



January 2022

Ad Hoc Committee on Human Resources Forum Notes

SCO KEY INITIATIVES: PROJECT UPDATES

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)
- ConnectHR:
 - **(pending)** [Telework Stipend Program](#) - PPSD is finalizing our business process which will allow Human Resources Offices to enter data on an Excel spreadsheet that will generate a data file to be uploaded via ConnectHR to produce payments. Latest information on [Telework Stipend Agreements](#).
 - To request access to ConnectHR job aids, please contact ConnectHRhelp@sco.ca.gov

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 and others
- What's Next:
 - Begin obtaining approval for solicitation and targeting solicitation release in February
 - 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 cpsphelp@sco.ca.gov

PROGRAM UPDATES

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

- Form W-2 Reminders
 - Distribution no later than January 31, 2022
 - [Duplicates](#) will be ordered on February 1st, for years 2021-2018
 - No Form W-2 pick-ups
 - Departments are encouraged to have employees utilize [Cal Employee Connect \(CEC\)](#) to access their Form W-2's
 - Fee waiver for Duplicate W-2's not received through March 1st.
 - Inquiries about Duplicate Form W-2's, please email PPSDW2DupCor@sco.ca.gov
 - Inquiries about Form W-2's, please email PPSDW2MiscDed@sco.ca.gov
- Deceased Employee Data (PPSD 21)
 - Deceased Employee in 2021
 - Keying
 - Submission of PPSD 21 form to SCO at PPSDW2MisDed@sco.ca.gov
- Salary Advances
 - Reporting
 - References:
 - Payroll Procedures Manual
 - Section N 103 – Salary Advances
 - Section N 109 - Instructions for completing the [Salary Advances Paid / Offset Report \(STD. 422\)](#)
 - Questions, please contact the Statewide W-2/Miscellaneous Deductions Program at PPSDW2MiscDed@sco.ca.gov

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

- Bargaining Unit (BU) 18 Retirement Contribution Update
 - Effective retroactively to July 1, 2021
 - BU 18 Safety employees impacted
 - Moving from 11% to 11.5%
 - Processed 505 transaction mass update for 3,495 records on December 14, 2021
 - Employment History records that have transactions after July 1, 2021, that will create an out-of-sequence when updated, will require manual updates by Human Resources Offices
 - SCO provided a ViewDirect report with necessary information on January 21st, along with a Broadcast Email with information; a Personnel Letter is forthcoming

- [Personnel letter](#) explaining the (BU) 18 Retirement Contribution Updates
- CalPERS Retired Annuitant (RA) Late Fee Invoices:
 - SCO has implemented an interim process for reporting RA hours to CalPERS that temporarily resolves the timing issues we experienced with October and November 2021 reporting.
 - SCO and CalPERS are collaborating on a long-term solution.
 - CalPERS granted a fee waiver for October, November and December 2021, as well as temporarily halted the invoicing process, pending a joint solution.
- For more information about this and other updates, go to the [PPSD Broadcast Email Archive](#).

CalHR – AB 532 Implementation – State Employee Race/Ethnicity Questionnaire - Glenna Wheeler (Glenna.Wheeler@calhr.ca.gov)

- Summary of Assembly Bill ([AB](#)) [532](#) from Fiscal Year 15/16:
- New Government Code Section 8310.9
- New State Employee Race/Ethnicity Questionnaire (CalHR 1070) will say, “Please check one or more boxes that describe your race or ethnicity.”
- The Examination/Employment Application ([STD. 678](#)) is also being revised to comply with statute.

SCO – Business Systems Enhancement – Pliny Reynolds (Preynolds@sco.ca.gov)

- Transition of Ethnicity data from the Employment History (EH) to Affordable Care Act System (ACAS) database:
 - To comply with both, [Assembly Bill \(AB\) 532](#) and Code of Federal Regulations [Title 29 section 1602.13](#) (keeping racial or ethnic records separate from personnel/payroll systems), SCO will create a new Ethnicity screen within the ACAS.
 - Target date for implementing the new Ethnicity screen is scheduled for early March 2022.
- Revisions to SCO Security Authorization Form (PSD 125A):
 - The SCO Decentralized Security Administration Unit will be revising the PSD 125A forms to include security access to the Ethnicity screen in the ACAS.
 - The new Ethnicity application in ACAS will be identified as “ETH ACAS” on the PSD 125A form.
- Management Information Retrieval System (MIRS) and MarkIV Reporting
 - Changes are underway to expand the Ethnicity data in MIRS and MarkIV reports

SCO – Program Analysis and System Coordination – Wendy Vogel (WVogel@sco.ca.gov)






- Bargaining Unit (BU) 08 Employment History Update

- On 1/13/2022, the Business Program Administration team processed mass SAL transactions for 5,137 employees in BU 08
- Personnel/Payroll Specialist/Supervisor Annual Recruitment and Retention Pay
 - The Business Program Administration unit released the SCO [Payroll Letter #22-001 PERSONNEL/PAYROLL SPECIALIST/SUPERVISOR ANNUAL RECRUITMENT AND RETENTION PAY](#) on 1/25/2022

