



December 2022

## Ad Hoc Committee on Human Resources Forum Notes

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### SCO KEY INITIATIVES:

**SCOConnect: Cal Employee Connect Project/ConnectHR – Michelle Robinson ([ConnectHRhelp@sco.ca.gov](mailto:ConnectHRhelp@sco.ca.gov))**

#### Cal Employee Connect (CEC)

- CEC Phase II – Employee Service features:
  - Wave I (107 civil service and 8 CSU campuses), and Wave II departments (47 civil service and 5 CSU campuses) have been deployed for the Direct Deposit feature.
  - Multifactor Authentication (MFA) is now available to all Cal Employee Connect (CEC) users.
  - Reminder email of Wave I and II departments was sent December 9, 2022.
  - As of 12/12/22: 2,665 employees have enabled MFA.
  - As of 12/12/22: CEC has received 1,139 direct deposit transactions.
  - Address Change feature is coming soon!

#### ConnectHR

- Telework Stipend Update - December:
  - 119,545 payments were issued to 98,705 employees.
  - More than 86% were the result of data submitted via ConnectHR rather than the Payroll Input Process (PIP).

**SCO – California State Payroll System (CSPS) Project – Taras Kachmar ([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, 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:**

- Recent Progress:
  - Data team has begun analysis on 7 of 9 systems
  - DART Sponsor and Liaison November kickoff completed
  - Completed the Proof of Concept phase
- Upcoming Activities:
  - Continued meetings with Fi\$CAL to mitigate risk
- Schedule:

Activities	Start	End	Status
Conduct Solicitation Phase 2 – Proof of Concept and Evaluate Proposals	August 2022	November 2022	In progress
DART Sponsor and Liaison Kickoff Meetings	October 19, 2022	November 14, 2022	Complete
Conduct Solicitation Phase 3 – Negotiate and Select Vendor	November 2022	June 2023	

## BENEFITS ADMINISTRATION:

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

– Open Enrollment Form Counts – 12/13/2022

Dental STD. 692	FlexElect Cash Option STD. 701C	Consolidated Benefits Cash Option STD. 702	FlexElect Reimbursement STD. 701R
Received ~ 13,121	Received ~ 3,097	Received ~ 810	Received ~ 7,621
Completed ~ 13,121	Completed ~ 3,097	Completed ~ 810	Completed ~ 7,621

– Updates

- Open Enrollment team working on CalPERS Health File
- Half of team back on regular benefits workloads
- Expect to see catch up on Weekly Processing Dates
- Thank you for your patience and timeliness through this 2022 Open Enrollment Season!

## PROGRAM UPDATES:

Statewide Tax Support Program – Monique Perez ([PSPDW2MiscDed@sco.ca.gov](mailto:PSPDW2MiscDed@sco.ca.gov))

– Form W-2 Reminders

- [Payroll Letter #22-019](#): Document Cutoff Dates for 2022 Calendar Year-End Processing
  - Fringe Benefits:
    - One-time payroll deduction Accounts Receivable (A/R) for the January monthly payroll
    - Fringe benefit serial number indicator will be 999
  - If you have any questions, please inquire with your Department Accounting offices
- Mailing of Form W-2:
  - January 31, 2023
  - [Cal Employee Connect](#) (CEC) will post Form W-2 information prior to the mailing date

Management Information Retrieval System (MIRS) – Angela Cipollone ([ppsdmirs@sco.ca.gov](mailto:ppsdmirs@sco.ca.gov))

– Initial MIRS eLearning Modules

1. MIRS File Descriptions (FD)
2. Navigating the MIRS System
3. MIRS Procedure Overview
4. MIRS Procedure Writing (Verbs, Formats, and By Phrases)
5. MIRS Procedure Writing (Selecting Records)
6. MIRS Procedure Writing (Customizations)

– Intermediate MIRS eLearning Modules – Coming Soon!

1. MIRS Procedure Writing (Defines)
2. MIRS Procedure Writing (Prompts)
3. MIRS Procedure Writing (Match Procedures)

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## 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
- Check out our recommended Human Resources [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](https://sco.ca.gov/ppsd_state_hr.html)
  - State Employees: [https://sco.ca.gov/ppsd\\_se\\_payroll.html](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](mailto:acasupport@sco.ca.gov)
- Cal Employee Connect (CEC) Help and Feedback: <https://connect.sco.ca.gov/help>
- ConnectHR Help and Feedback: <https://connecthr.sconet.ca.gov/help>
- California Leave Accounting System (CLAS) Email: [Clas@sco.ca.gov](mailto:Clas@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers): [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security & ViewDirect Access: (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff): [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email: [ppsdmir@sco.ca.gov](mailto:ppsdmir@sco.ca.gov)
- [Statewide Customer Contact Center](#): (916) 372-7200

## FORUM QUESTIONS:

The following questions were submitted during the forum:

- **Question:** Regarding Assembly Bill 1949, can departments get clarification on interpretation?

**Answer:** (Kim Herlache - CalHR): Regarding [Assembly Bill 1949](#), Excluded employees will not be losing any bereavement leave. They will still get the three days of bereavement leave and the option to use leave time for two additional days. CalHR is working on a policy update and will share in January 2023.