



February 2022

Ad Hoc Committee on Human Resources Forum Notes

SCO KEY INITIATIVES: PROJECT UPDATES

SCO - California State Payroll System (CSPS) Project – Kim Pablo (CSPSHelp@sco.ca.gov)

- In Process:
 - Finalizing solicitation based on CDT feedback
 - Conducting project overview with external departments
 - Data cleansing
 - Executing Phase 1 of the Data Cleansing Plan
- Recent Progress:
 - Welcomed new CalHR CSPS Project Director, Brandon Rutschmann
 - Provided project overview to Department of State Hospitals
- What's Next:
 - Begin obtaining approval for solicitation and targeting solicitation release in March, 2022
 - Outreach – project overview with DMV
 - Notify Departments of Department Agency Readiness Teams (DART) responsibilities and required resources
- Our Ask:
 - Learn more about the CSPS project at sco.ca.gov/csps.html
 - Submit your questions about the project to cspshelp@sco.ca.gov

SCO – SCOConnect – Grant Boyken (Gboyken@sco.ca.gov)

- Cal Employee Connect (CEC):
 - 2021 Form W-2s were made available in CEC on January 18, 2022
 - California Department of Technology (CDT) approved the CEC Phase II project which will allow for the development of enhancements to make CEC interactive (e.g., update addresses, change tax withholdings or direct deposit information)
 - Our Promise "Spring into Action" Campaign – March 1 – 31, 2022; link on CEC
- ConnectHR:
 - Telework Stipend has been approved (for details, see: [Telework Stipend Agreements](#)).
 - PPSD is completing development of the ConnectHR feature to accept a batch payment file. SCO plans to release instructions for the file this week. A

subsequent communication will be released when the file upload feature is ready.

STATEWIDE PROGRAM UPDATES

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

- Civil Services Benefits Manager Vacancy
- Discontinuance of Health Benefits upon movement from Senate Payroll System (Assembly and Senate Staffers) to Uniform State Payroll System (Civil Service and CSU Employees)
- General Reminders:
 - Complete Documents
 - Validate Benefits Deductions
 - 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.

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

- **Noncitizen Compliance**
 - Revised [Personnel Letter #22-003](#) – Verification of Employees Identified as Noncitizen (formerly Nonresident Aliens)
 - Send documents directly to PPSDSTSP@sco.ca.gov via encrypted email.
 - All departments should verify the noncitizens and report any changes to add or delete employees, indicate no changes or no noncitizens to report.
 - PPSD will be reaching out to departments who have not reported by March 15, 2022.
- **Out-of-State Telework**
 - On February 7, 2022, CalHR released clarification regarding out-of-state telework for employees who are headquartered in California.
 - SCO is reviewing business requirements and reporting of taxation for states other than California.
 - SCO currently withholds and remits personal income tax for New York and Illinois, due to reciprocal agreements in place.

SCO – Mobius View - Administrative Services Bureau – David Shettlesworth (infosec@sco.ca.gov)

- Mobius View:
 - Mobius View replacing Document Direct will have no effect on ViewDirect. ViewDirect will continue to be available to all users.
 - Mobius View and Document Direct are simply programs that allow staff access to ViewDirect via a Web Browser.
 - Users must use either Microsoft Edge or Google Chrome to use Mobius View. Internet Explorer is not supported.
 - You can access Mobius View at <https://mobiusview.sco.ca.gov/mobius/view>

