July 2023

Ad Hoc Committee on Human Resources Forum Notes

SCO KEY INITIATIVES:

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

- Cal Employee Connect (CEC) Phase II – Employee Service features
  - Multifactor Authentication (MFA User Guide):
    - Now available to all Cal Employee Connect (CEC) users
    - As of 07/25/23: 38,277 employees have enabled MFA

  - Direct Deposit:
    - 95% of departments statewide have been deployed
    - As of 07/25/23: CEC has received 9,897 direct deposit transactions

  - Address Change:
    - 95% of departments statewide have been deployed
    - As of 07/25/23: CEC has received 1,502 address change requests

  - 2023 W-2 Opt-in Feature:
    - Coming soon
    - Demo

- ConnectHR
  - Accounts Receivable (A/R) 035 Deduction Collection Feature:
    - This feature has been made available to all agencies
    - As of 06/30/23:
      - Total of 35,492 A/R 035 deductions have been processed via this feature
      - Total of $8,140,083 has been collected
  - As of 07/25/23:
    - The ConnectHR team sent notice of the feature availability to all remaining agencies via email to Security Monitors and Universal Email
    - 86% departments/agencies have been enabled.
    - Starting mid-July, the ConnectHR team will be reaching out to the agencies who are not using the 035 Feature via their HR Chiefs

SCO – [California State Payroll System (CSPS) Project](#) – Taras Kachmar (Contact: CSPSHelp@sco.ca.gov)

– Change Means Opportunity

- On April 3rd, 1973 the first cell phone was created by Martin Cooper of Motorola. The phone was the first device to wirelessly make and receive phone calls. For all of its convenience of the idea of a portable handheld device, the cell phone itself was very inconvenient. The first cell phone weighed two and a half pounds, was 10 inches tall, an inch and a half wide, and three inches deep. The incredible innovation and change that has been made has really turned that giant brick of a device into the sleek, convenient device that most of us own today.

- In July of 1822, Charles Babbage developed a concept for the first computer by proposing to the Royal Society that machines could do calculations for us. In 1834, Babbage designed the first CPU, or Central Processing Unit. At the time, he referred to it as the "mill". This device paired with another device called the "reader" allowed him to input instructions as well as record results that the machine had processed. Babbage's design was not brought to fruition until 169 years after his original concept. In 1991, the first computer was developed and stood 11 feet long and 7 feet tall. It had over 8,000 moving parts and weighed approximately 5 tons. Today's computers/laptops can fit into small bags and travel with us wherever we go.

- Both the cell phone and computer and incredibly powerful devices that many of us would not be able to live without. The cell phone has changed from a device that just makes and receives calls to a multifaceted entertainment machine that INCLUDES being a computer. Smart Phones of today are not only devices that keep us connected with our peers, but also they are computers, cameras, TV's, speakers, and much, much more. All of these items that we may have needed a forklift to move, now conveniently fits in the palm of our hand because of the changes that were made. Change can mean many things, and often times, change means growth, opportunity, or a chance to improve.

- In today's fast-paced world, change is inevitable. The cell phone and computer are just two examples of big technology changes. As individuals we consistently go through changes both large and small in our daily lives. While it's inevitable and essential for growth, change can be uncomfortable especially if it feels involuntary. It is the same when organizations decide to make a significant change. Bringing about large-scale change can be a daunting task, particularly in government agencies. The CSPS project is a large-scale technical project that will impact all state workers in one way or another. It was in the 1950's that the Uniform State Payroll System was launched. California employed 40 % fewer employees and did not engage in collective bargaining. In 1976, the payroll section of Division of Disbursements was combined with the new Personnel Services of Personnel Information Management System (PIMS) to form the current Personnel/Payroll Services Division (PPSD) of SCO. Over time, the growing workforce and addition of bargaining units impacted the SCO system and became more complex. Delays, mistakes became more abundant. In the late 1990's a study for a new payroll system was conducted. It is one thing to know change is needed, it is quite another to make that change happen. It's been a long time coming and CSPS project is making that change.

– CSPS Project Speed of Change

- 2026 – 2028 | Commitment Level: Ownership and Commitment
 - Roll Out to Departments

- o Maintain System
- 2024 – 2025 | Commitment Level: Support and Knowledge
  - o Prep for Go-Live
  - o Train Users
  - o Pilot Departments
- 2023 – 2024 | Commitment Level: Understanding
  - o Onboard Vendor
  - o Configure System
  - o Educate on Future State
- 2022 – 2023 | Commitment Level: Awareness
  - o Vendor Selection
  - o DART Formation
  - o Validate Processes

