



January 2021

Ad Hoc Committee on Human Resources

Notes

State Controller's Office – Personnel and Payroll Services Division

Personnel and Payroll Operations Bureau (PPOB)

- ❖ **Statewide Civil Service Audits/Payroll Program – Cari Buenaventura**
 - Lump Sum Separation Updates
 - Emergency Paid Sick Leave Act (EPSLA) and Emergency Family Medical Leave Act (EFMLA)
 - Document Submission
- ❖ **Statewide Tax Support Program – Monique Perez**
 - Distribution and Billing of 2021 W-2's and Tax Statement
 - Duplicate W-2 Questions: ppsdw2dupcor@sco.ca.gov
- ❖ **Statewide Direct Deposit Program – Jill Souza**
 - Statewide Direct Deposit Enrollment Initiative
 - As of January statewide participation is 82.97%
 - Department Specific data is available
 - Contact Jill Souza at jsouza@sco.ca.gov.
 - CEC and Direct Deposit
 - New Process for Direct Deposit Enrollment
 - Reminders:
 - Include specific program name in the subject line of emails sent to the PPSDTempOps@sco.ca.gov mailbox. Incomplete or incorrect subject lines cause delays in routing.
 - Utilize email to send documents rather than fax or mail.
 - Include the entire social security number when sending documents to SCO via secure email
 - Visit Department of General Services [website](#) for updated STD forms. All forms have been updated to allow for digital signature (STD699, STD674 and STD674 A/R) have been updated to allow for an email address for the HR specialist.
 - Update [California Personnel Office Directory \(CPOD\)](#) when personnel changes occur. SCO uses this information to contact agencies.

❖ **Statewide Civil Service Benefits Program– Bryce Miller**

- Open Enrollment Updates

Program Management Analysis Bureau (PMAB)

❖ **Program Analysis and Systems Coordination – Tracy Gutierrez**

- [2020 Employee Action Request \(EAR\) Std. 686 Form and Federal Withholdings Toolkit:](#)
 - FAQ
 - EAR Quick Start Guide
 - EAR Keying Guide
- Upcoming e-Learning
 - Beginning development this week.

Cal Employee Connect (CEC)

❖ **CEC – Liz James**

- 2020 W-2s are now available in [CEC!](#)

Customer Relations Survey

- ❖ How would you like to receive information from us during this time? Please send suggestions to our HR Suggestions Inbox at PPSDHRSuggestions@sco.ca.gov.

COVID-19 Update

- ❖ The Personnel and Payroll Services Division (PPSD) is monitoring the [COVID-19](#) pandemic closely. At this time, PPSD is open for business as usual. PPSD will continue to stay on top of the latest COVID-19 information and update departments of any changes that may impact services to our customers. PPSD is updating the State Controller's Office (SCO) [State Human Resources](#) and [State Employees](#) webpages with service information as it becomes available. These webpages will be updated regularly, as necessary.
- ❖ SCO has developed [streamlined processes](#) to expedite financial transactions and to report.
 - PPSD will accept electronic signatures. Please follow your electronic signature protocol.
- ❖ Updates have been made to the [COVID-19 Emergency Family Medical Leave Act \(E-FLMA\) calculator](#). Please be sure to use the most up to date version of the calculator.
- ❖ The State Controller's Office (SCO) has made a permanent decision to no longer impose restrictions identified in the Personnel and Payroll Services Division's (PPSD) [Decentralized Security Program Manual](#) and [Decentralized Security Guidelines](#) below:
 - Access and use of SCO's systems shall only be initiated from workstations that are owned or leased by the state agency and that are physically located within a facility that is owned or leased by the state agency and;

- Access and use of SCO's Human Resource Management Systems shall only be initiated from workstations that are owned or leased by the state agency and that are physically located within a facility that is owned or leased by the state agency.
- Instead, agencies and campuses should review and adhere to the following policies and procedures for remote access to information systems.
 - [State Administrative Manual \(SAM\) 5305.5](#)
 - [State Administrative Manual \(SAM\) 5360.1](#)
 - [Statewide Information Management Manual \(SIMM\) 5360-A](#)
- Updates to PPSD's Decentralized Security Program Manual and Decentralized Security Guidelines to reflect this change in policy will be made as soon as practical.
- ❖ For more information, please access our [COVID-19 FAQs](#).

Email Subscription Service

- ❖ To ensure you're receiving essential PPSD notifications, please subscribe to our email subscriptions listed below. Also, we invite you to share this information with anyone who would be interested in PPSD notifications.
 - [California Leave Accounting System \(CLAS\) Letters](#)
 - [State Controller's Office Letters \(Personnel / Payroll Operations\)](#)

Contacts

- Transaction Supervisors' Forum SCOTransactionSupervisors@sco.ca.gov
- [SCO - Personnel and Payroll Services Division \(PPSD\)](#)
- [California Department of Human Resources \(CalHR\)](#)
- [California Public Employees' Retirement System \(CalPERS\)](#)
- [California Personnel Office Directory \(CPOD\)](#)
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [CalATERS Replacement Project](#)
- [California State Payroll System Project](#)

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