**
  - As of 01/22/2024: 55,783 employees have opted-in (16% adoption rate)
    - Opt-in deadline expired; employees will have to wait until 02/01/2024 to opt-in
    - As of 01/22/2024: Since the release of the 2023 W-2s on CEC, there have been nearly 130K views and 11k downloads to PDF.

- **ConnectHR:**
  - **Accounts Receivable (A/R) 035 Deduction Collection Feature:**
    - As of 01/02/2024:
      - Total of 63,087 A/R 035 deductions have been processed via this feature
      - Total of $14,196,329 has been collected
    - As of 01/22/2024:
      - 99% departments/agencies have been enabled
  - SCO is unable to cancel or modify submitted and worked A/R 035s. HR offices will need to send a STD. 674 to either reverse or refund the deduction after monthly payroll.

PROGRAM UPDATES:

SCO – Statewide Disability Program – Karin Johnson-Anderson [Statewide Customer Contact Center](#) (916) 372-7200

- Updates and Reminders
  - Dependent Eligibility Verification /Dependent Re-Verification (DEV/DRV) Season
    - Verification for March birth month in progress
    - **DEV** - Please make sure to complete any transactions within [myCalPERS](#) by April 1st.
    - **DRV** - Reminder that all procedures for deleting or re-adding dependents are still in effect. Please refer to [Benefits Administration Manual](#) for instructions. Upload any necessary forms by April 1st for timely processing.

  - Weekly Processing Dates – Civil Service Benefits
    - Please have Specialists check [Weekly Processing Dates](#) prior to calling Statewide Customer Contact Center.
    - Whole team back to reported workloads, expect processing dates to move as we work on pushing through backlog.

SCO – Statewide Benefits Program - Ryan Baughman (ppsdcsbenefits@sco.ca.gov)

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Statewide Tax Support Program – Monique Perez (PPSDW2MiscDed@sco.ca.gov)

- Form W-2 Reminders and Exempt Employees
  - Form W-2 Reminders
    - SCO will be distributing Form W-2s by mail no later than January 31, 2024
    - Form W-2s will be available on [Cal Employee Connect (CEC)](#)
    - Form W-2s will have a new look
  - Duplicate Form W-2s
    - Requests for Duplicate Form W-2s will be addressed in February 2024
      - Fee waiver - February 1st through March 1st
      - Student Assistants
      - Inquiries regarding Duplicate Form W-2s, ppsdw2dupcor@sco.ca.gov
    - Exempt Employees
      - New Employees Action Request (EAR) STD. 686
      - February 15th

PPSD General Reminders

- We have moved - 300 Capitol Mall, Suite 701 Sacramento, CA 95814
- Remind HR staff to use ConnectHR to submit documents or upload data
- Update California Personnel Office Directory (CPOD)
- The PPSD Register – PPSD's Monthly Newsletter
- Recommended subscriptions
- Review Communication from State Policy and Instructional Departments for Business Process impacts
- Review personnel and payroll reports to ensure accuracy of data
- It is recommended that the Human Resources (HR) staff follow Section M of the Payroll Procedures Manual (PPM) for certifying payroll, which requires HR staff to validate that both mandatory and voluntary deductions have been withheld appropriately and to certify the employee's payroll is accurate.
- Share this information with your Human Resources Team!

SCO RESOURCES:

- Websites:
  - Human Resources (HR): https://sco.ca.gov/ppsd_state_hr.html
  - State Employees: https://sco.ca.gov/ppsd_se_payroll.html

SCO KEY INITIATIVES:

- SCOConnect
- California State Payroll System Project

CONTACTS:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect (CEC) - Help and Feedback
- ConnectHR - Help and Feedback
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@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