



State Controller's Office
Personnel/Payroll Services Division
Ad Hoc Committee on Human Resources
January 30, 2020

Program Management and Analysis Bureau (PMAB)

- ❖ **Affordable Care Act Program (ACA) – Megan Vinson**
 - 1095-Cs are being sent to print now through February 7, 2020. A Personnel Letter will be issued shortly after that. We are not charging for 1095-Cs this year again. A report of employees who were issued a 1095-C will be available on ViewDirect after the last mailing.

Personnel and Payroll Services Bureau (PPOB)

- ❖ **Statewide Civil Service (CS) Direct Deposit Program - Mel Lyles/Lani Dharma**
 - 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.
 - State Controller's Office (SCO) Direct Deposit will no longer accept faxed documents requesting account changes.
 - If the HR office mails change forms to Direct Deposit, SCO will process the change requests.
 - SCO has not seen any significant number of new enrollments. As of January 21, 2020, the Direct Deposit Program has processed 4544 new enrollments which is the typical number of STD 699 processed every month.
 - Please encourage employees to enroll into Direct Deposit.
 - Please audit the forms before submission to SCO to avoid unnecessary workload and delays on processing.
 - SCO is working on an E Learning-Direct Deposit Training Tool and a job aid on how to fill out the form. A video is coming soon.
 - We are researching alternative payment methods for employees who don't want to enroll in Direct Deposit.

❖ **Statewide Civil Service (CS) Audits and Payroll Program - Renee McClain/Tommy Fong**

- REMINDERS:
 - Verify Employment History for employees that were included in the last mass updates for BU02, BU05, BU07, and BU13 as well as the minimum wage update.
 - If you identify any issues please send them through the escalation email.
 - Please do not respond to the auto email sent from the CS PAR Tracker. This is a courtesy email to inform you that we have received your PAR package. The email instructs departments not to reply to the email and to contact the Statewide Customer Contact Center (SCCC) with questions.
 - Please respond if you receive a PSD 40 notice asking you to take action. Do not send an amended PAR as the staff that contacted you will hold the PAR until the following business day.
 - Please do not send duplicate PARs. CS Audits has been receiving multiple duplicate PARs which is creating additional work to locate and verify the PAR documentation. This is particularly time consuming dealing with the deadlines for the lump sum workload.
- Lump sum deferral separations are being worked by separation effective date due to the labor code change requiring that the funds for both tax years must post to the employee's savings plus account within 2 and ½ months of their separation date. We are currently working on 2nd tax year separations with an effective date of Nov 16th-30th to meet the deadline for the last green cycle of the month on January 29, 2020.
- Cash only separations are being worked on a flow basis.

❖ **W-2, Non-Uniform State Payroll System, Miscellaneous Deductions Program – Monique Perez**

- [Payroll letter #19-023](#) :
 - W-2s will start being mailed out by January 24, 2020. All W-2s will be mailed out by January 31, 2020.
- Duplicate W-2s will not be ordered until February. No charge for duplicates if received before March 2, 2020 and ONLY if there has been no address change.
- December 19, 2019 was the due date for address corrections. Undeliverable Form W-2s will be mailed to employee's department.
- Non-Resident Alien (NRA):
 - Personnel letter will be going out at the end of the month. Verification is completed twice a year. Departments will be sent a form in which departments will have to indicate whether they are adding, deleting, or have no NRA's. All departments are required to respond. For questions please contact Tax Support ppsdtaxsupsect@sco.ca.gov.

California State Payroll System (CSPS)

❖ CSPS Project Update – Bill Harrigan

- **Key Deliverables**
 - Subject Matter Expert (SME) Requirement Review Sessions
 - Market Research
 - OCM Assessments
 - Data Analysis and Planning SME Interviews
- **Recent Progress**
 - Market Research Vendor Demos
 - Benefits Administration Baseline Mid-Level and Detailed
 - Time and Attendance Baseline Mid-Level and Detailed
 - Personnel Administration Baseline Mid-Level and Detailed
 - Position Control Baseline Mid-Level and Detailed
 - General System Baseline Mid-Level and Detailed
- **What's Next**
 - SME Requirement Review Sessions
 - Alternatives Analysis
 - Recommended Solution
 - Procurement Strategy
 - Review and Approval of S2AA
- **Our Ask**
 - Support SME Requirement Review