



**State Controller's Office**  
**Personnel/Payroll Services Division**  
**Ad Hoc Committee on Human Resources**

**February 27, 2020**

**Personnel and Payroll Services Bureau (PPOB)**

- ❖ **Statewide Civil Service (CS) Direct Deposit Program - Mel Lyles**
  - State Controller's Office (SCO) has created a toolkit to assist departments with the Direct Deposit Initiative. Toolkit includes:
    - Sample email to send to employees informing them of program changes
    - Instruction guide
    - Frequently Asked Questions
    - Video for employees
    - Video for Human Resource staff
  - Toolkit is being reviewed for ADA compliance and will be available of the SCO website once approved.
  - Goal is to have 85% of state employees enrolled in the program by July 2020. Currently, we have 75% enrollment. Enrollment into the program has increased 2.2% from last month.
    - Direct Deposit phishing scam:
      - An email blast was sent to agencies on December 5, 2019 informing agencies of a phishing attack on Direct Deposit Routing and Account Numbers.
      - It is up to the Human Resource (HR) offices to verify that the caller or sender is the actual employee requesting the change.
      - No new phishing scam cases have been reported this month.

**California State Payroll System (CSPS)**

- ❖ **CSPS Project Update – Bill Harrigan**
  - **Key Deliverables**
    - Subject Matter Expert (SME) Requirement Review Sessions
    - Market Research
    - Organizational Change Management (OCM) Assessments
    - Data Analysis and Planning SME Interviews for Dictionaries
  - **Recent Progress**
    - Market Research Report
    - Statewide Technology Procurement (STP) resource on board
    - OCM Assessment Interviews

- SME Requirements Review Sessions
- **What's Next**
  - SME Requirement Review Sessions
  - Alternatives Analysis
  - Review and Approval of Stage 2 Alternative Analysis (S2AA)
  - Independent Verification and Validation (IV&V) Contractors Start
  - External SCO OCM Assessment Interviews
  - OCM Assessment Staff Survey
- **Our Ask**
  - Send SMEs to requirement review sessions
  - Participate in OCM assessments