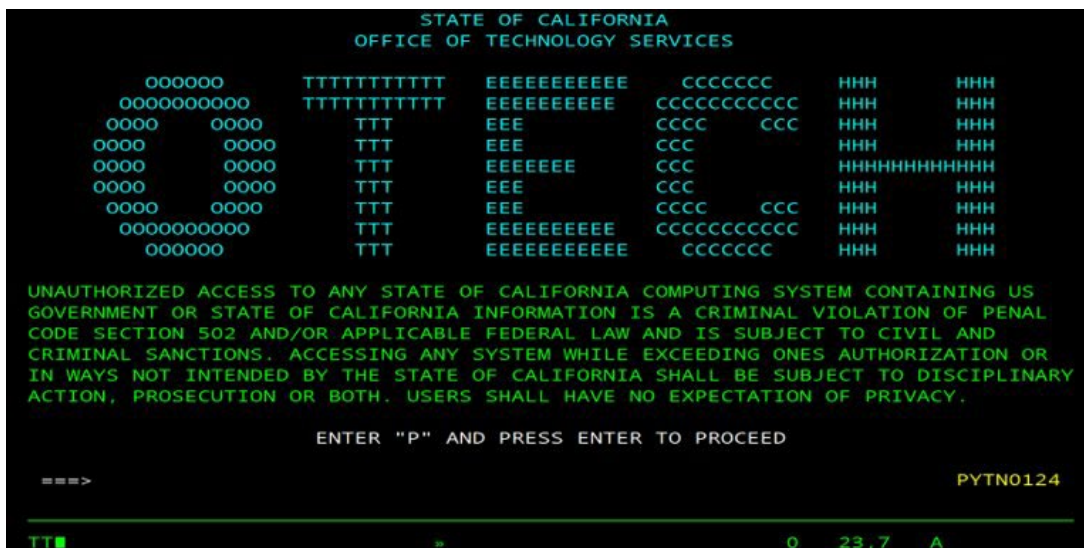
- At the bottom of the login screen to Mobius View, there are links to FAQs, a training document, contacts, and additional information.
- PPSD is currently completing a short 15-minute instructional video. Once completed, a broadcast email will be sent with instruction on how to access it.
- After March 1, 2022, users can use either ViewDirect or Mobius View. Document Direct will no longer be available.

SCO – Program Analysis and System Coordination Section – Tracy Gutierrez
TGutierrez@sco.ca.gov

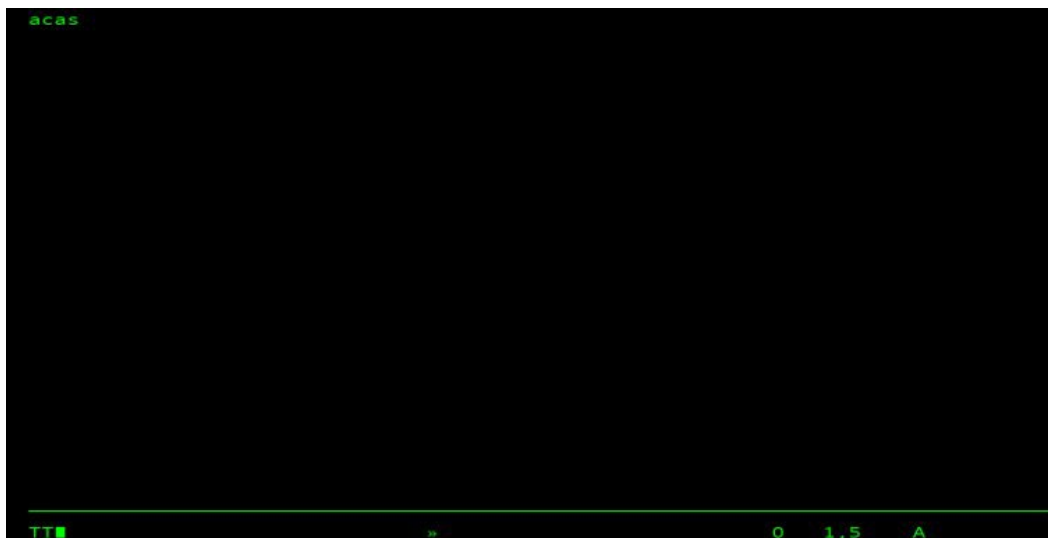
- Retired Annuitant (RA) Late Enrollment and Payroll Reporting Fees
 - Any RA employee that hasn't worked in the past 12 months MUST be separated
 - RAs that should be separated, but are not, can cause penalty fees to your Department.
 - Refer to [Circular Letter #200-049-21 \(ca.gov\)](#)
 - RA employees MUST be Tenure "R" and Timebase "INT"

SCO – Business Systems Enhancement (BSE) Program – Jennifer Robinson and Grady Gardenhire
JRobinson@sco.ca.gov – Ggardenhire@sco.ca.gov

- Assembly Bill 532: Expansion of Race or Ethnicity Designation:
 - Preview of new ethnicity screens in the Affordable Care Act System (ACAS)
 - Changes to the SCO Security Authorization Form (PSD125A)
 - Pre and Post conversion PSD125A
- Keying Ethnicity into ACAS
 - CAS is accessed from SCO's mainframe (SCOPROD).
 - Since SCOPROD contains other applications, e.g., PIMS, HIST, PIP users can easily move from one application to another.
- Logging into ACAS: As with other SCO online applications, begin with entering "P" on the OTECH screen.



