



Ad Hoc Committee on Human Resources Forum

Presented By: Nastassja Johnson

State Controller's Office/Personnel and Payroll Services Division

Office of State Controller Malia M. Cohen

March 28, 2024



SCO KEY INITIATIVES: UPDATES



SCOConnect: Cal Employee Connect/ConnectHR

Presenter: Moe Adam

Contact: ConnectHRHelp@sco.ca.gov

Cal Employee Connect Phase II – features:

- **Multifactor Authentication (MFA):**
 - Now available to all Cal Employee Connect (CEC) users
 - As of 3/25/2024: 73,384 employees have enabled MFA
- **Direct Deposit:**
 - 96% of departments statewide have been deployed
 - As of 3/25/2024: CEC has received 31,347 direct deposit transactions
- **Address Change:**
 - 95% of departments statewide have been deployed
 - As of 3/25/2024: CEC has received 7,818 address change requests
- **Withholdings Change:**
 - 96% of departments statewide have been deployed
 - As of 3/25/2024: CEC has received 12,044 withholdings change requests



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Cal Employee Connect Phase II – features:

- **eTimesheet Feature:**
 - As of 3/25/2024: 22 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 3/25/2024: 96,344 employees have opted-in (26% adoption rate)
 - The W-2 Paperless enrollment period runs yearly from February 1st to November 30th and allows employees the opportunity to receive their W-2 Statement electronically via CEC.



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ConnectHR:

Accounts Receivable (A/R) 035 Deduction Collection Feature:

- 100% departments/agencies have been enabled
 - As of 03/04/2024:
 - **Total of 71,337** A/R 035 deductions have been processed via this feature
 - **Total of \$16,180,147** has been collected
- 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.

