April 2023

Ad Hoc Committee on Human Resources Forum Notes

SCO KEY INITIATIVES:

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

Cal Employee Connect (CEC)

− CEC Phase II – Employee Service features

- Multifactor Authentication (MFA User Guide):
    o Now available to all Cal Employee Connect (CEC) users
    o As of 4/24/23: 22,335 employees have enabled MFA

- Direct Deposit:
    o 90% of departments statewide have been deployed
    o As of 4/24/23: CEC has received 5,770 direct deposit transactions

- Address Change:
    o Deployment has begun in wave approach
    o As of 4/24/23, this feature has been enabled in pilot mode to 10 agencies
   o CEC has received 40 address change requests

ConnectHR

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

- This feature has been made available to all agencies
- As of 4/24/23:
    o The ConnectHR team sent notice of the feature availability to all remaining agencies via email to Security Monitors and Universal Email
    o 73% of departments/agencies have been enabled
    o Total of 25,296 A/R 035 deductions have been processed via this feature
    o Total of $5,634,610.57 has been collected

SCO – California State Payroll System (CSPS) Project – Hannah Licht (Contact: CSPSHelp@sco.ca.gov)

‒ Organizational Change Management (OCM) and Department Agency Readiness Teams (DARTs)

- In OCM our focus is on the people side of change
- OCM teams is actively working to support departments in building their DART teams
- Four objectives carried out by DART teams:
  1. Voice
  2. Partnership
  3. Collaboration
  4. Communication

‒ 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
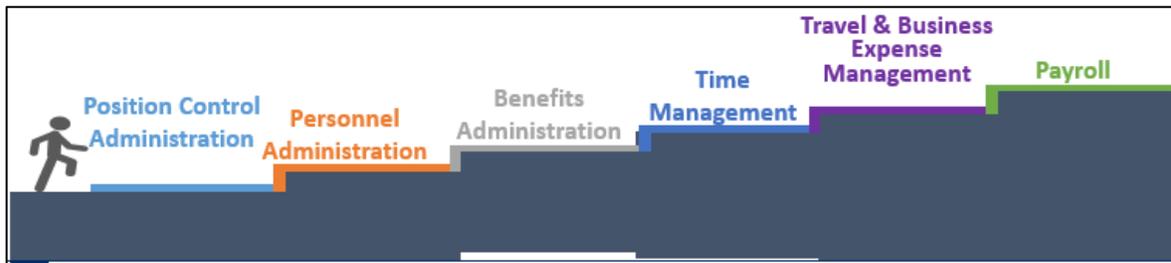
‒ Status Updates / Progress:

- We are currently evaluating bids from potential vendors for the CSPS Project
- Technical team has been busy cleaning up the legacy system
- Departments have until the end of May to identify Subject Matter Experts (SMEs) and Coordinators to their assigned Agency Change Expert (ACE)
- The OCM Agency Change Experts (ACEs) have been conducting initial outreach meetings with their departments over the last couple of weeks
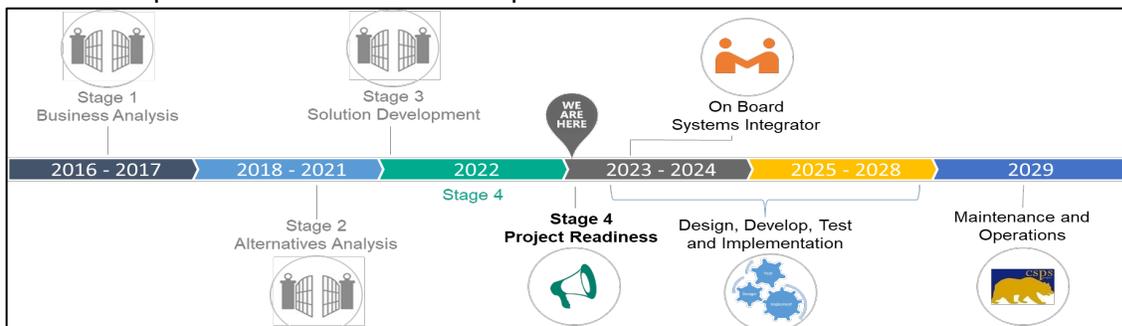
PROGRAM UPDATES:

Statewide Position Control Program – Chuck Lucas | Jill Souza (Contact ppsdsacs@sco.ca.gov | ppsdpositioncontrol@sco.ca.gov)

– Updates
- Reorganization
  - Fiscal Year-End Letter #23-002 - Due 05/01/23
    - ➢ Extensions (if needed) by 04/21/23
- Annual Payroll Header Report Form PR421
  - Fiscal Year-End Letter #23-004 - Due by 05/01/23
- Change in Established Positions Form STD. 607
  - Fiscal Year-End Letter #23-003 - Due by 06/02/23
- Forms located on the SCO website: Fiscal Year End Letters 2023

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