- At the SCOPROD screen, enter your User ID and Password



- Screens - The ACAS Ethnicity contains four screens:
 - Employee Position Numbers (if applicable)
 - Key Employee Race or Ethnicity
 - View Employee Race or Ethnicity
- Main Menu – Ethnicity Key/View (User with View and Update Access)

```
ACAM100          AFFORDABLE CARE ACT SYSTEM (ACAS)          02/02/2022
                  MAIN MENU                                  07:27:44

PLEASE TYPE SSN AND "X" TO SELECT OPTION

SSN: _____

_ KEY EMPLOYEE RACE OR ETHNICITY
_ VIEW EMPLOYEE RACE OR ETHNICITY

PRESS ENTER TO CONTINUE

F2/PB=EXIT ACAS  F4=REFRESH

TT# 0 6 19 A
```

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ACAM100          AFFORDABLE CARE ACT SYSTEM (ACAS)          02/02/2022
                  MAIN MENU                                  07:27:44

PLEASE TYPE SSN AND "X" TO SELECT OPTION

SSN: _____

_ VIEW EMPLOYEE RACE OR ETHNICITY

PRESS ENTER TO CONTINUE

F2/PB=EXIT ACAS  F4=REFRESH

TT# 0 6 19 A
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- Main Menu – ACA Key/View and Ethnicity Key/View (User with ACA and Ethnicity Access)

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ACAM100          AFFORDABLE CARE ACT SYSTEM (ACAS)          02/02/2022
                  MAIN MENU                                   07:27:44

PLEASE TYPE SSN AND "X" TO SELECT OPTION
SSN: _____

_ KEY ACA TRANSACTION/HEALTH COVERAGE NOTICE DATE
_ VIEW ACA TRANSACTION HISTORY

_ KEY EMPLOYEE RACE OR ETHNICITY
_ VIEW EMPLOYEE RACE OR ETHNICITY

PRESS ENTER TO CONTINUE

F2/PB=EXIT ACAS  F4=REFRESH
TT  » 0 6,19 A

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- Employee Position Numbers (This screen will appear if the employee has multiple positions)

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ACAM200          AFFORDABLE CARE ACT SYSTEM (ACAS)          02/02/2022
                  EMPLOYEE POSITION NUMBERS                   07:51:27
                                                                PAGE 1

NAME:             SSN:

PLEASE TYPE POSITION SEQUENCE NUMBER (POS SEQ): ___ PRESS ENTER TO CONTINUE

SUFFIX  POS SEQ  POSITION NUMBER  STATUS  TENURE  TB
CSU260  01      260-013-1870-901  ACTIVE
CSU260  02      260-013-1874-002  SEP
CS 802  03      802-353-4870-901  ACTIVE  T      INT

F2=EXIT ACAS  F3/PB=PREV SCREEN  F4=REFRESH  F7=PREV PAGE  F8=NEXT PAGE
TT  » 0 6,50 A

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- Key Race or Ethnicity Screen

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ACAM500          AFFORDABLE CARE ACT SYSTEM (ACAS)          02/02/2022
                  KEY EMPLOYEE RACE OR ETHNICITY              08:12:35

NAME:            ,                SSN:

-----
PLS TYPE AN "X" TO ONE OR MORE OPTIONS BELOW TO DESCRIBE RACE OR ETHNICITY:
-----
_ BLACK OR AFRICAN AMERICAN(F)  _ AMERICAN INDIAN OR ALASKA NATIVE(H)
_ HISPANIC OR LATINO(D)          X WHITE(E)
-----
-- ASIAN -----
_ CAMBODIAN(U)  _ CHINESE(J)  _ FILIPINO(G)  _ INDIAN(M)  _ JAPANESE(I)
_ KOREAN(K)    _ LAOTIAN(V)  _ VIETNAMESE(L)  _ OTHER ASIAN(S)
-----
-- PACIFIC ISLANDER -----
_ GUAMANIAN(R)  _ NATIVE HAWAIIAN(P)  _ SAMOAN(Q)  X OTHER PACIFIC ISLANDER(T)

IF EMPLOYEE DOES NOT IDENTIFY, TYPE AN "X" TO ONLY ONE OPTION BELOW:
-----
_ BLACK OR AFRICAN AMERICAN(1)  _ ASIAN(2)  _ HISPANIC(4)
_ WHITE(5)  _ PACIFIC ISLANDER(6)  _ AMERICAN INDIAN(7)

OUTDATED EH ETHNICITY CODE:

F2=EXIT ACAS  F3/PB=PREV SCREEN  F4=REFRESH

TT#           >           0  8,2  A

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- View Race or Ethnicity Screen

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ACAM500          AFFORDABLE CARE ACT SYSTEM (ACAS)          02/02/2022
                  VIEW EMPLOYEE RACE OR ETHNICITY            08:14:54

NAME:            ,                SSN:

EMPLOYEE RACE OR ETHNICITY:
-----
_ BLACK OR AFRICAN AMERICAN(F)  _ AMERICAN INDIAN OR ALASKA NATIVE(H)
_ HISPANIC OR LATINO(D)          X WHITE(E)
-----
-- ASIAN -----
_ CAMBODIAN(U)  _ CHINESE(J)  _ FILIPINO(G)  _ INDIAN(M)  _ JAPANESE(I)
_ KOREAN(K)    _ LAOTIAN(V)  _ VIETNAMESE(L)  _ OTHER ASIAN(S)
-----
-- PACIFIC ISLANDER -----
_ GUAMANIAN(R)  _ NATIVE HAWAIIAN(P)  _ SAMOAN(Q)  X OTHER PACIFIC ISLANDER(T)

HR SELECTED EMPLOYEE RACE OR ETHNICITY:
-----
_ BLACK OR AFRICAN AMERICAN(1)  _ ASIAN(2)  _ HISPANIC(4)
_ WHITE(5)  _ PACIFIC ISLANDER(6)  _ AMERICAN INDIAN(7)

OUTDATED EH ETHNICITY CODE:

F2=EXIT ACAS  F3/PB=PREV SCREEN

TT#           >           0  1,2  A

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- Personnel Letter
- User Guide
- Changes to the PSD125A - Impacts to Agencies and What to Expect Going Forward
 - What is the PSD125A?
 - It's the official authorization form for granting, editing and documenting the various levels of user access within multiple applications, via the SCO's mainframe (SCOPROD).
 - Each Agency has a Security Monitor, who is responsible for editing, recording & submitting, their Agency's specific PSD125A form, to and

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from the SCO, Personnel Payroll Services Division –Decentralized Security Administrator (DSA).

OFFICE OF THE STATE CONTROLLER – PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850, SACRAMENTO, CA 94250-5878

DEPT/CAMPUS-ID: RM ROUTE TO: SA MCGEE CORRECTIONAL TRAINING CTR
8800 TWIN CITIES ROAD
DALT, CA 95832
ATTN:

CURRENT SECURITY AUTHORIZATION AS OF:

| NAME LAST, FIRST, MI | USER ID | APPLICATIONS | | | | | | | | | | | | | REMARKS | | | |
|-------------------------|---------|--------------|---------|---------|---------|-------|---------|-------------|-------------|-------|-------|-------|---------|---------|---------|-------|--|--|
| | | T C | P I M S | H I S T | K E Y M | P I P | M I R S | D W P I M S | D W H I S T | C S P | L A S | M P C | V I E W | A C A S | | C E C | | |
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STATE CONTROLLER USE ONLY

As the duly appointed authority, I hereby accept responsibility for this authorization and certify that granting access to confidential employee data for the above named individuals is in accordance with their constitutional or statutory duties as mandated in the Information Practices Act.

- New Application Subsystem Access:
 - Strictly keep the subsystem functions separate from one another, but simultaneously permitting access to those who may be authorized users of both.
 - As a result, PPSD (DSA) added a new column of system authorization to the PSD125A form, titled **ETHACAS**.
- New ETHACAS Column

OFFICE OF THE STATE CONTROLLER – PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850, SACRAMENTO, CA 94250-5878

DEPT/CAMPUS-ID: TW ROUTE TO: TOXIC SUBSTANCES CONTROL
1001 I STREET, 21st FLOOR
SACRAMENTO, CA 95812
ATTN: Jane Doe
(000) XXX-XXXX