CSPS Status – March 2024

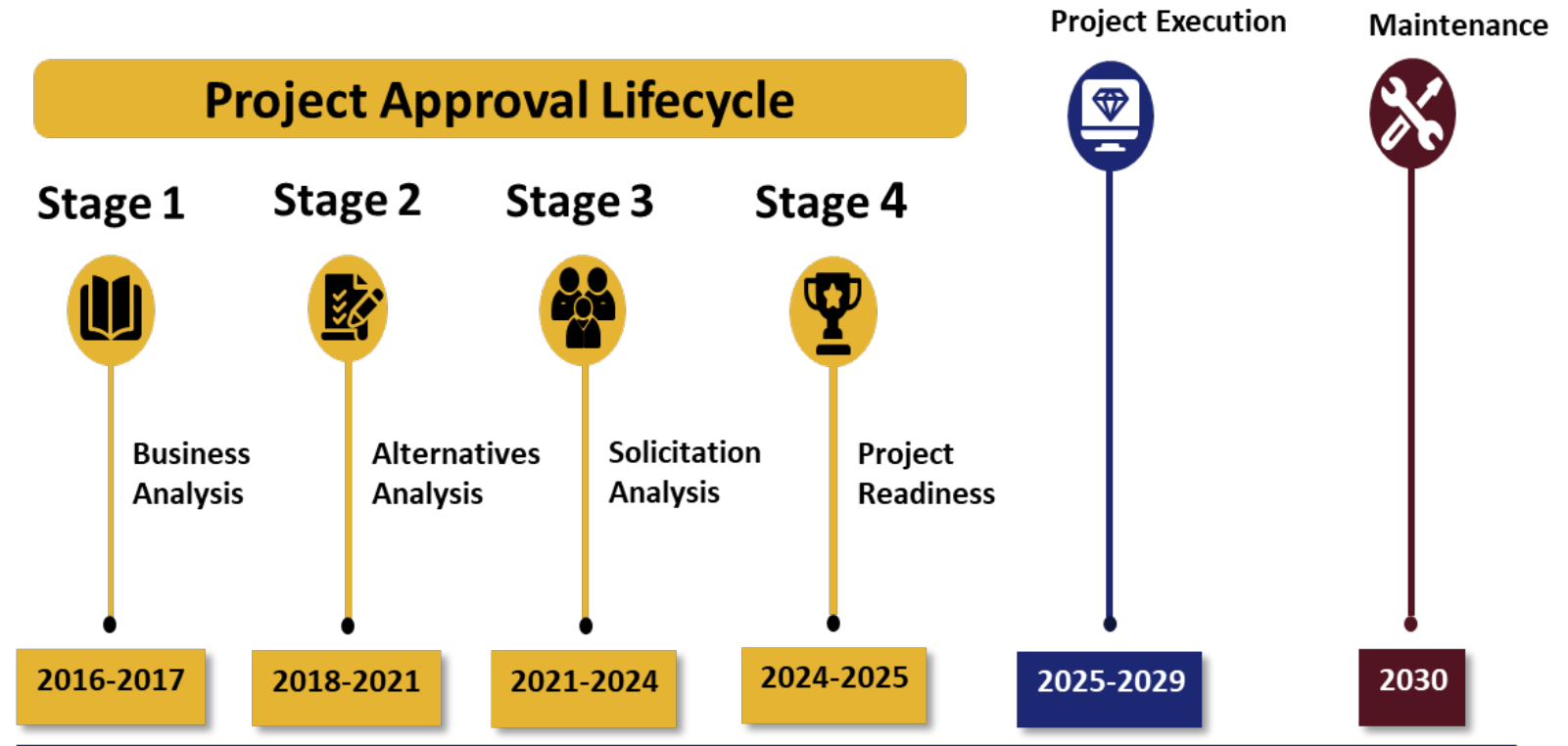
Presenter: Taras Kachmar

Contact: 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

- Procurement Team held additional rounds of confidential discussions and incorporated feedback from California Department of Technology on Addendum 5 documentation.
- Organizational Change Management Team has begun conducting Stakeholder Connect training sessions with their Department Agency Readiness Teams. Stakeholder Connect is the project's stakeholder communications management platform.
- Organizational Change Management Team anticipates work on a California State Payroll System website and is reviewing drafts to modernize the project's Bear logo.

Ad Hoc Survey Results

- 60 responses.
- 95% Agreed or Strongly Agreed – Understand and Support the CSPA Project.
- 55% of respondents said they would like more information on the future state.
- 45% of responses were: differences from the prior project, Modernizing Pay Day initiative, project cost, vendor selection, and What's In It For Me.



STATEWIDE PROGRAM UPDATES



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDSTSP@sco.ca.gov

Nonresident Alien Compliance

- Revised Personnel Letters for Nonresident Aliens:
 - [Personnel Letter #24-001](#): Verification of Employees Identified a Nonresident Aliens
 - [Personnel Letter #24-003](#): Changes to Federal Tax Withholding Rates for Nonresident Aliens
 - [Listing of Nonresidents Subject to IRS Notice 2005-76](#): Nonresident Alien Form



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Deceased Data Sheet Form PPST21 and Salary Advance Reminders

- **Deceased Data Sheet - Form PPST21:**
 - [Payroll Letter #23-019](#): Deceased Employee and Designee/Beneficiary Reporting
 - Fill and Print Form PPST21
 - [Deceased Employee Data Form \(PPST 21 Form\)](#)
- **Salary Advances:**
 - Reporting Salary Advances for the 2022/2023 calendar year
 - [STD. 422 Salary Advances Paid/Offset Report](#)
- **References:**
 - [Payroll Procedures Manual \(PPM\) - Section N](#)
 - Section N 103
 - Section N 109



PPSD General Reminders

- Remind HR staff to use ConnectHR to submit documents or upload data
- Update [California Personnel Office Directory \(CPOD\)](#)
- The [PPSD Register](#) – PPST'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
- HR offices calling the [Statewide Customer Contact Center](#) (916-372-7200) must listen to the prompts carefully and patiently to select the appropriate program area who may best assist with their inquiry.
- [SCO Weekly Processing Dates](#)
- [Escalation Email Process](#)
- 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 Administration & 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 \(SCCC\)](#) (916) 372-7200



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[Link to Speakers' Notes](#)

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