June 23, 2022

Administrative Chiefs' Ad Hoc Notes

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SCO KEY INITIATIVES

SCOCONNECT: CAL EMPLOYEE CONNECT PROJECT/CONNECTHR

ConnectHR – Liz James (LJames@sco.ca.gov)

- Telework Stipend Pay for the month of May:
  - 86% of the telework stipend pay was processed via ConnectHR
  - 14% were a combination of Payroll Input Process (PIP) and File Transfer Protocol (FTP) submissions.

Cal Employee Connect (CEC)

- The CEC team continues to work on the upcoming Pseudo-Interactive features:

  - Multifactor Authentication (MFA)-Time-Based One-Time Password (TOTP)

    - Direct Deposit

    - Address change

    - Withholding change

SCO – California State Payroll System (CSPS) Project – Chris Maio (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

2016 - 2017 Current State Analysis	2018 - 2021 Alternatives Analysis	2021 - 2022 Solicitation Analysis	2022 - 2023 Vendor Selection	2023 - 2028 Implementation	2028 - Ongoing Support
STAGE 1	**STAGE 2**	**STAGE 3**	**STAGE 4**	**PROJECT EXECUTION**	**MAINTENANCE & OPERATIONS**

*PROJECT APPROVAL LIFECYCLE (PAL) - CA Dept. of Technology process (4 stages) to improve the likelihood of success for IT projects.   *SYSTEM DEVELOPMENT LIFECYCLE (SDLC)

Status Updates / Progress:

- **Recent Progress:**
    - Project Advisor Contract Executed

- **Upcoming Activities:**
    - Notify Departments of Department Agency Readiness Teams (DART) responsibilities and required resources
    - Testing planning
    - Solicitation Phase 1 – Evaluate Bidders

Schedule:

Activities	Start	End	Status
BPOs/PACs to review Opportunity Change Impacts	3/10/22	7/28/22	In Progress
Conduct Phase 1 of solicitation	4/1/22	7/21/22	In Progress
DART Informational Sessions	6/14/22	7/21/22	
Conduct Solicitation Phase 2 - Proof of Concept and Evaluate Proposals	7/22/22	11/1/22	
DART Liaison Kickoff	Oct 2022 (TBD)	Oct 2022 (TBD)	

PROGRAM UPDATES

SCO – Personnel and Payroll Operations Bureau – Veronica Encinas (VEncinas@sco.ca.gov)

Program Management and Operational Readiness Assessment Project

- PPSD has been engaged in a three year project, Program Management and Operational Readiness Assessment Project.
- The objective of this project is to focus on PPSD's readiness to transition to the future state by assessing our people, processes and technology.

SCO – Program Management and Analysis Bureau – Lisa Dean (LDean@sco.ca.gov)

Fee Letters from CalPERS

- Under Government Code (Gov. Code) section 20283, employers have 90 days to establish membership and report retirement contributions to CalPERS.
    - Enrollments later than 90 days result in liability for both member and employer contributions, as well as a $500 administrative fee.

- Under Government Code (Gov. Code) section 21220, an employer shall enroll a retired member within 30 days of the effective date of hire.

    - Enrollments later than 30 days result a fee of two hundred ($200) dollars will be assessed per month until the retired annuitant is enrolled in my|CalPERS.

  - If your department needs SCO assistance with an invoice, please provide it as an attachment when contacting the PPSD Civil Service Retirement Inbox; the address is in the chat.

July 1, 2022 Changes

  - SCO is preparing for Civil Service Bargaining Unit (BU) changes effective 07/01/2022

    - This includes general salary increases, special salary adjustments, retirement changes, etc.

SCO – Communications Program—Nastassja Johnson (NXJohnson@sco.ca.gov)

Executive Office Inquiries

What are EO Inquiries? Inquiries that constituents send to the SCO

- Top EO Inquiries:

    - Verification of Employment

    - Human Resources Office Not Responding – Various Topics

- How you can help?

    - Inform your employee by sharing Employee Bulletins

    - Direct them to the resources on the SCO State Employees webpage

- Who we copy on emails: HR Chiefs, Specialist

Universal Email Address:

- Effective July 1, 2022, all HR offices must have a universal email established with the State Controller's Office (SCO). The SCO expectation is for all authorized HR representatives are included as part of the distribution list directly tied to the universal email box within their department to ensure that all communication, requests, and replies are received timely.

- The naming convention should be consistent with the abbreviation of the HR office's agency name (Example: SCOPersonnelTransactions@SCO.ca.gov).

- To complete this update, please work with your internal Information Technology (IT) representative and then notify SCO by June 30, 2022 of the preferred universal email address by contacting cacosta@sco.ca.gov.

- We have started emailing Chiefs and Directors if we don't receive your agencies information.

SCO General Reminders

- Utilize ConnectHR to send documents.

- Update California Personnel Office Directory (CPOD).

- The PPSD Register – PPSD's Monthly Newsletter

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 ppsdmirs@sco.ca.gov
- Statewide Customer Contact Center (916) 372-7200