



April 2022

Ad Hoc Committee on Human Resources Forum Notes

SCO KEY INITIATIVES: PROJECT UPDATES

ConnectHR– Liz James (Gboyken@sco.ca.gov)

- Cal Employee Connect (CEC):
 - Work continues on Phase II interactive features approved by the California Department of Technology (CDT) earlier this year.
 - Our Promise "Spring into Action" Campaign – March 1 – 31, 2022
 - \$21,006 raised from employee donations and a matching grant from United way
 - 107 employees (including 72 new donors) participated
- ConnectHR:
 - Telework Stipend Update: As of April 26, 126,535 payments have been made to 33,731 employees
 - The May edition of the PPSD Register Newsletter will provide an update.
 - Be sure to use the most recent spreadsheet template (find it here) for uploading data. For guidance and answers to questions, see the updated Telework Stipend FAQs and Toolkit.

SCO - California State Payroll System (CSPS) Project – Kim Pablo (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
- **Why CSPS:** Current system is 50 years old and not integrated; current system does not reflect or incorporate IT, HR, PR innovations over past 50 years.
- **Who will this impact:** State HR and Payroll staff and all state employees



Disclaimer: This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.

Status Updates / Progress:

- **Recent Progress:**
 - Solicitation Released!
 - Begin Stage 4 Project Readiness and Approval
- **Upcoming Activities:**
 - Notify Departments of Department Agency Readiness Teams (DART) responsibilities and required resources
 - Testing planning
 - Bidder Conference

Schedule:

Activities	Start	End	Status
Stage 3 Approved	2/25/22	2/25/22	Completed
BPOs/PACs to review Opportunity Change Impacts	3/10/22	7/28/22	In Progress
Release Solicitation to vendor community	4/1/22	4/1/22	Completed
DART Outreach Sessions	May 2022 (TBD)	May 2022 (TBD)	TBD
Conduct Proof of Concept	7/22/22	11/1/22	TBD
DART Liaison Kickoff	Oct 2022 (TBD)	Oct 2022 (TBD)	TBD

STATEWIDE PROGRAM UPDATES

SCO – Civil Service Benefits and Retirement - Rebecca Doctolero (Rdoctolero@sco.ca.gov)

- Special Open Enrollment for FlexElect and CoBen Cash Options
 - Start date April 1, 2022 through April 30, 2022
 - Last day to submit to SCO May 15, 2022
 - All Special Open Enrollment STD 701C forms must be submitted to SCO no later than May 15, 2022, for timely processing.
 - Submit documents through ConnectHR using dropdowns “OE 701C” and “OE 702 New.”
 - Do not submit Std. 700 or CalHR 774 forms to SCO for new employees with a Permanent-Full time status.
 - To submit documents through Connect HR use the dropdown “Benefits - STD. 701C Open Enrollment (OE) New” For CoBen Cash option STD 702 forms use the dropdown “Benefits - STD. 702 CoBen Cash Option Open Enrollment (OE).
 - Leave Credit Offset
 - Submit Leave Credit Offset Calculator results with the Std. 674 AR form
 - https://www.sco.ca.gov/Files-PPSD/2022_LeaveOffset.xlsm

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- Submitting documents through ConnectHR
 - Only submit documents
 - Do not submit questions, letters without documents, or inquiries without documents.

SCO – Statewide Tax Support Program - Monique Perez (Mperez@sco.ca.gov)

Deceased Employee Data Form PPSD 21 & Salary Advances

- Deceased Employee Data Sheet Form PPSD 21
 - A PPSD 21 Form must be submitted for Deceased Employees to report wages issued after the date of death that will be provided to the designee.
 - This form corrects the deceased employee's Form W-2 and issues the 1099-MISC to the designee/beneficiary.
- [Payroll letter 22-002: Deceased Employees and Designees/Beneficiaries](#)
- Fill and print [Form PPSD21: Deceased Employee Data Form](#)

Deceased Employee Data Form PPSD 21 & Salary Advances – Cont'd

- Salary Advances:
 - Salary Advances must be reported when the related payroll warrant has not issued within 30 calendar days from payday. This will ensure accurate Form W-2 reporting
 - [Payroll Letter 22-003 Salary Advance Reporting Compliance](#)
 - [STD. 422 Salary Advances Paid/Offset Report](#)
- Questions: Please contact the SCO W-2 unit at ppsdw2miscded@sco.ca.gov

SCO General Reminders – Nastassja Johnson (NXJohnson@sco.ca.gov)

- Utilize ConnectHR to submit documents
- Include the employee's complete social security number (SSN) when sending documents through ConnectHR
- Check [Weekly Processing Dates](#) before sending inquiries
- 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
- 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.

- Please review the toolkits on the State Human Resources website
- Accounts Receivable (A/R) Business Process Survey
- Universal Mailboxes
- 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:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

CONTACTS:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email (All HR Staff) 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 ppsdmir@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Civil Service Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov