



July 2022

Ad Hoc Committee on Human Resources Forum Notes

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SCO KEY INITIATIVES

SCOCONNECT: CAL EMPLOYEE CONNECT PROJECT/CONNECTHR

ConnectHR – Tiffany Fong-Mao (TFongMao@sco.ca.gov) and Michelle Robinson (MRobinson@sco.ca.gov)

- Telework Stipend update
 - June counts:
 - 72,524 payments were issued to 38,599 employees
 - More than 95% were the result of data submitted via ConnectHR rather than PIP or some other means
 - IMPORTANT REMINDER:
 - Double check your entries on the [telework template](#) **prior to** submission (Refer to the [Telework Stipend FAQ](#))
 - Submissions cannot be recalled
 - Any errors (i.e. incorrect payments) will need to follow the Warrant Process Instruction in [Section I of the Payroll Procedures Manual](#) (PPM)

Cal Employee Connect (CEC)

- Pseudo-Interactive features: Multifactor Authentication, Direct Deposit, Address change and Withholdings
- Released a survey to potential eligible agencies to assess the interest to use the e-Timesheet feature in CEC.

SCO – California State Payroll System (CSPS) Project – Kim Pablo (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:**
 - Addendum 3 released
- **Upcoming Activities:**
 - Continue Department Agency Readiness Teams (DART) sessions re: responsibilities and required resources
 - Testing planning
 - Solicitation Phase 1 – Evaluate Bidders

Schedule:

Activities	Start	End	Status
BPOs/PACs to review Opportunity Change Impacts	March 2022	July 2022	In Progress
Conduct Phase 1 of solicitation	April 2022	July 2022	In Progress
DART Informational Sessions	June 2022	July 2022	In Progress
Conduct Solicitation Phase 2 - Proof of Concept and Evaluate Proposals	August 2022	November 2022	
DART Liaison Kickoff	October 2022 (TBD)	October 2022 (TBD)	

BENEFITS ADMINISTRATION:

SCO – Civil Service Benefits and Retirement - Ryan Baughman (Rbaughman@sco.ca.gov)

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We are preparing for 2023 Open Enrollment!

- The Benefits team members are being assigned now for this workload
- Team is in the process of training and prepping for the upcoming influx of documents (approximately 32,000!)
- All Open Enrollment documents shall be uploaded via ConnectHR
- Please upload Open Enrollment Benefits forms on a flow basis and refrain from waiting until the last day to upload all documents
 - The steady flow of documents ensures that they are processed timely for the 01/01/2023 effective date
- More information and resources to be released soon!

PROGRAM UPDATES

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

IRS LOCKS/EMPLOYEE ACTION REQUEST (EAR)

- Employee Action Request (EAR) Reminders
 - Submission of form requirements
 - Section A and J
- Payroll Procedures Manual (PPM)
 - Section 6
 - [PAM: Section 6 - EAR Processing \(ca.gov\)](#)

If you have questions, please feel free to email me or the W-2/ Miscellaneous Deductions Team at PPSDW2MiscDed@sco.ca.gov

VERIFICATION OF EMPLOYEES IDENTIFIED AS NONCITIZEN (FORMERLY NONRESIDENT ALIENS)

- [Personnel Letter 22-011 \(ca.gov\)](#)
- Verification of Employees Identified as Noncitizen Personnel Letter issued 07/14/2022, Personnel letter 22-011
- Reports are on View Direct until September 30, 2022.
 - Report name in View Direct: PDW7170
- Tax Support does a biannual verification
- Forms are due by August 16, 2022, this is a requirement for **all** agencies

If there are any questions, please email the Tax Support Unit at PPSDTSP@sco.ca.gov

SCO – Business Systems Support and Maintenance (BSSM)– Muang Saechao (MSaechao@sco.ca.gov)

Collective Bargaining Changes effective 07/01/2022

- General Salary Increase (GEN) for bargaining unit (BU) 1, 3, 4, 6, 7, 11, 12, 14, 15, 16, 17, 19, 20, 21 and Excluded Employees processed on July 7, 2022
 - 177,213 employee records updated
- Special Salary Adjustment (SAL) for BU 12, 19 and Excluded Employees processed on July 12, 2022
 - 1,326 employee records updated
- Retirement rate change for BU 2, 5, 7, 9, 13 and Excluded Employees processed on July 18, 2022
 - 28,483 employee records updated

SCO – Executive Office (EO) Inquiries – Nastassja Johnson (NXJohnson@sco.ca.gov)

- What are EO Inquiries? Inquiries that constituents send to the SCO
- Top EO Inquiries:
 - Taxes & W-2: 10
 - Records Requests: 8
 - Paycheck: 8
- How you can help?
 - Direct them to the resources on the [SCO State Employees](#) webpage

SCO – Human Resources (HR) Suggestions – Nastassja Johnson (NXJohnson@sco.ca.gov)

- We received four (4) HR suggestions this past month
- One (1) of the suggestions is being reviewed to see if there is something new that we can implement or change
- If we are able to implement any of these suggestions we will share at the forum
- Remember to submit your HR suggestions to the SCO's HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov

SCO General Reminders

- [Customer Satisfaction Survey](#) – Closes July 28
- [Transaction Specialists' Educational Forum](#) – August 4th
- Utilize ConnectHR to submit documents or upload data
- 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](#) – PSD'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.
 - Share this information with your Human Resources Team!

SCO EMAIL SUBSCRIPTION SERVICE:

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

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.

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