



January 2023

Ad Hoc Committee on Human Resources Forum Notes

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SCO KEY INITIATIVES:

SCOConnect: Cal Employee Connect Project/ConnectHR – Michelle Robinson (ConnectHRhelp@sco.ca.gov)

Cal Employee Connect (CEC)

- CEC Phase II – Employee Service features:
 - Wave I (107 civil service and 8 CSU campuses), and Wave II departments (47 civil service and 8 CSU campuses) have been deployed for the Direct Deposit feature.
 - Multifactor Authentication (MFA) is now available to all [Cal Employee Connect](#) (CEC) users.
 - As of 1/24/23: 5,567 employees have enabled MFA.
 - As of 1/24/23: CEC has received 2,532 direct deposit transactions.
 - The Direct Deposit Standard Form 699 will be discontinued by mid-year 2023
 - CEC self-service will be the preferred option
 - Exception will be for new hires only
- Address Change feature is coming soon!

ConnectHR

- Telework Stipend Update - December:
 - 131,859 payments were issued to 100,884 employees
 - More than 88% were the result of data submitted via [ConnectHR](#) rather than the Payroll Input Process (PIP)

SCO – California State Payroll System (CSPS) Project – Taras Kachmar (CSPSHelp@sco.ca.gov)

– Project Information:

- **Objective:** To modernize and integrate the State’s Human Resource and Payroll systems
- **Goals:** Manager and Employee Self-service, Reduction in manual/paper submissions, Improved reporting capabilities, Efficiencies in processes/workflow
- **Scope:** Personnel, Benefits, Position Control, Time & Attendance, Travel & Business Expense and Payroll
- **Why CSPS:** Current system is 50 years old and not integrated; current system does not reflect or incorporate IT, HR, PR innovations over past 50 years.
- **Who will this impact:** State HR and Payroll staff and all state employees



– Status Updates / Progress:

- Recent Progress:
 - Data team has begun analysis on 7 of 9 systems
- Upcoming Activities:
 - Continued meetings with Fi\$CAL to mitigate risk
 - DART Sponsors and Liaisons identifying and assigning subject matter experts and coordinators
 - Data team to begin communicating requests to cleanse data in January
- Schedule:

Activities	Start	End	Status
Conduct Solicitation Phase 2 - Evaluate P2 Response	January 2023	February 2023	In progress
Conduct Solicitation Phase 3 – Negotiate and Select Vendor	February 2023	June 2023	Not started

BENEFITS ADMINISTRATION:

SCO – Statewide Benefits Program - Ryan Baughman (ppsdcsbenefits@sco.ca.gov)

- Updates and Reminders
 - Dependent Eligibility Verification /Dependent Re-Verification (DEV/DRV) Season
 - Verification for March birth month in progress
 - **DEV** - Please make sure to complete any transactions within [myCalPERS](#) by April 1st.
 - **DRV** - Reminder that all procedures for deleting or re-adding dependents are still in effect. Please refer to [Benefits Administration Manual](#) for instructions. Upload any necessary forms by April 1st for timely processing.
 - Weekly Processing Dates – Civil Service Benefits
 - Please have Specialists check [Weekly Processing Dates](#) prior to calling Statewide Customer Contact Center.
 - Whole team back to reported workloads, expect processing dates to move as we work on pushing through backlog.

PROGRAM UPDATES:

Statewide Tax Support Program – Monique Perez (PPSDW2MiscDed@sco.ca.gov)

- Form W-2 Reminders and Exempt Employees
 - Form W-2 Reminders
 - SCO will be distributing 2022 Form W-2s by mail no later than January 31, 2023
 - 2022 Form W-2s are now available in [Cal Employee Connect](#) (CEC)
 - Departments are to encourage employees to utilize CEC for access to Form W-2s
 - Student Assistants
 - Duplicate W-2s:
 - Please email ppsdw2dupcor@sco.ca.gov for all inquiries regarding Duplicate Form W-2s
 - Duplicate Form W-2s will be ordered in February
 - Exempt Employees:
 - Employee filing exempt
 - February 15th, 2023

PPSD General Reminders

- We have moved - [300 Capitol Mall, Suite 701 Sacramento, CA 95814](#)
- Remind HR staff to use ConnectHR to submit documents or upload data
- 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
- Review personnel and payroll reports to ensure accuracy of data
- 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.
- Share this information with your Human Resources Team!

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:

- [SCOConnect](#)
- [California State Payroll System Project](#)

CONTACTS:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email ppsdmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200