**August 2023**

**Ad Hoc Committee on Human Resources Forum Notes**

[STATEWIDE PROGRAM UPDATES](#)
[SCO KEY INITIATIVES](#)
[SCO RESOURCES](#)

**STATEWIDE PROGRAM UPDATES**

**Statewide Benefits Program** – Ryan Baughman (Contact: [ppsdcsbenefits@sco.ca.gov](mailto:ppsdcsbenefits@sco.ca.gov))

**2023 Open Enrollment is coming!**

- Open Enrollment Dates: September 18th to October 13th, 2023
- Encourage staff to check out SCO's [2023 Open Enrollment Resources.](#)
- All documents must be uploaded through [ConnectHR](#). This includes any changes or PR250 responses.
- HR staff only need to upload once to ConnectHR. Verification email proves SCO has received it.
- For any questions or concerns please reach out to the Statewide Customer Contact Center (916) 372-7200.

**Statewide Tax Support Program** – Monique Perez (Contact: [PPSDW2MiscDed@sco.ca.gov](mailto:PPSDW2MiscDed@sco.ca.gov))

**Salary Advances:**

- Paycheck Calculator Calculations
- Break down is based on the pay periods
- [Payroll Letter #22-003: Salary Advance Reporting Compliance](#)

**References:**

- Education: Payroll Procedures Manual (PPM)
- [Section N 103: Salary Advances](#)
- [Section N 109: "Initial" Form STD. 422 Completion](#) - Instructions for completing the STD. 422, Salary Advances Paid/Offset Report
  - [Section N 171: Withholding Requirements](#)
  - [STD. 422 Salary Advances Paid/Offset Report](#)

**Verification of Employees Identified as Nonresident Aliens:**
Monique Perez (Contact: [PPSDSTSP@sco.ca.gov](mailto:PPSDSTSP@sco.ca.gov))

- Tax Support conducts bi-annual verification, therefore if you filed a form for the first half of the year (January through June), you must also submit a form for the second half (July through December).
- [Personnel Letter #23-016: Verification of Employees Identified as Nonresident Aliens.](#)

- The Nonresident Alien reports (PDW7170) are available on [ViewDirect](#) until December 31, 2023.
- <u>Please note</u> any addition or deletion requests submitted to SCO after July 1, 2023, will not be included in the report.
- **ALL agencies/campuses** are required to submit the verification forms bi-annually, even if your agency/campus does not have any Nonresident Alien. Forms should be submitted on a flow basis to indicate any Additions or Deletions to the report.
- Forms are due by **September 15, 2023.**
- SCO will contact the department chiefs if forms are not received by September 15, 2023.

**Reporting Compliance 2023:**
- 2023 Reporting Period – JAN – JUN
  - Civil Service 29%
  - CSU 63%
- 2023 Reporting Period – JUL – DEC
  - Civil Service 38%
  - CSU 29%

**Reporting Compliance 2023:**
- 2022 Reporting Period – JAN – JUN
  - Civil Service 32%
  - CSU 71%
- 2022 Reporting Period – JUL – DEC
  - Civil Service 32%
  - CSU 63%

## SCO KEY INITIATIVES:

**California State Payroll System (CSPS) Project** – Taras Kachmar (Contact: [CSPSHelp@sco.ca.gov](mailto: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 Administration, Benefits Administration, Position Control, Time & Attendance, Travel & Business Expense Management, 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

**Why CSPS?**
- **Current system is Complex:**
  - 40% fewer employees
  - Pre-dates collective bargaining
  - Lacks sufficient integration
  - Cumbersome policy and processes

- **Opportunity for Innovation:**
  - Technological innovations
  - Modernize HR & Payroll processes
  - Supports remote work

**Status Updates / Progress:**

- Negotiations with vendor selection will be in process through October.
- Data team resolving import data through automation.
- Departments have until November 23, to identify Department/Agency Readiness Team (DART) Subject Matter Experts and Coordinators.
- The Organization Change Management (OCM) Agency Change Experts (ACE) have been conducting outreach meetings with their departments over the last couple months
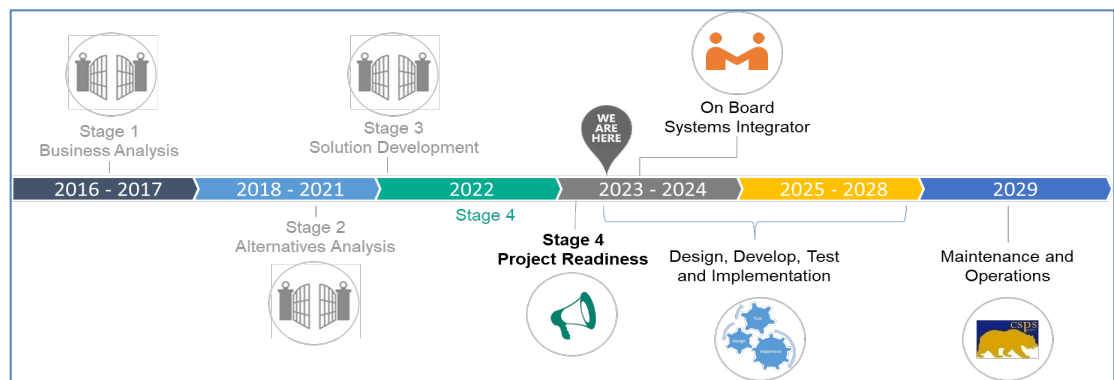