CURRENT SECURITY AUTHORIZATION AS OF: **February 7, 2022**

| NAME LAST, FIRST, MI | USER ID | APPLICATIONS | | | | | | | | | | | | | REMARKS | | | |
|-------------------------|---------|--------------|---------|---------|---------|-------|---------|-------------|-------------|-------|-------|-------|---------|---------------|---------|---------|-------|---|
| | | T C | P I M S | H I S T | K E Y M | P I P | M I R S | D W P I M S | D W H I S T | C S P | L A S | M P C | V I E W | E T H A C A S | | A C A S | C E C | |
| DOE, JANE P | TWJPD | O | | | | | | | | | | | | | U | U | X | |
| DOE, JOHN S | TWJSD | | I | X | | X | X | | | X | | X | | | I | | | X |
| NEW, JANE P | TWJPN | | I | X | | X | X | | | X | U | X | | | U | U | X | |
| NEW, JOHN S | TWJSN | | O | | | | | | | | | | | | I | | | X |
| REED, DONNA | TWDR | | I | X | | | X | | | | | | | | | | | |
| STEWART, JIMMY M | TWJMS | | O | X | | X | X | X | X | X | U | X | X | | | U | X | |
| | | | | | | | | | | | | | | | | | | |
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- Pre & Post Conversion: PSD125A
 - Pre Conversion – The How
 - Current users who hold PIMS access, by default, will have their specific access automatically mirrored and translated into the new ETHACAS access field/column.
 - For e.g., those who have access to key & view in EH, will now have that same level access in ETHACAS. This change will be reflected on the new PSD125A prior to the official ethnicity conversion date.
 - No department action is required for all current users, regardless of the type of EH access level held.
 - Pre Conversion – the Why
 - The decision to mirror EH access from current users, into the new ETHACAS access, was due in large part to the fact that the current function of keying Ethnicity was exclusive to EH.
 - Mirroring all current users was the fastest and least cumbersome process for all involved; the SCO-Information Security Office (ISO) and the SCO- Administrative Services Bureau (ASB).
 - Automatic rollover eliminated any need for Security Monitors to submit new forms to DSA.
 - Pre Conversion – The Access Translation

| NAME ----- LAST, FIRST, MI | | USER ID | P I M S | E T H A C A S | Translation Key | |
|----------------------------------|--|---------|------------------|---------------------------------|--|---|
| Current User | | | | | COLUMN | CODE |
| DOE, JANE P | | TWJPD | O | U | PIMS = EMPLOYMENT HISTORY | "I" = "Inquire" only. |
| DOE, JOHN S | | TWJSD | I | I | | "O" = "Inquire", "Update", and key "Out-of-Sequence". |
| | | | | | ETHACAS = ETHNICITY (AFFORDABLE CARE ACT DATABASE) | "I" = "Inquire" only. |
| | | | | | | "U" = "Inquire" & "Update". |

- Post Conversion – What to Expect
 - The current EH user access that was mirrored and used pre-conversion, in order to establish the new ETHACAS access, will not dictate future ETHCAS access. The one time process was due to the occasion and will not be ongoing.
 - Departments can make any desired modifications post implementation.
- Recap
 - A new column of application security access, titled ETHACAS, was added to the PSD125A.

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- All current users with EH access will be transitioned to reflect similar access levels in the new ETHACAS subsystem.
- No action required by Agencies pre conversion.
- For more information on how to add or edit SCOPROD application users access, please refer to your Agencies Security Monitor and or the State Controller's Office Personnel and Payroll Services Division Decentralized Security Program Manual, which may be found online at SCO's website, https://www.sco.ca.gov/Files-PPSD/2020_revised_decentralized_security_manual.pdf

SCO – Program Analysis and System Coordination – Arlene Bailey (ABailey@sco.ca.gov)

- Fiscal Year End Letters 2022
 - 22-001 – Schedule 8 File Transfer Protocol (FTP) Sign-Ups and View Direct Report
 - Deadline to sign up for the FTP file is March 30, 2022
 - Upcoming Letters
 - Reorganizations
 - Change in Established Positions [Form STD. 607](#)
 - Annual Payroll Header Report Form PR421
 - Sign up for the Fiscal Year End Letters [Email Subscription Distribution List](#) by selecting “Civil Service Schedule 8/7a”

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.
- The Employment Development Department held a Special Admin Chiefs' Ad Hoc User Group Forum last week to present information related to Unemployment Insurance (UI) Business Process, Reimbursement Method of Paying UI Benefits, eServices Account Features and Employer Roles and Responsibilities. For more information, contact Randall Ginise at Randall.Ginise@edd.ca.gov.

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