SCO – Program Management and Operational Readiness Assessment Project – Nastassja Johnson (Nxjohnson@sco.ca.gov)

Phase	Description	Date
Phase 1	<ul style="list-style-type: none"> ● Established Division-wide Baselines by focusing on: <ul style="list-style-type: none"> ● People ● Processes ● Technology ● Developed effective business process strategies to create efficiencies in Phase 2 and 3 	01/01/2020 – 12/31/2020
Phase 2	<ul style="list-style-type: none"> ● Utilized Lessons Learned from Phase 1 ● Focused on Programs with the most backlogged workloads (Statewide Civil Service Benefits Programs) ● Enhanced Internal and External Communication ● Increased Department HR Training by developing and releasing eLearning Modules and offering Virtual Instructor Led training 	01/01/2021 – 12/31/2021
Phase 3	<ul style="list-style-type: none"> ● Utilize Lessons Learned from Phase 1 & 2 ● Focus on Programs with remaining backlogged workloads (Statewide Personnel and Payroll Programs) ● Close Out, Monitor and Control all Program Management and Operational workloads 	01/01/2022 – 12/31/2022

- **Accomplishments:**

	Total 39 Identified Workloads	Status
Phase 1 (Completed)	Statewide Disability, Form W-2 and Position Control Programs: 16 Workloads	
Phase 2 (Completed)	Statewide Civil Service Benefit Programs: 12 Workloads	
Phase 3 (In Process)	Statewide Civil Service Personnel and Payroll Programs: 6 Workloads	
	Statewide Civil Service Personnel and Payroll Programs: 5 Workloads	
Backlog Timeline	13% of project timeline consumed 87% of backlogged workloads in compliance (34 of 39)	

Status Indicators



- PPSD introduce the newly developed Human Resources (HR) Suggestion Business. This Business Process encourages State HR Office staff to submit suggestions to PPSD.
- PPSD introduced to Statewide Departments a new intake option to submit Direct Deposit Enrollments directly to the Uniform State Payroll System as well as allow for paperless submittal
- Cal Employee Connect, ConnectHR introduced a new File Upload Business Process for submitting payroll processing forms to SCO. This replaced the interim business process of department HR offices e-mailing payroll-processing forms to PPSD email boxes
- PPSD converted 45 printed-paper reports to Document/View Direct (online viewing capability) as part of the Controller’s Paperless Initiative as well as continued support of telework.
- PPSD made more than 50 eLearning’s available as well as new virtual training options
 - Trainings cover a variety personnel and payroll topics as well as Affordable Care Act and California Leave Accounting System processing

- **Next Steps:**

- Started Phase 3 strong and have been hitting our milestones successfully
- Success in Phase 1 and Phase 2 have set us up for success in Phase 3

- We expect to meet our goals by the end of this year
- Check the [Weekly Processing Dates](#) to see our progress

SCO - Supporting Personnel and Payroll Services through Remote Work – Nastassja Johnson
(PPSDHRSuggestions@sco.ca.gov)

- Developed new [Statewide eLearning and virtual training](#) courses that cover Personnel, Payroll, Affordable Care Act, Leave Accounting and the Management Information Retrieval System (MIRS Reporting)
- Released ConnectHR to all Departments
- Enhanced [Cal Employee Connect](#) functionality
- Transitioned User Group Forums to Virtual Participation
- Established group email inboxes for [PPSD Contacts](#) in place of fax machines for each Statewide Program Area
- Transitioned to digital/electronic signatures
- Refreshed our [State Human Resources](#) (HR) and [Employee webpages](#)
- Providing regular updates for our two Key Initiatives SCOConnect ([CEC/ConnectHR](#)) and [CSPS](#)
- Provided Contact, Key Initiatives and the State HR and Employee webpages to our Broadcast Emails, SCO Letters and other methods of communication
- Updated the [California Personnel Office Directory \(CPOD\) - Contact PPSD](#)
- Developed a [Streamlined Document Submittal webpage](#) for SCO's Homepage (Website)

SCO – Calculators - Nastassja Johnson (NxJohnson@sco.ca.gov)

- [Enhanced Nonindustrial Disability Insurance Calculator](#)
- [Industrial Disability Leave Supplementation Calculator](#)
- [Leave Credit Calculator](#)
- [Lump Sum Pre-Tax Calculator](#)
- [Overtime Calculator](#)
- [Paycheck Calculator](#)
- [State Disability Insurance Supplementation Calculator](#)

SCO General Reminders

- Extension of Supplemental Paid Sick Leave:
 - The State Controller's Office is aware of the Governor's extension of supplemental paid sick leave. CalHR and SCO will partner to ensure both policies and procedures are aligned. Communication, along with any relevant tools and resources, will be released in the near future.
- Utilize ConnectHR to send documents.
- Include the employee's complete social security number (SSN) when sending documents through ConnectHR.
- Check [Weekly Processing Dates](#) before sending inquires.

- 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

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

Disclaimer: This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.