**SCOConnect: Cal Employee Connect (CEC)Project/ConnectHR** – Mason Duarte (Contact: ConnectHRhelp@sco.ca.gov)

**ConnectHR:**

- **Accounts Receivable (A/R) 035 Deduction Collection Feature:**
  - This feature has been made available to <u>all</u> agencies
    - As of 07/31/23:
      - **Total of 40,727** A/R 035 deductions have been processed via this feature
      - **Total of $9,242,267** has been collected
    - As of 08/28/23:
      - The ConnectHR team sent notice of the feature availability to all remaining agencies via email to Security Monitors and Universal Email
      - 88% departments/agencies have been enabled.

The ConnectHR team will continue to reach out to you, if your agency is still not set up to use the A/R 035 Feature.

**Cal Employee Connect Phase II – Employee Services features:**

- **Multifactor Authentication (MFA):**
  - Now available to all Cal Employee Connect (CEC) users
  - As of 08/28/2023: 42,100  employees have enabled MFA
- **Direct Deposit:**
  - 95% of departments statewide have been deployed
  - As of 08/28/2023: CEC has received 11,451 direct deposit transactions
  - Effective 11/01/2023: SCO will no longer accept STD 699 on ConnectHR
    - All departments/agencies will need to use Electronic File Transfer Protocol (EFTP) to send new or changes to direct deposit; or
    - Employee self-service feature on CEC
    - Demo sessions for EFTP and CEC Direct Deposit will be offered to departments/agencies still needing to transition to a paperless option.
- **Address Change:**
  - 95% of departments statewide have been deployed
  - As of 08/28/2023, CEC has received 2,098  address change requests

**Cal Employee Connect Phase II – features:**

- **2023 W-2 Paperless Feature:**
  - As of 08/30/2023:
    - The feature has been enabled statewide
    - 8,111 employees have activated this feature
    - Encourage your employees to opt into this feature today
- **eTimesheet Feature:**
  - As of 08/28/2023:
    - 17 agencies are currently using this feature
    - Availability
      - This feature is now available to agencies, who do not have a Time and Attendance system or wish to decommission their current system.
      - It has limited work schedules and leave benefits. Please email us for additional information

## Add Time Entry (screenshot 1)

**Add Time Entry** | 2021 ⇕ November ⇕ | Not Started

| Time Entry | Code | CO | TU | WE | TH | F | ... | TO | WE |
|---|---|---|---|---|---|---|---|---|---|
| 🔒 Hours Worked | HW00 | RDO | 9 | 9 | | | | 8 | 9 |
| 🔒 Paid Holiday | HWSH | | | | | | | | |
| 🔒 Hol Credit | HC12 | | | | | | | | |
| 🔒 Hol Credit (RDO) | HCRD | | | | | | | | |

Add Time Entry

AL01 ✕   LX01 ✕   [ search box ]  ✕ ▾

▾ AL - Annual leave (7)
- ☑ AL01 - Use (Default)
- ☐ AL04 - Use in lieu of sick leave
- ☐ AL71 - Use in lieu of family sick leave
- ☐ ALIE - Use in lieu of excess
- ☐ ALFM - Use as paid leave for FMLA
- ☐ ALCF - Use as paid leave for CFRA

Additional comments and/or explanations...

**②** Use the search box to look up or narrow down selections in the drop-down list

**①** Select one or multiple entries form the drop-down list

Confirm

---

## Employee Information / Time Balance (screenshot 2)

**Employee Information** ⌄

| Position# | | Schedule | 9-80M ⇕ | CBID | R01 |
|---|---|---|---|---|---|
| Name | | Time Base | FT | WWG | 2 |
| SSN | | Days Off | MON | | |

**Time Balance** (Begin of 2022-12) ⌄

| ANNUAL | 238 (-18) | PH | 4 (0) | VPLP | 24 (0) |
|---|---|---|---|---|---|
| HOL CR | 24 (0) | TRNG/DEV ⓘ | 16 (0) | | |

ⓘ Leave balance shown is not up-to-date at the beginning of the 2023-08 pay period.

**Add Time Entry** | 2023 ⇕ August ⇕ | Editing | Timesheet Action ▾

| | | OT | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Time Entry | Code | CO | WE | TH | FR | SA | SU | MO | TU | WE | TH | FR | SA | SU | MO | TU | WE | TH | FR | SA | SU | MO | TU | WE | TH | FR | SA | SU | MO | TU | WE | TH | TOTAL |
| 🔒 Hours Worked | - | | 9 | 9 | 9 | | | RDO | 9 | 9 | 9 | | | | 8 | | 9 | 9 | 9 | | | RDO | 9 | 9 | 9 | 9 | | | 8 | 9 | 9 | 9 | 160 |
| 🔒 Paid Holiday | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🔒 Hol Credit Earned | HC12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🔒 Hol Credit Earned (RDO) | HCRD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ⓘ Annual Lv | AL01 | | | | | | | | | | | | 9 | | | | | 9 | | | | | | | | | | | | | | | 18 |
| ⓘ PDD (TRNG/DEV) | PT01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

---

**PPSD General Reminders**

- 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
- 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 (DSA) & 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