- 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 Administration, Benefits Administration, Position Control, Time & Attendance, Travel & Business Expense Management, 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:
  - Negotiations with vendors are coming to a close.
  - Technical team completed modifications to the Affordable Care Act (ACA) Address Compliance process and continue to monitor data for quarterly reporting
  - Departments have until the August to identify Subject Matter Experts (SMEs) and Coordinators to their assigned Agency Change Expert (ACE)
  - The Organization Change Management (OCM) ACEs have been conducting outreach meetings with their departments over the last couple months
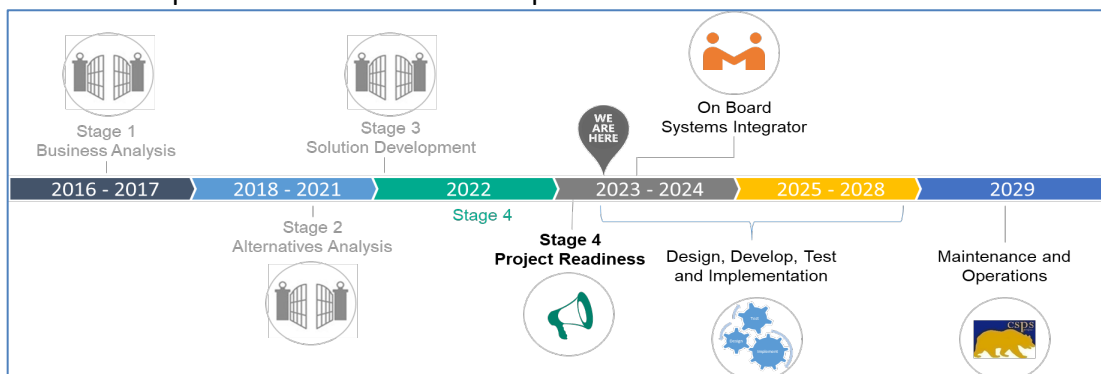
BENEFITS ADMINISTRATION:

SCO – Statewide Benefits Program – Rebecca Doctolero (Contact: ppsdcsbenefits@sco.ca.gov)

2023 Open Enrollment is coming!

- State Controller's Office is currently working on creating an Open Enrollment Resources page for the SCO Website.
  - Expected to be available by mid-August.
- Content included for Dental, FlexElect/CoBen Cash Option, and FlexElect Reimbursement:
  - Checklists
  - Examples, Tips, and Common Form Errors
  - Frequently Asked Questions
- Transaction Specialist Educational Forum – August 3, 2023
  - Open Enrollment
  - Please encourage your Personnel Specialist to attend!

Statewide Tax Support Program – Monique Perez (Contact: PPSDSTSP@sco.ca.gov)

Verification of Employees Identified as Nonresident Aliens

- Verification of Employees Identified as Nonresident Aliens Personnel Letter issued 07/17/2023
- Personnel Letter #23-016 SCO PERSONNEL LETTER#23-016 (ca.gov)
- Reports are on View Direct until 12/31/2023
- The report name in View Direct is PDW7170
- The Tax Support Unit does a bi-annual verification. If you submitted a form for the first half (January through June) of the year, you will submit a form for the second half
- All Agencies/Campuses are required to submit the verification forms bi-annually to indicate any additions, deletions, OR if you do not have any Nonresident Aliens to report.
- Forms are due by 09/15/2023. This is a requirement for all agencies

Business Analysis and System Coordination – Tracy Gutierrez (Contact: SCCC (916) 372-7200)

Mass Update Retirement Contribution Change

- Effective Date July 1, 2023
  - Various Bargaining Units 1, 3, 4, 7, 11, 14, 15, 17, 20, 21
  - 505 Transaction ran on July 6, 2023
  - Total Employees Impacted 112,515
- Mass Update Exceptions
  - Employee off pay status, out-of-sequence, appointment expiration date prior to July 1, 2023
  - Departments must key a 505 and update the employment history

Mass Update Retirement Contribution Change

- Employee Working While On Leave Prior to July 1, 2023
    - Departments must key a 505 updating the employment history effective July 1, 2023
    - Failure to updating the retirement code may reflect in the incorrect retirement rate being withheld
- Employees On Disability (SDI, IDL and TD) Prior to July 1, 2023
    - Departments must key a 505 updating the employment history effective July 1, 2023
    - Failure to updating the retirement code may reflect in the incorrect retirement rate being withheld

Mass Update Retirement Contribution Change - Supplemental
- Effective Date July 1, 2023
    - Various Bargaining Units 1, 3, 4, 7, 11, 14, 15, 17, 20, 21
    - 505 Transaction ran on July 20, 2023
    - Total Employees Impacted 7905
- Mass Update Exceptions
    - Employee off pay status, out-of-sequence, appointment expiration date prior to July 1, 2023
    - Departments must key a 505 and update the employment history

Mass Update General Salary Increase
- Effective Date July 1, 2023
    - Various Bargaining Units 2, 8, 9 and 18
    - GEN Transaction ran on July 11, 2023
    - For Rank-And-File and Excluded Employees
    - Total Employees Impacted 28,619
    - Total Number of Exceptions 74 employees
- Effective Date July 12, 2023
    - Additional update run for BU 2 and 9 for class code 6016 and 3130
    - GEN Transaction was processed
    - Total Employees Impacted 636

Mass Update Special Salary Adjustment
- Effective Date July 1, 2023
    - Various Bargaining Units 5, 10 and 13
    - SAL Transaction ran on July 19, 2023
    - For Rank-And-File and Excluded Employees
    - BU 10 includes certain class codes
    - BU 13 includes only S13 employees
    - Total Employees Impacted 7,879
    - Total Number of Exceptions 63 employees
    - Reminder that impacted employees in Bargaining Units 2, 13, and 18 require departmental action

PPSD General Reminders

When you reconcile payroll, check that these *details* are correct:

- Withholdings and deductions
- Employer taxes
- Hours worked, including overtime, vacation time, sick days, etc.
- Wages and salaries

Make sure the numbers recorded are reasonable. Look at past payrolls to see if current pay period is similar. If there is a large difference, learn the cause. Then, make sure each transaction you entered is correct.

- 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 Administration & 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